

McALESTER PUBLIC SCHOOLS



STUDENT/PARENT
POLICY GUIDE
2018-2019

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McAlester Public Schools



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McAlester Public Schools

“Engaging Minds, Inspiring Hearts, Pursuing Excellence”

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 distributed to each student in the school district at the beginning of the school year and is available on the district’s website: 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

Victor Wheeler, President
Shelli Colbert, Vice-President
Mike Sossaman, Clerk
Cameron Fields, Member
Joy Tribbey, Member

McALESTER PUBLIC SCHOOLS ADMINISTRATION

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

Randy Hughes	Superintendent	918-423-4771
Chad Gragg	Business Manager/Treasurer	918-423-4771
Stephanie Holt	Secondary Education Director	918-423-8181
Janice Parrott	Elementary Education 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	Athletics Director	918-423-8128

Maintenance/Transportation – 1724 S. Main Street

Billie Sistrunk	Transportation Coordinator	918-423-3676
K C Buck	Maintenance Director	918-423-3676

Child Nutrition -

Donna Green	2801 N. A Child Nutrition Director	918-423-7816
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School Locations and Administration:

Jefferson Early Childhood Center Karen Johnson	501 South C Street Principal	918-423-5963
William Gay Early Childhood Center Lisa Mitchell	600 W. Madison Street Principal	918-423-6229
Edmond Doyle Elementary School Kathy Hunt	520 E. Smith Street Principal	918-423-0588
Emerson Elementary School Jamie Price	301 E. Van Buren Principal	918-423-6465
Will Rogers Elementary School Dawn Testa Stacy Stanfield	1200 E. South Street Principal Assistant Principal	918-423-4542
Parker Intermediate Center Stefanie Norman Austin Maddox	1310 N. 6th Street Principal Assistant Principal	918-423-4647
Puterbaugh Middle School Caroline Miller Jacob Lowe	1100 E. South Street Principal Assistant Principal	918-423-5445
McAlester High School Mendy Tubbs Dewayne Hampton Stephanie Holt	1 Buffalo Drive Principal Assistant Principal Assistant Principal	918-423-4776

ATTENDANCE

Regular attendance is a necessary part of the learning process and subsequent graduation. Irregular attendance limits the learning process and reduces the ability to acquire either a good education or a 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.

AV - Absence Verified - Student is absent and will count against 9 day policy

AU – Absence Unverified - Student is truant and will count against 9 day policy

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

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

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

- State and National levels of school sponsored contests. State and National contests are those for which a student must earn the right to compete. Activities to be *excluded* from the ten (10) period limitations are:

1. Music lessons by certified teachers (during a music or activity period);
2. Field trips related to classroom activities;
3. Science Fair trips;
4. Academic contests;
5. Career days;
6. College visitation days (2 days maximum); verification of college visit is required upon return
7. Serving as a page for the State legislature;
8. 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

Absences must be pre-arranged for the following reasons:

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

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.

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.

Attendance Incentives for Elementary Students

Any student who has had disciplinary actions such as ATS, Suspensions, Detentions, etc. may be excluded from any extracurricular activities at the discretion of the building administration.

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 school official upon their child's fifth (5th) 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, his 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 9th 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 10th 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 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.

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 enrollment:

State Certified Birth certificate

1. Immunization records (the student may not attend school until this information is provided)
2. Social Security Card
3. CDIB Card (if applicable)
4. The following phone numbers:
 - a. Parents' work numbers
 - b. Friend's or relative (emergency)
 - c. Doctor's
5. Name and address of school last attended
6. E-mail address
7. Any special education records if applicable.
8. Proof of Residence and Photo Identification

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

Make Up Work

Upon return to class, 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).** It is the responsibility of the student, parent, or guardian to contact the teacher if they desire to make up work 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 (Elementary)

A student is tardy at 8:15 a.m. 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. Three tardies will equate to one absence.

