

ANADARKO MIDDLE SCHOOL

Student Handbook
Of
Procedures



2017-2018

ANADARKO MIDDLE SCHOOL

2017-2018

A GUIDE FOR Students, Faculty, and Patrons

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Anadarko Board of Education, State Department of Education, and the Oklahoma Secondary Schools Activities Association.

Find Success at the Anadarko Middle School

Welcome to the Anadarko Middle School. – A school designed especially for your child. Our goal will be to assist your child in making a positive transition from the elementary school, through the middle school, and into high school. During the “middle school” years, the teaching staff will provide education experiences that will emphasize differentiated instruction in order to maximize learning.

In addition to your child’s academic endeavors, they will have opportunities to make friends and participate in a variety of age-appropriate activities if they so desire. Their success at school will depend on their attitude toward school and toward their classmates.

Our administration, teachers, and staff would like to form a compact with you and your child. Research shows that students do best in school when parents are involved with supporting their children’s education. Likewise, student performance improves when schools reach out to families to establish partnerships.

Compacts are voluntary agreements between the home and school that describe specific activities that teachers, families, administrators, and students will undertake to support students’ learning. Please review the compact included in the enrollment packet as well as your child’s AMS Planner and join our middle school partnership.

This handbook/planner aids students’ organizational skills, promotes academic success, and increases communications with parents. We hope the information contained in the AMS Planner/Handbook will help you and your child become familiar with the services, procedures, rules, and regulations at the Anadarko Middle School. Our staff is anxious to promote a positive learning atmosphere. We feel that respect for others, regard for public property and consideration of the rights and welfare of students should be guideposts for all of us.

It is our hope that you will take an active role in our school and in its activities. It is also our desire that you will take pride in the school and promote positive feelings. Take pride in being a parent/guardian of an “Anadarko Middle School Warrior.” Make 2017/2018 the best year.

Wishing You Success,

LaVonda Bost – Principal

ANADARKO MIDDLE SCHOOL

2017/2018

CALENDAR

JULY

26 Enrollment/All schools
31 New Hire Orientation

AUGUST

1-2 Teacher Inservice Days
03 First Day of School
14-28 AMS School Wide Fundraiser
21 Mock Ineligible for week of 8/21-8/27
28 Probation list for week of 8/28-9/3
31 Progress Reports sent home

SEPTEMBER

04 Labor Day –No School
05 *True failing list for week of 9-5-17*
06 Data Day, School Released @ 12:00
13 School Pictures (traditional)

OCTOBER

11 Data Day, School Released @ 12:00
12 Parent Teacher Conference 3:30 to 9:00
12 Mid Semester Progress Reports
13-20 Fall Break-No school
25 School Pictures Retakes

NOVEMBER

5 Daylight Savings Time
10 Veterans Day Activities
20-24 THANKSGIVING Break-No school
30 Progress Reports sent home

DECEMBER

20 Data Day, School Released @ 12:00
20 End of 1st Semester
21-29 Christmas Break-No school

JANUARY

01-02 New Year's Holiday Vacation
03 Teacher Professional Day (No School)
04 Classes resume after Christmas
15 No School
19-29 District Writing Benchmark
25 Progress Reports sent home
31 Color Casual Pictures (no retakes)

FEBRUARY

15 Progress Reports Sent Home
7 Data Day, School Released @ 12:00
15 Parent Teacher Conference 3:30 to 9:00
16 No School

MARCH

05 Daylight Savings time ends
08 Data Day, School Released @ 12:00
9-16 Spring Break
29 Progress Reports sent home

APRIL

2-20 OCCRA State Testing Window
(tentative)
27 No School

MAY

03 Progress Reports sent home
04 No School
11 No School
15-16 2nd Semester Testing
17 LAST DAY OF SCHOOL (for students)
18 End of 2nd Semester (Professional Day for all staff)
23 Report cards can be picked up
28 Memorial Day

ADMISSION, PLACEMENT AND TRANSFERS

Admission: The following students shall be admitted to the district if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of the district;
- B. Students who have a legal transfer into the district;
- C. Students who have been accepted by the district on a tuition basis; and
- D. Foreign students who have been accepted by the district as nonimmigrant (F-1) Students.

