



# GUTHRIE HIGH SCHOOL

**200 Crooks Drive**

*Home of the Bluejays*



2017-2018 Student/Parent Handbook

**ADMINISTRATION**  
*BOARD OF EDUCATION*

Jennifer Bennett-Johnson  
Travis Sallee  
Tina Smedley  
Janna Pierson  
E. Sharon Watts  
Gina Davis  
Terry Pennington

**DISTRICT OFFICES: 282-8900**

Dr. Mike Simpson, Superintendent of Schools  
Mrs. Michelle Chapple, Executive Director of Finance  
Mr. Doug Ogle, Executive Director of Personnel/Secondary Education  
Ms. Carmen Walters , Director of Federal Programs/Elementary Education

**HIGH SCHOOL OFFICES**

South Office (Main Office)	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Gina Villalva, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Jon Chappell, Athletic Director	282-5906

**GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT**

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

**EXIT OUTCOMES (Our Vision for a Well Educated Student)**

- Our students will-
- have positive self-esteem
  - have a strong knowledge base
  - show concern for the welfare of others
  - be self-directed, lifelong learners
  - productive members of society
  - be effective communicators and creative and complex thinkers
    - be problem solvers
  - be cooperative learners and workers

GUTHRIE HIGH SCHOOL  
2016-2017 STUDENT – PARENT HANDBOOK

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# Guthrie Public Schools

## School Calendar 2017-2018

**August**

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st Quarter      39+4  
 2nd Quarter     42  
 3rd Quarter     50+1  
 4th Quarter     44  
 175 Days Taught  
 5 Professional Days  
 180 Days Total  
 \*School will be dismissed  
 if not used for bad weather

**AUGUST**  
 15-16-17 Teacher In-Service  
 18 - First Day of Classes

**SEPTEMBER**  
 4 - Labor Day  
 25 - Professional Day

**OCTOBER**  
 6 - Homecoming (1:10 PM Dismissal)  
 13 - End of First Quarter  
 17 - P/T Conf (All Schools)  
 20 and 23 Fall Break  
 24 - P/T Conf (GHS and GJHS)  
 26 - P/T Conf (Elementaries)

**NOVEMBER**  
 20-24 Thanksgiving Break

**DECEMBER**  
 20 - End of 2nd Quarter  
 Dec 21 - Jan 3 Winter Break

**JANUARY**  
 4 - Classes Resume  
 15 - Martin Luther King Day  
 18 and 23 - P/T Conf (Elementaries)

**FEBRUARY**  
 19 - Professional Day

**MARCH**  
 13 and 15 - P/T Conf (GHS and GJHS)  
 15 - End of 3rd Quarter  
 16 - Snow Make-Up Day #1\*  
 19-23 Spring Break

**APRIL**  
 20 - Snow Make-Up Day #2\*

**MAY**  
 25 - Last Day of Classes  
 28 - Memorial Day  
 Administration - 282-8900  
 High School - 282-5906  
 Faver Alternative - 282-5941  
 Junior High - 282-5936  
 Upper Elementary - 282-5924  
 Fogarty Elementary - 282-5932  
 Cottler Elementary - 282-5928  
 Central Elementary - 282-0352  
 Child Nutrition - 282-5952  
 Maintenance - 282-5944  
 Technology - 282-5959  
 Transportation - 282-5919

**January**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February**

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**March**

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May**

S	M	T	W	T	F	S
					1	2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Professional Day
- Vacation Day
- Parent/Teacher Conferences  
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day  
(To be used in numbered order  
if days are needed)

**NOTE: Any additional inclement weather days will be made up at the end of the school year**

**SCHOOL INFORMATION CLASS:** 5-A  
**CONFERENCE:** Suburban  
**NICKNAME:** Bluejays  
**COLORS:** Royal Blue & White  
**LOCATION:** 200 Crooks Drive  
 Guthrie, OK 73044  
**WEBSITE:** [www.guthrie.ps.net](http://www.guthrie.ps.net)