Tardies to Class (Secondary)

Students are expected to be in the classroom when the tardy bell rings. All tardies are logged through Tardy Sweep as follows:

1. **Three tardies in one class in one semester will equate to one absence for that class.**
2. **Tardies exceeding 15 minutes will result in an absence for that period.**

Truancy and Attendance Non-Compliance

Truancy is defined as absence from school without 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 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 for doctor's appointments, music lessons, etc., 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 sign out before you leave the school;
5. Sign in at the principal's office if you return to school the same day;

School Day

School doors will open at 7:40 a.m. and close at 3:00 p.m.

Early Childhood Centers

The school day for Pre-K and Kindergarten grade students is scheduled to begin at 8:00 a.m. and end at 3:00 p.m. The district offers a **pre-paid** optional after school extended-day program, Beyond the Bell. This program begins at 3:15 p.m. and ends at 5:30 p.m. There will be a late fee of \$1.00 per minute, due at the time of pick-up. Please see page 17 for scheduling and enrollment information.

Elementary Schools

The school day for 1st – 6th grade students is scheduled to begin at 8:00 a.m. and end at 3:00 p.m. The district offers a **pre-paid** optional after school extended-day program, Beyond the Bell. This program begins at 3:15 p.m. and ends at 5:30 p.m. There will be a late fee of \$1.00 per minute, due at the time of pick-up. Please See page 17 for scheduling and enrollment information.

Middle School

The school day for Middle School students begins 8:00 and ends at 3:00. The Middle School program includes a seven (7) period day. **No students will be allowed in the halls until 7:55; after the first bell. They will need to stay in the cafeteria, gym, or in tutoring.**

High School

The school day for High School students begins at 8:00 and ends at 3:05. The High School program includes an eight (8) period day. **Students arriving before 8:00 must remain downstairs in the main building until the first bell at 8:00.**

School Not In Session – School Cancellation will be posted on MPS Facebook, Twitter and website as well as broadcasted on radio and television

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 designee in the early morning, 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 if time allows.

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 own transportation will be dismissed if parents contact the school office giving the child permission to leave. Students without own transportation will remain at the site until buses run or arrangements have been made with parents or guardian for dismissal.

ACADEMIC

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.

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. A 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 an including an F for the assignment and the course. (Cornell University, Code of Academic Integrity, <https://cuinfo.cornell.edu/aic.cfm>)

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. 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 any 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.

GRADING SCALES

A system-wide grading scale has been approved for the McAlester Public School System. Each teacher will devise a procedure to inform parents how grades will be determined.

ELEMENTARY GRADING SCALE

1st Grade

M	Mastery	85-100
S	Satisfactory	70-84
U	Unsatisfactory	69 and below

2nd – 4th Grade

A	90 – 100	S	Satisfactory
B	80 – 89	U	Unsatisfactory
C	70 – 79	I	In Process
D	60 – 69		
F	Below 60		

INTERMEDIATE, MIDDLE SCHOOL & HIGH SCHOOL

5th – 12TH Grade

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

Honors Grading Scale

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

The semester exam counts as 20% of the semester grade.

Semester Test Exemptions for ACT and EOI Exams – Refer to page 6- Attendance Incentives and Exemption from Semester Tests

Any class, other than Honors or AP, test cannot count more than 50% of total grade

ELEMENTARY GRADE REPORTS (Students will receive a grade in every subject each nine weeks.)

Second Grade

Letter grades are given in the subjects listed below	S's or U's are given in the subjects listed below:
Reading	Science
Spelling	Social Studies
English	Penmanship
Math	Art
	Music
	P.E.

Third Grade and Fourth Grade

Letter grades are given in each subject listed below: (All are either 1 below level, or 2 on level)	S's or U's are given in the subjects listed below:
Reading	Art
Math	Music
English	P.E.
Spelling	Penmanship
Science	
Social Studies	

Fifth Grade and Sixth Grade

Letter grades are given in each subject listed below: (All are either 1 - below level, or 2 -on level)	
Language Arts	Art
Math	Music
English	P.E.
Spelling	
Science	
Social Studies	
Band (6 th Grade only)	

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 2-12)

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 2-12)

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 Policies

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.