Non-accredited home school students who wish to be admitted to the district may be enrolled on a full-time or part-time basis if the student meets the requirements for admission. Part-time admission and enrollment may be allowed in the core subject areas and/or elective subject areas.

Students enrolling at the middle school from non-accredited schools or have been home schooled will be placed in grade levels and in courses based upon education factors, primarily academic mastery as demonstrated on tests that assess the student abilities in reading and math. Students will be placed based on these testing results.

A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder and may ask the superintendent to review those objectives.

Immunization Requirements:

No student shall be permitted to enroll in the district unless the student presents to the school at the student's initial enrollment either of the following:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A certificate of exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the certificate of exemption will be forwarded to the Department of Public Health for review and approval.

GOOD STANDING REQUIREMENT

A student must be in good standing at the time of withdrawal from any previous school in order to enroll at the middle school. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the district. No public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

OPEN TRANSFERS

A student whose parent (s) reside (s) outside the district must apply for a legal transfer to attend the Anadarko Middle School. The appropriate application must be completed and submitted to the superintendent before February 1 of the school year preceding the school year for which the transfer is requested. The district shall notify the student's resident school district of the application for transfer by March 1. The district's board shall approve or deny the application for transfer no later than June 1 of the school year in which the application is submitted. A student granted an open transfer shall be entitled to continue to attend school in the district for the year in which the student is transferred, but must reapply for the open transfer on a yearly basis.

The district shall consider Open Transfers for the following students.

1. Students who reside in a school district that does not offer the grade the child is entitled to pursue; and/or
2. Students who have exhibited no major discipline problems in their resident school, such as long-term or several short-term suspensions;
3. Students who have exhibited good attendance, that is, a minimum of 80% attendance in the previous semester or school year in their resident school; and
4. Students who can provide the district with positive letters or verbal recommendations from their resident schools.

Emergency transfers: In addition to the open transfer process provided above, students may be transferred on an emergency basis. A written application for an emergency transfer shall be made by the parent and submitted to the superintendent. On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;

2. The Inability to offer the subject a pupil desires to pursue, if the pupil becomes a legal resident of a school district **after February 1** of the school year immediately prior to the school year for which the pupil is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities; or
5. The concurrence of both the sending and receiving school districts.

An emergency transfer previously made may be canceled, with the concurrence of the board and the parent. Unless canceled, a student granted an emergency transfer shall be entitled to continue to attend school in the district for the year in which the student is transferred, but must reapply for an emergency transfer on a yearly basis.

SCHOOL PROCEDURES **ABSENCES**

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the education experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible, and are expected to attend at least eighty-five percent (85%) of scheduled classes per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more than 10 absences per semester. **Both excused and unexcused absences will count towards this total.** If a student has more than the allotted number absences, they can schedule a meeting with the attendance committee to justify their excessive truancy or they will have an opportunity to make up time missed before or after school hour for hour missed.

Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extracurricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Excused absences include, but are not limited to illness, doctor's appointments, and serious matters involving family members, religious observances, and death in the family or attendance at funerals. Students who miss due to an unexcused absence will have to make their assignments up on their own time at after-school tutoring or Saturday School.

Students who miss due to excused absences will have the same number of days that they miss to make up their work. If they are not made up in a timely manner, points can be reduced or a zero can be given in place of their grade.

When a student is absent, the parent/guardian is requested to phone the middle school at 247-6671 on the day of the absence. If the parent or guardian does not call, a note must be sent with the student when they return. The note must have the student's name, date(s) of absence, the specific reason for the absence, and have the signature of the parent/guardian. It should be taken to the office before school.

A student leaving during the school day, after 8:04 a.m. and before 3:14 p.m., must use the following procedures:

a. Parent/guardian or approved family representative must sign the student out in the office. Parent/guardian must sign the student back in if the student returns on the same day or provide documentation with the student at the time the student signs back in.

b. All early dismissals for doctor's appointments will require a doctor's note or receipt upon the student's return to school.

c. Students will be called out of class when the parent has arrived in order to best utilize class time.