**PHONE NUMBERS**

Attendance (North) Office 282-5913  
 Transcripts & Records Office 282-5913  
 Discipline (Main) Office 282-5906  
 Main Office (Fax) 282-5909  
 Records/Registrar (Fax) 282-8823

**POWER HOUR BELL SCHEDULE**

Grades 9-12

8:15	-	9:02	First Hour
9:07	-	9:54	Second Hour
9:59	-	10:46	Third Hour
10:51	-	11:39	Fourth Hour
11:39	-	12:34	LUNCH
12:39	-	1:26	Fifth Hour
1:31	-	2:18	Sixth Hour
2:23	-	3:10	Seventh Hour

**POWER HOUR ASSEMBLY SCHEDULE**

Grades 9-12

8:15	-	8:57	First Hour
9:02	-	9:44	Second Hour
9:49	-	10:31	Third Hour
10:36	-	11:18	Fourth Hour

**Assembly (31 minutes)**

11:54	-	12:49	LUNCH
12:54	-	1:36	Fifth Hour
1:41	-	2:23	Sixth Hour
2:28	-	3:10	Seventh Hour

**ALTERNATIVE BELL SCHEDULE**

Grades 9-12

<b>A Lunch</b>	8:15	-	9:05	First Hour
	9:10	-	10:00	Second Hour
	10:05	-	11:00	Third Hour
	11:05	-	11:55	Fourth Hour
	12:00	-	12:25	Lunch
	12:30	-	1:20	Fifth Hour
	1:25	-	2:15	Sixth Hour
	2:20	-	3:10	Seventh Hour

Grades 9-12

<b>B Lunch</b>	8:15	-	9:05	First Hour
	9:10	-	10:00	Second Hour
	10:05	-	11:00	Third Hour
	11:05	-	11:55	Fourth Hour
	12:00	-	12:50	Fifth Hour
	12:55	-	1:20	Lunch
	1:25	-	2:15	Sixth Hour
	2:20	-	3:10	Seventh Hour

**PARENT-TEACHER CONFERENCES**

Oct 17 and 24	4 - 7 p.m.	Cafeteria
March 13 and 15	4 - 7 p.m.	Cafeteria

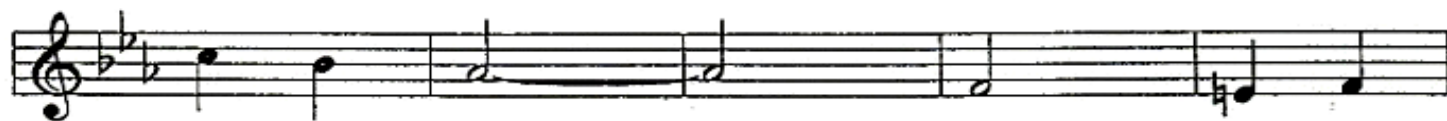
**SCHOOL SONG**

*Oh, GHS, you are the one that we love best,  
 Our Royal Blue is all that's good and true,  
 So let us fling our colors high-  
 The victory depends on you,  
 In the halls of fame, we'll write your name  
 For the loyal, Royal Blue!*

# Oh G.H.S.



Oh, G. H. S. you are the one that



we love best. Our roy - al



blue is all that's good and true.



So let us fling our col - ors high.



The vic - to - ry de - pends on you. In the



halls of fame we'll write your name for the



loy - al roy - al blue.

### Guthrie High School Parent-Student-Teacher Compact

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end. This compact is a voluntary agreement and a promise of commitment to help

\_\_\_\_\_progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

#### AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules. Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.

- Respect the school, classmates, staff and families.

#### AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

#### AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues

to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

**AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!**

### **ACTIVITIES / SPORTS**

Numerous extracurricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons.

### **AIDS PREVENTION EDUCATION**

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that

will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials.

Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least

one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that:

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

## ANNOUNCEMENTS

A daily bulletin will be read at the end of fourth hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For

the benefit of all students and parents, announcements will be posted on the HS website daily.

## ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

## ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than 3 days, homework assignments may be requested by calling the Main Office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

## ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

### Definition of an absence:

An absence is defined as any time a student misses a class period during the school day. *Notification of an absence by parents:*

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, **he/she will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

### Unexcused absence:

*Examples of but not limited to:*



1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

**Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.**

**Absences for extracurricular activity-**

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

**College Visits-**

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return.

**Parent-Verified Absence-**

1. A parent must make contact by phone or in person to the North office.
2. A parent notifying the office does not make the absence a documented absence (see below).

**Documented Absence-**

1. A documented absence is necessary to keep the student out of administrative failure.
2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).
3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.

5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

**Administrative Failure-**

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence).
2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
4. Periodic attendance letters will be mailed throughout each semester. Students who accumulate more than 9 undocumented absences for the semester will be in danger of receiving no credit for the classes in which excessive absences occur.

**Attendance Reports-**

High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

**Attendance Codes-**

The following is a list of attendance codes as they pertain to student absences.

**Attendance Codes**

**AB – personal business – If documentation is turned in, this will be changed to an AD.**

**AC – college day – Seniors may use one college day per semester.**

**AD – documented absence – This does not count against student.**

**AM – medical – If documentation is turned in, this will be changed to an AD.**

**AR – Vo-Tech absence – Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

**AU – unaccounted-for – Student is absent and was not called in by a parent.**

**EG – testing. This is not counted as an absence.**

**EI – In-school suspension. This is not counted as**

an absence.

TU – tardy

EC, ED, EE, EF, EL, EN, EO, ES, EX - All of these codes are on- or off-campus student activities, and are not counted as an absence.

### BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:45 pm unless requested by a teacher or participating in a supervised activity.

### CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans.

#### Cafeteria Guidelines:

Students will be required to present ID numbers to purchase meals.

- There will be No charging of meals in the cafeteria.
- Students may deposit additional money to their account balances before school any morning.
- Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
  - Breakfast must be 3 or 4 items.
  - Lunch must be 3 to 5 items.
- Extra items are CASH only.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
- No gambling in any form will be allowed (cards, dice, etc.).

### CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week in which Nov. 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all

social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to <http://arkedu.state.ar.us/commemos/customer.cgi> which is the ADE web address to access commissioner's memos.

### CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods. Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or head phones during extra curricular activities is up to the discretion of the activity sponsor.

#### Disciplinary Actions:

1<sup>st</sup> Offense: Phone or ear device is confiscated AND Saturday School.

**\*\*The phone will be returned at the END of the day.**

Subsequent Offenses –Device confiscated & 2 days ISS.

**\*\*FAILURE to surrender a device upon request will result in a three day out of school suspension.**

## CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

## CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

### Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

### Disciplinary Action:

- 1<sup>st</sup> offense: Parents will be notified and a grade of "0" for the assignment or test will be given.
- 2<sup>nd</sup> offense: Above consequences apply plus a Saturday School will be given.
- 3<sup>rd</sup> offense: 3-day suspension
- 4<sup>th</sup> offense: Loss of credit in the respective class for the semester.

## CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

**Guthrie High School operates under a closed campus policy.** Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period UNLESS:

- A) A parent/guardian may come to the North Office and check the student out.
- B) The student is leaving for the remainder of the day.

## CIVIL RIGHTS COMPLIANCE AND

## ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

## AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo:	Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina:	802 E. Vilas, Guthrie, OK 73044
Numero Telefono(correro de voz / TDD):	(404) 282-8900
	M-F 8:00-12:00 1:00-4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

## CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editors of the yearbook and the editor of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations

2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user's communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis.

This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.

7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another user's account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing

use of information and the available technologies.

20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

### CONCURRENT ENROLLMENT

A junior or senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

### DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior- Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

### DETENTION

Students assigned detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action: **Two Days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

1. Detentions will double when given to the discipline

office.