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 four (4) credits by the end of the 9th grade is a sophomore. A student who earned eleven (11) credits in the 9th and 10th grades is a junior. A student who has earned eighteen (18) credits in the 9th, 10th, and 11th grades is a senior.

Credit Recovery – Extended Day 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. Tuition is charged for both **Summer School and On Line Classes**. **All tuition fees must be paid at the time of enrollment.** The cost is \$150.00 per class.

Reports to Parents

Special days are scheduled during the school year for parent-teacher conferences. Businesses are encouraged to release employees for parent-teacher conferences. Parents may arrange additional conferences as necessary. Thursday Folders are used as a regular means of communication in PK – 6th grades.

Grade reports are issued to each student four times a year. This report is intended to inform the parents of the students' progress. Mid-Quarter Progress Reports are provided to parents each grading period by each teacher. These are to be signed by the parents and a copy returned to the teacher. Pre-K student progress reports go out three times per year, once in the Fall, twice in the Spring. Kindergarten progress reports go out at the end of each quarter. End of the year grade reports for grades 1-12 are available through PowerSchool, or may be picked up at individual school sites.

Parents are encouraged to access additional information regarding their child's school via the district web site at: mcalester.k12.ok.us.

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 extra-curricular 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. (Example of such hardships would be illness, injury, a death in 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 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four (4). A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four (4) 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.

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

Inasmuch as colleges ask for 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

1. Count semester grades for the 9th, 10th, 11th, and both semesters of the 12th 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. Do not count grades of S (Satisfactory) or U (Unsatisfactory).
4. Summer school work in high school is the same length of time and periods, and will be counted as any winter time subject.
5. Count subjects taken in other accredited schools even though the subject is not offered at McAlester High School, if graduation credit is allowed.
6. Count all F's.
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 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 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, Probability and

Statistics, 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.

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.

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 9th, 10th, 11th, and 12th grades:

English	4	World History	1
Mathematics (Algebra I is required)	3	Government	½
Science	3		
U.S. History	1	Fine Arts	1
Oklahoma History	½		
		Electives	11 Units

Total..... 25 Units

Eighteen units must be earned in the 10th, 11th, and 12th grades. The intent of a high school program is a full four-year curriculum, meaning a student could possibly earn 28 credits. The 25 credit graduation requirement is therefore, a minimum, and is not intended to allow a student to graduate in less than four years.

End of Instruction exams previously required for graduation have been eliminated. 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. 10th Grade students will be tested in Math, ELA, and Science. U.S. History will be tested once during high school.

McAlester’s Promise

McAlester’s Promise is an effort by area businesses and school volunteers to encourage students to complete challenging courses during high school that will prepare them for jobs or higher education after graduation. McAlester’s Promise Course of Study gives students the foundation they need to succeed in a technical school, community college, university, the military, or industry. With a McAlester’s Promise background, a person is a more attractive job candidate and more likely to complete training or education that leads to better jobs and better pay. McAlester’s Promise is endorsed by employers, McAlester Public Schools, McAlester Chamber of Commerce and the Oklahoma Business and Education Coalition and meets the graduation requirements of the Oklahoma State Board of Education.

McAlester’s Promise Requirements

English	4 Units	Social Studies	3 ½ Units
		Oklahoma History	½ Unit
Mathematics (must consist of):	3 Units	Government	½ Unit
Algebra I		World History	1 Unit
Geometry		U.S. History	1 Unit
Algebra II			
Science (must consist of):	3 Units	Economics	½ Unit
Biology I			
Chemistry I		Additional Requirements	
Physics or Physics AP		Fine Arts	1 Unit
Foreign Language (in same language) Spanish or Choctaw	2 Units	Electives	

Oklahoma’s Promise (Formally OHLAP)