OSSBA rules require students to be in attendance to participate in any activity that day. When a student has four unexcused absences, they will be reported as truant and parents will be sent a notice to contact the principal, and a letter of concern will be mailed to District Attorney's Office as required by Oklahoma law.

In order to be successful in school, regular attendance should be a goal. Students should be on time for school, which begins at 8:00 a.m., and be punctual to all classes throughout the day.

EXTENDED ABSENCES

Parents may request for student homework during an extended absence. Twenty-four hour notice should be allowed after the request is made for the teachers to write out assignments. Parents should make every effort to pick the work up after making the request.

ABSENCES

After a student's fourth absence a notice of concern will be mailed to the student's parent/guardian concerning absenteeism, and a copy of the Oklahoma Mandatory Attendance Law.

After the sixth absence, a second notice will be sent to the Caddo County District Attorney for the purpose of juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).

After a student's seventh absences during a semester, the parent/guardian will be asked to confer with the building principal to discuss what measures will be taken to prevent further absenteeism.

After student's eighth absence, a letter will be mailed to the District Attorney's Office asking that the mandatory attendance law be upheld in district court.

All exceptions to this rule concerning medical problems or family emergencies must be submitted in writing by the student's parent/guardian including a doctor's statement, medical receipts, and other pertinent information. The building principal will determine all exceptions. If the exception is denied, the parent/guardian may request a review by the attendance committee, which is composed of the building vice principal, attendance coordinator, a teacher, and a counselor.

Students will be responsible for making up all class work and assignments missed during an absence. Students are given one day to make up work for each excused absence.

ATTENDANCE

Students are required by Oklahoma Law to attend school regularly and promptly. Excused absences are for illness, medical appointments, serious illness or accident involving a family member, religious observances, attendance at a funeral, or death in the immediate family. Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, babysitting, hair appointments, transportation problems not caused by the district, and tardiness. Students who are absent from class due to an excused absence shall be allowed to make-up assignments and tests missed. Students shall be allowed one school day to make-up work for each day missed due to absence. Students should not arrive earlier than one half hour before school begins. Any student who is more than ten (10) minutes late to their 1st class is recorded absent. All students must leave the campus within 10 minutes after school is dismissed, unless they are in an activity, after school tutoring; has staff permission, or serving detention. Three minutes is allotted between classes.

WITHDRAWALS

When it is necessary for a student to withdraw or transfer from Anadarko Middle School, the following steps must be taken by the student:

1. The parent/guardian will need to call the counseling office in advance of the date of withdrawal. A written statement by the custodial parent which states the student's last day of attendance at the middle school and the name of the new school or town will need to be presented to the counselor.
2. The student will report to the Counseling Office immediately upon arrival at school on the last day of attendance. The counselor will give the student a withdrawal form and directions for completing the withdrawal process.
3. The grading policy for withdrawal grades is as follows:
 - a. The grade will be based upon performance from the beginning of the semester to the date of withdrawal.
 - b. A student must be in attendance two (2) weeks to receive a grade.
 - c. When a student withdraws before the end of a term, he will be considered ineligible for honors.
4. All books and materials must be returned or paid for before withdrawal can be completed, unless other arrangements are approved by the principal.

5. At the end of the day, the student will report back to the Counseling Office for final approval.

TARDINESS:

Tardy is defined as arriving within the first ten (10) minutes after the class bell rings. Student's tardies in the morning for their first period class must report directly to the office for an admit. For all subsequent tardies, students will report to class. Each teacher will record individual tardies as (TU) tardy unexcused. A student who comes to class after that time is counted absent for that period. An absence for tardiness will be characterized as excused or unexcused based on the criteria listed for absences.

Students may be considered tardy if they are not inside their classrooms and ready to begin work when class begins. Beginning with the fourth tardy, the student will make plans for improvement as follows:

1. Fourth unexcused tardy – 1 day of lunch detention
2. Fifth Unexcused tardy – 2 days lunch detention
3. Sixth Unexcused tardy-3 days lunch detention.
4. Seventh Unexcused tardy-1 day In school
5. Eighth Unexcused tardy-2 days In school
6. Ninth Unexcused tardy -3 days In school
7. Parents will be notified by mail for each occurrence. Students still struggling with arriving to class on time will receive an appropriate consequence determined by administration.