2. Failure to serve detentions assigned by the office will result in two days of ISS.

### DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator.

She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

**As a reminder, each year we need to have the following information for your child:**

- **Written diabetes management plan from your health care provider.**
- **Signed authorization by parent/guardian for medication and treatment at school.**
- **Diabetes Questionnaire filled out by parent/guardian/student.**

**In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:**

- **Snacks or glucose tablets to treat low blood sugar**
- **Medications**
- **Blood glucose meter, strips and supplies**
- **Ketone testing strips and equipment**
- **Glucagon**

**We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.**

### DRESS CODE

#### DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in

other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school.

Standards of dress are provided so clothing does not distract from the educational process.

It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

#### *APPEARANCE:*

All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.

Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.

Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks. The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
  - a. Clothing that allows undergarments to be visible.
  - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
  - c. Clothing that exposes the midriff.
  - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging on or stretching the shirt.
  - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width.
  - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
  - g. Shirts not worn on both shoulders.
  - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
  - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Gang related attire or paraphernalia.
6. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices.  
Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
7. Apparel identifying a student as "security," "staff," "police," or comparable position.
8. Onesie Pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.

10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

#### *POLICY:*

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted.

The student will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school.

If parent(s) are unavailable, the student will be assigned to in-school supervision.

Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

#### **DRIVER'S LICENSE VERIFICATION**

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours' notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

#### **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer).

Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator.

The administrator

will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

## CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol  
Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offence disciplinary action.

1. **First Offense:** Ninety day out of school suspension (1 semester equivalency)

a) A thirty-day suspension may be granted if the student and the parents/guardians agree to the following:

- 1) To meet with the District Counseling Service representative
- 2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

B. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student

discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

## REPORTING STUDENT SUBSTANCE ABUSE

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

C. The report of the teacher or administrator will state the date, time and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

## DUE PROCESS

### A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall

confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.

3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

#### **B. SUSPENSION IN EXCESS OF TEN DAYS:**

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

#### **EARLY GRADUATION**

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1<sup>st</sup> of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

#### **ELECTIONS**

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit

qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

#### **ELIGIBILITY**

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

##### **A. ATTENDANCE REGULATIONS**

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

##### **B. SCHOLASTIC ELIGIBILITY**

(Information from OSSAA RULES AND REGULATIONS)

##### **Section 1: Semester Grades**

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing



grades in all subjects he/she is enrolled in at the end of a six-week period.

- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### Section 2: Student Eligibility during a Semester

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

### Section 3: Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) 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 Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception).
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

### Section 4: Special Education Students

- a) Students who are enrolled in special education class,

have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

### **ENROLLMENT REGULATIONS**

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE:**

#### 1. Two Proofs of Residence

- a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

#### 1. Two Proofs of Residence

- a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
- b) Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.

#### 2. Immunizations Records

#### 3. Copy of Birth Certificate

#### 4. The name, address, phone and fax number of the previous school attended

#### 5. CDIB (Certified Degree of Indian Blood), if applicable

#### 6. Official withdrawal form from previous school if enrolling after the start of school

#### 7. Transcripts from previous school attended (high school students only)

#### 8. Social Security Number, if available

#### 9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 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 educational records within 45 days of the day the District receives a request for access. Parents of 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 record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is 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 or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 education 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 School Board; 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

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 Office  
 U.S. Department of Education  
 600 Independence  
 Avenue SW Washington,  
 D.C. 20202-4605

### FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe

disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

### FIGHTING

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done." Disciplinary action will be taken by the administrator if either persons involved fit the above definition

(Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply:

#### Disciplinary Action:

#### FIGHTING:

- 1<sup>st</sup> Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the semester.