For eligible families earning \$50,000 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 8th, 9th, or 10th 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 (Algebra I is required) Choose 2 of the following: Geometry Trig./Pre-Calc. Honors Algebra II Algebra II Honors Algebra III Calculus AP Probability and Statistics	3 Units	Oklahoma History Government World History U.S. History U.S. History AP Geography Economics	
Science (lab classes)	2 Units	Foreign Language (2 units in same language)	2 Units
Physical Science Biology I Biology II Biology II AP Chemistry I Chemistry II AP		Choctaw Spanish OR Computer Technology (2 units not including Keyboarding or typing) Additional Requirements 1 unit of the subjects listed above)	2 Units 1 Unit
Physics Physics AP Physiology Astronomy			

Upward Bound Zoology and Botany Courses

1. McAlester Public Schools recognizes the East Central University Upward Bound project as an extension of McAlester Public Schools to grant high school graduation credit for Zoology and/or Botany (laboratory science) courses.
2. Only students who are active participants in the East Central University Upward Bound project and have completed Biology I will be eligible to participate in the summer laboratory science courses to be taught on the campus of East Central University during the Upward Bound Summer Residential Component.
3. Verification must be provided to East Central University Upward Bound and McAlester Public Schools that all Oklahoma State Department of Education required prerequisites have been completed for the students to be enrolled in and granted credit for the laboratory science course.
4. Each student who is to enroll in the Upward Bound laboratory science courses for high school credit must request the course and have the approval of their parent/guardian, East Central University Upward Bound, and the McAlester School administration.

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 9th and 10th 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 12th grade) in the 10th, 11th, and 12th 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 **pre-paid** fee-based child care program is offered for PK – 4th grade students. 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.

Campus Police

The Campus Police help insure the safety and welfare of the students, faculty, staff, and authorized visitors. Students are expected to follow the directions of these officers at all times. The Campus Police have the same authority to arrest and/or detain individuals as the McAlester City Police.

Child Nutrition

MEAL CHARGING

Free and Reduced Lunches:

An application should be completed annually and returned to the proper school official. Students who are eligible will receive free or reduced-price meals from the school cafeteria after application approval. Application forms may be picked up in the principal's office or through the McAlester Public Schools website at www.mcalester.k12.ok.us. One application per family is adequate, with all children listed. Parents may complete a new application as income information changes.

Parents should contact the Child Nutrition cashier at the school in the morning hours for lunch money procedures. It is recommended that students pay in advance for meals. Parents can manage the student's cafeteria account at www.myschoolbucks.com, send payment by mail or pay in person at the student's school.

Breakfast is free for all McAlester Public School students.

McAlester Public Schools is part of a Federally Funded program titled "Community Eligibility Provision" (CEP) that allows students Pre-Kindergarten through 4th grade free lunch.

Students 5th – 12th Grades:

- In emergency cases, credit will be extended for up to five (5) meals.
- Regular meal privileges will be terminated after the fifth (5th) meal has been charged. A list of students will be given to the Principal and Counselor.
- An alternative meal will be provided if needed for grades 5 through 8, alternative meal for grades 9 through 12 will be determined after an investigation of students situation and parent contact has been made. Principal will meet with student to determine if the student will be allowed to get an alternative

meal and the location for pick up of that meal.

- Regardless of student account status no meal that has been given to a student will be taken away.
- All delinquent accounts should be taken care of each week.
- After May 1 there will be no charges allowed for students.
- No “A La Carte” items or additional meals may be charged.

Notification:

- A copy of the cafeteria policy will be sent home with students at enrollment and will be part of the enrollment packet for students that enroll during the school 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

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.

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.

School Insurance

Accident insurance is available to all students of McAlester Public Schools. The school district does not assume responsibility for student injuries, accidents, or illnesses. Athletes are required to have either the student accident insurance or a signed form from the parent stating that they will be responsible for providing appropriate insurance or protection.

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

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. Always use the handrail and always remain seated 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

Cafeteria Procedures

Early Childhood Centers and Elementary Schools

1. Practice good and proper lunchroom manners at all times.
2. Throw away all disposable items
3. Each student is responsible for leaving tables and floor clean.

Parents should contact the Child Nutrition cashier at the school in the morning hours for lunch money procedures. It is recommended that students pay in advance for meals. In emergency cases, credit will be extended for up to five (5) meals to any **ELEMENTARY** student. Parents will be notified weekly as to the negative balance. Regular meal privileges will be terminated after the fifth (5th) meal has been charged. An alternative meal will be provided if needed.

MIDDLE SCHOOL & HIGH SCHOOL STUDENTS WILL NOT BE ALLOWED TO CHARGE MEALS

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

A student who requests a schedule change must do so within the first three weeks 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.

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 insure each student's safety and welfare, students are to remain at school during the lunch period. Hot lunches may be purchased in the cafeteria or sack lunches may be brought from home. 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 personally signed out by the parent (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. Male students should wear long trousers, a shirt with a collar, and a tie.
2. Female students should wear a dress or long pants and a blouse.
3. Jeans and shorts are never appropriate under the gown. The cap and gown are formal attire.
4. Regular street shoes must be worn. Tennis shoes and flip flops are not allowed.
5. Decoration of the hat (mortarboard) and gown will not be allowed.
6. 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 gown on the street.
7. Students are not to carry anything during the ceremony (purses, sunglasses, cameras, hats, etc.).
8. 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.
9. 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.
10. 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 prior to the ceremony.

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.

Dances

School dances are closed to all but students currently enrolled in the school hosting the dance. **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 detract 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 MHS staff 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. 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, bands across forehead, 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 midriffs, 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 Secondary Students: Routine dress/grooming 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:

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

2nd and Subsequent Violations: The student will be assigned to three (3) 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.

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 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, blue denim jeans 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 black 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, and tornado drills is to train students and staff in procedures to ensure their safety in potentially dangerous situations. At the beginning of 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 permits must be displayed in lower corner of driver's side windshield.
4. 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.
5. Students may not play loud, inappropriate or offensive music on campus.
6. Students may not sit in their vehicle or go out to their vehicle during the day.

7. 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.
8. Students are to drive carefully at all times and to adhere to Oklahoma driving laws.
9. Students who violate the school driving or parking regulations will be disciplined according to page 29
10. Continued violation of this policy will result in vehicle being towed at 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.

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 PK – 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 10th, 11th, and 12th 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 is ineligible (academically or attendance) or who has any debts or outstanding disciplinary obligations to the school. Students must arrive no later than 9:00.**

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. Representatives are elected from the homeroom classes. 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 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.

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 parent/guardian 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 with 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.

1. Upon determining the guilt or innocence of the student the committee will sustain, rescind, or modify the action prescribed by the principal.
2. 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.

Detention Hours

- a. **High School** - Before School and After School Detention are available from 7:15 to 8:00 a.m. and from 3:10 to 3:55 p.m.
- b. **Middle School** – Before School and After School Detention are available from 7:30 – 8:00 a.m., and from 3:00 to 3:30 p.m.
- c. **Elementary** After School Detention is available from 3:00 – 4:00 p.m.

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. Out-of-school suspension
7. Removal from class
8. Temporary removal from class
9. Withholding of privileges, including withdrawal from athletic and non-athletic extra-curricular activities
10. Exclusion from any after-school event
11. Removal or temporary suspension from the bus
12. Saturday School
13. Financial restitution
14. Citations and/or fines (issued by Campus Police)

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.

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 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 by Campus Police.

Firearms or Destructive Devices

Under Federal law, any student who brings a firearm to school will be suspended for at least a calendar year, except 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.

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 expressly 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 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.

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 or parent of the student being harassed shall bring a complaint to the principal, assistant principal or counselor.
3. 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 3:05 p.m. to 4:00 p.m.