#### ASSAULT:

- 1<sup>st</sup> Offense - Suspension from school for fifteen (15) days.
- 2<sup>nd</sup> Offense - Suspension from school for forty-five (45) days.
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

\*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

### FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

## **FIRE, TORNADO & EMERGENCY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations.

### **FIRE, TORNADO, AND EMERGENCY**

- A. FIRE --- The alert for fire will be the fire alarm.
- B. TORNADO--The alert for a tornado will be a continuous long ringing of the bells.
- C. INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.
- D. EARTHQUAKE – The alert for earthquake will be an announcement via intercom.
- E. SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

### **FIREWORKS**

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

### **FOOD AND DRINK**

No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

### **GAMBLING**

No gambling in any form will be allowed at Guthrie High School at any time.

### **GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- 1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
- 2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
- 3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related

behavior.

- 4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- 5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

### **GRADE CLASSIFICATION**

Students who are enrolled as regular high school students are classified as follows:

Freshmen: until 4 units are acquired.  
Sophomores: until 11 units are acquired. Juniors: until 17 units are acquired. Seniors: those who have 17 units or more.

### **GRADING SYSTEM**

Report cards will be given to the students the week following each nine-week grading period. Final report cards may be picked up at the high school beginning the first week of June. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

A: 90 – 100  
B: 80 – 89  
C: 70 – 79  
D: 60 – 69  
F: 59 or Below  
NC – No Credit (Attendance Non-Compliance)

Pre AP, AP and Concurrent Courses will be weighted on a 5.0 scale. Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

### **GRADUATION POLICY**

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

- 1. A student shall be a graduate of Guthrie High School and entitled to a High School diploma whenever that student has:
  - 1. Successfully completed the minimum number of

credits established by the district for graduation; and

2. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy. Twenty-four units are required to participate in graduation exercises.
2. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institutions.
4. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition students shall not engage in the following conduct during graduation exercises:
  - A. Throwing objects into the air.
  - B. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in above shall be subject to discipline. Such discipline may include, but is not limited to suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

**GRADUATION: STATE, LOCAL, AND NCAA REQUIREMENTS**

This section is for general information only. Each individual student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA clearinghouse. This should begin during the student's freshman year and should be checked yearly for

changes.

To receive senior status, a student must have successfully completed seventeen (17) units and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year. The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) units must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

**College Prep/Work Ready Curriculum**

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
<b>Total Required Courses</b>	<b>17 ½ units</b>
<b>Total Electives</b>	<b>7 ½ units</b>
<b>TOTAL UNITS</b>	<b>25 units</b>

**Core Curriculum**

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above )	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts	1 unit
Personal Financial Literacy	½ unit
Computer Education	1 unit
Electives	9 ½ units
<b>Total Required Core Courses</b>	<b>15 ½ units</b>
<b>Total Electives</b>	<b>9 ½ units</b>

TOTAL UNITS  
units

25

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)

### Testing Requirements

In order to comply with state law, all students will be required to take a state assessment in English/Language Arts, Mathematics, Science and U.S. History prior to graduating from high school.

### GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd - Senior Class and Sophomore A  
- L Ms. Maggie Wade - Junior Class and Sophomore M - Z  
Mrs. Kristi Blakemore - Freshmen

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

- All students are required to be enrolled in at least seven subjects each semester.

### HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

### HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the High School North Office and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office. Confirmed asthmatic patients with a note from the physician may keep their inhalers with them. If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

### HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly.

## HONOR CLASSES, HONOR ROLL, VALEDICTORIAN AND RANK IN CLASS

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5-3.99 average will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript. In order to be considered for Valedictorian, students must have taken at least one AP or concurrent enrollment course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). Pre-AP, AP and concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. The student(s) with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

*If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his or her recognition of said academic distinction.*

## IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

### Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

### Site

Logan County Health

Department  
215 Fairgrounds  
Road  
Guthrie, OK  
73044  
405-282-3485

### Hours

Daily -- Monday thru  
Friday  
8:00 a.m. – 11:30 a.m.  
and  
1:00 p.m. – 4:30  
p.m.

## IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the High School. Students will not be able to participate in, or attend any, school activities while they are assigned to ISS.