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	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Abusive or Vile Language	1-5 days detention	3-5 days ATS	1-5 days suspension
Arson	1 day-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	5 days suspension - L.T. Possible citation and referral to law enforcement (Gr. 7-8)	L.T. suspension Possible citation and referral to law enforcement (Gr. 7-	

		8)	
Drug & Alcohol possession and/or distribution at School	5 days - L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8)		
Drugs & Alcohol - Using at School	5 days - L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8)	L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8)	
Drugs & Alcohol and or paraphernalia possession	5 days - L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8)	L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8)	
Extortion, Blackmail, Coercion	3 days suspension	5 days suspension	L.T. suspension

RULE VIOLATION	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Failure to Attend Saturday School	1-3 days suspension	1-3 days suspension	1-3 days suspension
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 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 (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
Profanity to Teacher or Staff	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	5 days – L.T. suspension	L.T. suspension	

Threat to Staff-Verbal or Written	5 days - L.T. suspension	L.T. suspension	
Threat to Student-Verbal or Written	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 days-L.T. suspension + Cost	L. T. suspension + cost	
Verbal Abuse of Staff	5 day s- L.T. suspension	L.T. suspension	
Weapons Possession	Current Semester or Current Semester and next		
Wireless/Cellular Devices - Misuse	Confiscation + 1 day detention	Confiscation + 3 days detention	Behavior Contract + suspension

Middle/High School Disciplinary Guidelines

Detention: Before School 7:15 a.m. - 8:00 a.m.

After School 3:10 p.m. - 3:55 p.m.

Suspension: Short Term Suspension (1 day to 10 days)

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

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	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Abusive or Vile Language	1-3 days suspension	1-5 days suspension	5 – 45 days suspension
Arson	5 – 180 days suspension		
Assault of Staff	Current semester or current semester and next and referral to law enforcement		
Assault and Battery of Staff	Current semester & next and referral to law enforcement		
Assault & Battery of student	5 days suspension (min) and referral to law enforcement	45 – 90 days suspension	
Assault of Student	5 days suspension and referral to law enforcement	10 days suspension and referral to law enforcement	45 – 90 days suspension and referral to law enforcement
Bullying with Physical Injury	5 days – L.T. suspension	45 – 90 days suspension	
Bullying without Physical Injury	Detention – 5 days suspension	45 – 90 days suspension	

Disrespect for Authority	3 days ATS - 5 days suspension	3-10 day suspension	45 – 90 days suspension
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
Driving Violation	Documented Parent Warning	Loss of Privileges for 45 days	Loss of Privileges for 90 days
Drug & Alcohol - Under the Influence	45 – 90 days suspension, citation and referral to law enforcement	180 days suspension, citation and referral to law enforcement and referral to Key	
Drugs & Alcohol - Distribution at School	180 days suspension, citation, referral to law enforcement		
Drugs & Alcohol - Using at School	180 days suspension, citation and referral to law enforcement		
Drugs & Alcohol-Possession at School	45 – 180 days suspension, citation, and referral to law enforcement		
Extortion, Blackmail, coercion	3 days suspension	5 day suspension	45 – 90 days suspension
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	

RULE VIOLATION	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Fighting	5 days suspension, citation, and referral to law enforcement	6 - 10 days suspension citation, and referral to law enforcement	45 days suspension citation, and referral to law enforcement
Firearm or Destructive Device – Possession	1 Calendar Year suspension		
Gambling/Cards and Dice	3 days detention – 5 day suspension	6 – 10 days	45 – 90 days suspension
Harassment	3 days ATS – 5 days suspension	5 – 45 days suspension	45 – 90 days suspension
Hazardous Items	3 days ATS – 5 days suspension	5 - 45 days suspension	
Hazing	3-5 days suspension	45 days suspension	
Internet Misconduct	1-3 days suspension and loss of privileges	5 days suspension and loss of privileges	5 – 45 days suspension and loss of privileges
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
Pornography (possession)	5 - 45 days suspension and referral to law enforcement	90 days suspension	
Pornography (distribution)	45 – 90 days suspension	90 days suspension	

Profanity, Vulgar Gestures (Verbal or Digital)	Saturday School - 3 days suspension	1 – 5 days suspension	45 - 90 days suspension
Profanity to Teacher or Staff (Verbal or Digital)	5 – 45 days suspension	45 – 90 days suspension	
Public Display of Affection	3 days ATS –Saturday School	5 days ATS – Saturday School	3 – 5 days suspension
Sexual Harassment	3 – 45 days suspension	90 days suspension	
Sexual Misconduct	3 – 45 days suspension	180 days suspension	
Stealing or Possession of Stolen Property	Saturday School to 5 days suspension	45 – 90 days suspension	
Threats to School-Verbal or Written	5 - 45 days suspension	45 – 90 days suspension	
Threat to Staff - Verbal or Written	5 – 45 days suspension	45 – 90 days suspension	
Threats to Students – Verbal or Written	3-5 days suspension	6-10 days suspension	45- 90 days suspension
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	
Truancy	3 days ATS and/or Saturday School	5 days ATS and/or Saturday School	5 – 45 days suspension
Vandalism	1 day detention - 5 days suspension + cost	45 – 90 days suspension + cost	
Vandalism – Electronic	5 – 45 days suspension + cost	45 – 90 days suspension + cost	
Verbal Abuse of Staff	5 – 45 days suspension	45 – 90 days suspension	
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	45 – 90 days suspension	
Weapons	Current Semester or Current Semester and next		
Wireless/Cellular Devices - General Misuse	Confiscation + 1 day detention	Confiscation and 3 days detention, and parent retrieval	Confiscation and 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 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 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 act 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 or an anaphylaxis medication used to treat anaphylaxis is 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 or anaphylaxis 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 as asthma or anaphylaxis 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 asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- E. Definitions:
 - 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
- 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.

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 prescription 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) afford 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.* They should write 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 students 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.

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

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.

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 removal 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, include 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 District's 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.
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.
 - 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:**
 - 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 logon 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.**
- I. Attaching personal computers, wireless access points or other peripherals to MPS wired network.

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.
- H. Allowing others to use property issued without authorization, including students whose access privileges have been suspended or revoked

General Online Safety Tips:

- A. 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.
- B. 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.
- C. Do not fill out forms on the Internet without parent/teacher permission and guidance.
- D. Do not post your location on public social networking sites. Criminals may use this information to learn when you are not home.
- E. Do not send or post pictures of others without their permission.
- F. 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 K-8 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

The possession of such devices is prohibited unless specifically provided in the following policy:

Possession of Cellular Communication Devices

1. A student may possess a cellular communication device while on school premises under the following conditions:
 - A. Students are prohibited from using the device 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 and silent at all times.
3. 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.
4. Student must follow all guidelines in the Student Acceptable Use Policy.
5. 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:
 - 1st Offense – Detention issued and student may pick up the device at the end of the school day from the office.
 - 2nd and any subsequent Offenses – Detention issued and parent or guardian will be contacted to pick up the device from the office. (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. We recognize that cellphones can be used as an instructional tool for student learning at the appropriate grade level. **Cell phones will be allowed at MHS following our district's acceptable use policy.**

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, MP3 players, or any other type of mobile 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.

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.

Other Personal Devices (BYOD) – All Students

BYOD (Bring Your Own Device) is currently offered at McAlester Public Schools. This allows students to bring a personal device to school if desired for academic purposes. **These devices may include Chromebooks, Android tablets, Apple iPads, and e-readers such as Kindles or Nooks.** McAlester Public Schools embraces computing technology and values the availability of technology to its students in ways that enhance the learning environment. However, since these devices may be misused by students in a way that is detrimental to the learning environment, the following policy applies:

1. Laptop and handheld computers are not allowed at school during the school day unless written permission is granted on a student-specific basis by the school administration.
2. Personal gaming devices such as PSP or Nintendo DS are prohibited.
3. Personal listening devices will be allowed before school, during lunch, and after school only.
4. Students are responsible for charging devices at home.
5. Devices with an activated cellular plan (other than cell phones) are not allowed, as we cannot protect students against content that could be available through the Internet of a cellular plan. Devices found to have an activated cellular plan will be confiscated and returned to a parent or guardian.