**All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.**

## INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.*  
**NO EXCEPTIONS!**

## INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include

baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or waivers are required.

### **INTIMIDATION / HARASSMENT (No-Bully Law)**

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

**Bullying will not be tolerated. Please refer to Section F-31**

**Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors located in the GPS Policy Manual.**

#### **Disciplinary Action:**

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

### **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

**Examples of inappropriate behavior are, but are not limited to:**

- Writings
- Drawings
- Pictures
- Magazine
- Internet / Computer / System Peripherals

### **LOCKERS**

Lockers will be assigned upon student request. STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

### **LUNCH**

We operate a CLOSED CAMPUS. Students must stay in a supervised location from the time they arrive until dismissed.

The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. All persons delivering food must check in at the main office. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period.

UNLESS:

- A. A parent/guardian comes to the North Office and checks the student out.
- B. The student is leaving for the remainder of the day.

### **LUNCHROOM OFFENSES**

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

### **MAKE UP WORK**

Students, upon returning from an absence, will have the total number of days missed plus one additional day to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

### **MEDIA CENTER**

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition, prior authorization from the librarian is required before students are allowed to visit the library computer lab.*

### **MERIDIAN TECHNOLOGY CENTER**

Juniors and seniors (and sophomores for qualified programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech school will receive four units of credit

through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped classes at Meridian Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

### **NATIONAL HONOR SOCIETY**

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

### **OFF LIMITS AREAS**

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods:

- Crooks Drive (south of building) except to unload when coming to school.
- The tennis court and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area east of the annex buildings.

**Infractions will be dealt with in the Attendance Office.**

### **OKLAHOMA STATE HONOR SOCIETY**

The top ten percent of the high school student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year.

### **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- A. Knives
- B. Firearms and/or facsimiles (including cap

guns) C. Explosives

D. Metal objects (chains, brass knuckles, etc.)

E. Clubs

F. Sharp or pointed instruments

3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

### **ORGANIZATIONS**

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, Band, BPA, Cheerleading, Drama Club, FCCLA, FFA, Foreign Language Club, Heritage Club, Humanities, Key Club, LINK Crew, Mu Alpha Theta, National Honor Society, JROTC Teams, Science/Environmental Club, Student Council, Vocal, Yearbook, and Youth and Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

### **PARENT CONFERENCES WITH TEACHERS**

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

### **PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM**

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student MUST remain quiet, attentive, and respectful to the rights of others during the ceremony.

### **PROFANITY**

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

### **Disciplinary Action:**

1<sup>st</sup> Offense: Saturday School



2<sup>nd</sup> & subsequent Offense: 2 days ISS

*If the profanity is directed toward a staff member, it will be treated as a verbal assault.*

### **PROFICIENCY-BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency- based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

### **PROGRESS REPORTS**

Progress reports are sent home with each student twice each semester. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester and regularly monitor student progress via the online grading portal. Progress reports will be hand carried home by the student or mailed upon parent request.

### **PUBLIC / PERSONAL DISPLAY OF AFFECTION**

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest.

"Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension (See Suspension Section.)
- 2nd Offense: Five (5) consecutive days suspension (See Suspension Section.)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

### **SATURDAY SCHOOL**

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity.

Failure to attend Saturday School will result in the following disciplinary action:

- 1<sup>st</sup> Offense: Two days ISS
- 2<sup>nd</sup> and subsequent Offense: One day suspension

### **SCHEDULE CHANGES**

**Students are expected to honor their enrollment schedule.**

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and parent notification.-

**All AP schedule changes must be met with principal approval.**

Schedule changes may be made only for the following reasons:

- The course has been completed in summer school.
- The course was completed the last school year.
- The course level is incorrect or an enrollment error is evident.
- The subject is repeated on the schedule.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.
- 

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teachers. **ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.**

## **SCHOOL ACTIVITIES**

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

## **SECURITY**

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

## **SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

## **SIGNS**

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

## **SOLICITING**

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

## **STUDENT ID BADGES**

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements to have a replacement badge made through the Main Office.