Cellular Communication Device / BYOD Policy – 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.** We strongly suggest cases and

covers for all devices, password protection, tracking app, and a gift card, if desired, for purchasing necessary apps instead of a credit card. 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. Classroom teachers have the authority to determine whether a cell phone / BYOD device use benefits their educational environment and may or may not be used in their classroom.
5. Devices must remain on silent, unless directed by a teacher or administrator.
6. Devices used as cameras for photography and/or video are strictly for instructional purposes only. Students may not photograph or video other students without student and teacher permission.
7. Misuse of the device may result in appropriate administrative disciplinary measures including confiscation and possible search of the device and/or suspension from school.
8. 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 or other personal device, according to established policy concerning student searches.
9. In the event of misuse, a school official may confiscate the device and return it to a parent or guardian.
10. The principal shall have the authority to revoke the privilege of having a cellular or other personal device on campus for violations of this policy.
11. 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.

Unacceptable use of Cellular or BYOD 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 device to text, instant message, email, or post to social media unless given permission by a teacher or administrator.
5. 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. Additionally, police will be contacted if an administrator has reason to believe that a photo or video might be a violation of law.

Failure to Follow Policy:

Use of McAlester Public School computers, networks and 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.

Reporting Violations:

Students are expected to report any and all policy violations that they witness or are made aware of to their teacher or administrator. If the student wishes to report violations anonymously, they may do so by sending an email to mpswatchdog@mcalester.k12.ok.us directly or through the district website.

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.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the MPS Acceptable Use Policy for Information Technology & Cellular Communications. Should I commit any violation or in any way misuse any device or my access to the school district's computer network, school provided email, or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology or devices I bring to school. If I obtain permission to bring my own cellular or other personally owned technology device to school or school activities, I understand that I am responsible for its care and neither the district nor their employees will be held responsible for damage, theft or loss of any device.

Student Name (print clearly): _____ **Date:** _____

Student Signature: _____ **I am 18 or older** ____ **I am under 18** ____

If student is less than 18 years of age, a parent or guardian must also read and sign below:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the MPS Acceptable Use Policy for the student's access to District's devices, computer network and the Internet. I understand that access shall be provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict all access to offensive or controversial materials and I agree to indemnify and hold harmless the School and the District against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I understand that if my child or ward brings a cellular or other personally owned technology device to school the student is responsible for its care and neither the district nor their employees will be held responsible for damage, theft or loss of any device.

I hereby give permission for my child/ward to:

- Use the building-approved account to access the District's computer network and the Internet. ____ Yes ____ No
- Have a school provided and monitored email account. ____ Yes ____ No
- To bring a cellular or other personal technology device to school. **(Cellular phones or devices are only allowed at McAlester High School)** ____ Yes ____ No Please list device: _____

Parent or Guardian Name (print clearly): _____ **Date:** _____

Parent or Guardian Signature: _____

This form should be returned to your child's school and will remain a part of their school record. Access to District technology devices, networks or Internet will not be granted until this form is returned.

Photo / Video Release

Throughout the school year, MPS employees, or other students during classroom projects, may take pictures or videos of students for yearbooks or student publications, to celebrate their successes, or to share with others activities students are participating in. These photos or videos may be shared with the public through the newspaper, MPS website, MPS YouTube channel, or Facebook. If photos or videos of your child are published, they will only include the child's first name. No last names will be associated with pictures or videos.

I hereby give permission for the following:

- Pictures or videos of my child/ward to be taken at school or school sponsored activities. ____ Yes ____ No
- Pictures of my child/ward to be used in school yearbooks or other student publications. ____ Yes ____ No
- Pictures or videos of my child/ward to be used on the MPS website, YouTube Channel or Facebook. ____ Yes ____ No

Student Name (print clearly): _____

Parent or Guardian Name (print clearly): _____

Parent or Guardian Signature: _____ **Date:** _____