## **STUDENT SEARCH**

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

## **STUDENT WELFARE / CHILD ABUSE**

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

## **SUBSTITUTE POLICY**

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

## **SUSPENSIONS**

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

**Out-of-school suspensions shall be served on consecutive school days until completed.**

**A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.**

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

## **TARDIES**

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. The counting of tardies for attendance purposes will be by individual class.

### **Disciplinary Action:**

12 tardies in a class	One Saturday School
18 tardies in a class	Two days ISS
24 tardies in a class	Three days ISS

## **TELEPHONE USAGE**

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

## TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through a guidance counselor.

## TESTING OUT OF CLASSES

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

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselors' office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
  - a) The entire course content.
  - b) Oklahoma Academic Standards
  - c) The subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

## TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

## THEFT

Theft will not be tolerated.

### 1st Offense:

Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.

### 2nd Offense:

Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

### 3rd Offense:

Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

## THROWING OBJECTS

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is

caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

## TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified

handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900

## **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

**\*Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

### **1<sup>st</sup> Offense:**

Parent conference/phone contact and suspension from school for five (5) consecutive days.  
(See Suspension Section, also.)

### **2<sup>nd</sup> Offense:**

Parent conference/phone contact and suspension from school for ten (10) consecutive days.  
(See Suspension Section, also.)

### **3<sup>rd</sup> Offense:**

Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

## **TRANSCRIPTS**

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately two weeks after the close of the school year.

## **TRANSPORTATION**

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The

transportation department must approve any changes. Misbehavior endangers the safety of the riders and the driver. Since school transportation is a PRIVILEGE, you may be required to walk or provide your own transportation.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

## **TRUANCY**

After the 10<sup>th</sup> consecutive day of unauthorized absence, students are truant and dropped from attendance rolls.

## **TRUANCY LAW**

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

## **UNAUTHORIZED ABSENCE**

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1<sup>st</sup> Offense: One Saturday School
- 2<sup>nd</sup> Offense: Two days ISS
- 3<sup>rd</sup> Offense: Three Days ISS
- 4<sup>th</sup> Offense: Three-Day Suspension
- 5<sup>th</sup> Offense: Five-Day Suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

## **UNWRITTEN REGULATIONS**

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **VANDALISM AND OTHER OFFENSES**

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

## VEHICLES / CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Students must purchase a parking permit in order to park in the school parking lot. Parking will be on a first come, first serve basis, and students must park in the lot west of the building. Failure to comply may result in disciplinary action.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they may be subject to the following discipline:

1 <sup>st</sup> Offense:	Saturday School
2 <sup>nd</sup> Offense:	Two Days ISS
3 <sup>rd</sup> Offense:	Three Days ISS

Students are not allowed in the parking lot or in parked cars during the school day. Each vehicle is to be registered with the Main Office by the student & obtain a parking permit at enrollment. Parking permits may be purchased for \$20. Students who do not get their license until second semester may purchase a permit for \$15 if purchased within 30 days of the issue date on their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

## VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time. ALL VENDING MACHINES ARE USE AT YOUR OWN RISK!**

## VISITORS

All visitors must report to the Main Office or North Office, sign in and wear a visitor badge in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

## WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

## WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

## WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24 hour turnaround time to receive grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each

teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

**DISCLAIMER**

The preceding discipline steps are meant as a guide only.

In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**STUDENTS AND PARENTS:**

PLEASE SIGN, REMOVE, AND RETURN THE LAST PAGE OF THIS BOOK TO YOUR ENGLISH TEACHER.

**GUTHRIE HIGH SCHOOL PARENT  
AND STUDENT HANDBOOK  
2017-2018**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande  
Principal

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I have received and read my Guthrie High School Handbook for the 2017-2018 school year. I understand the rules and will make every effort to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Signature