*Tardies from lunch will result in 1 day In-school as additional time is allotted. Tardies will be calculated per semester.

RULES FOR DETENTION

If a student is considered a no-show for any unacceptable reason, a student will be assigned further consequences by administration.

A tardy will not be excused by having the parent bring the student in, nor is a tardy excused when the parent is the cause of the tardy. Medical issues or emergencies will be handled individually. **THREE (3) UNEXCUSED TARDIES DURING A NINE WEEKS WILL CONSTITUTE ONE (1) UNEXCUSED ABSENCE FROM CLASS.**

APPEAL OF ATTENDANCE RECORD

Appeals dealing with attendance and tardies must be made to a principal-appointed committee. A request for an appeal must be made within ten (10) days of receipt of the notification that attendance requirements have not been met. This notice shall inform students and their parents or guardians that credit for courses and/or promotion to the next grade or level is being denied. The committee shall determine, at the end of the term, if there are extenuating circumstances for the student's failure to meet attendance requirements and shall provide the student and the student's parents or guardians with a notice as to its decision. The decision of the committee shall be final.

TRUANCY

The district may take reasonable measures to enforce

the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the district's attendance officer or any district administrator may detain and assume temporary custody of any student enrolled in the district who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse. The district's attendance officers and the building principals are responsible for enforcing the attendance requirements.

SCHOOL ACTIVITIES

Students may not be allowed to participate in or attend after school or evening activities if they are absent with an unexcused absence the day of the activity, or if they are serving a suspension or in school detention. The school will not assume responsibility for students when they leave the supervised activity and/or area. **STUDENTS WILL BE REQUIRED TO ADHERE TO SCHOOL DRESS AND SCHOOL POLICIES, AND STAY SEATED DURING ALL SCHOOL ACTIVITIES, ROAMING AROUND, GOING IN AND OUT AND STANDING IN WALKWAYS OR AT THE CONCESSION AREA WILL NOT BE PERMITTED. Students will lose their right to attend and/or be removed from the activity and asked to call a parent/guardian if they violate this requirement.**

Students enrolled in athletics are responsible for obtaining their athletic pass from their coaches.

APPOINTMENTS/LEAVING SCHOOL

Anadarko Middle School is a closed campus, and students may not leave the school grounds during the school day. Students who need to leave for medical appointments must be checked/signed out of school by a parent, guardian or other persons designated by the parent. If contact cannot be made with the custodial parent a child will not be released to anyone not pre-designated by the custodial parent. Students who leave campus without permission shall be subject to disciplinary action.

VISITORS

All visitors must sign in at the principal's office before visiting students or personnel. For safety purposes all visitors, substitutes, parents, etc. visiting our school will be required to sign in and wear an identification badge for the duration of their visit.

TEXTBOOK/ DISTRIBUTION

The teacher in charge shall distribute books for each class. The distributing teacher shall record each student's name, the identification number of the book, and the condition of the book. Students shall

not deface books in any way. Fines or the cost of replacement may be assessed for damaged or lost books.

PASSES

Students may not be out of class without their student planner pass and are responsible for reporting to the location designated on the pass. Students who fail to adhere to this policy are subject to disciplinary action.

HALL CONDUCT

1. Walk-do not run inside the building
2. Use a conversational tone of voice in the halls.
3. Avoid blocking the halls, and doorways.
4. Pick up papers or trash in the hall and use the wastebaskets to discard unwanted objects.
5. No pushing, shoving or horseplay will be tolerated.

MONITORS

HALLWAYS, PLAYGROUND AND BUSES

The Anadarko Middle School is equipped with 24-hour surveillance cameras. To help assure a safe school climate the monitors will aid administration in determining innocence and guilt for any problem that might arise in these areas.

LUNCH

Students should assume they would go outside after eating lunch unless advised otherwise by the office; therefore, they are to get their coats and go to the restroom before going to the cafeteria. Once students enter the cafeteria during lunch, they will not be permitted back into the halls, lockers, restrooms, etc unless they have permission from the hall duty teacher.

All students are to walk (escorted if necessary) to the cafeteria. Students are not to hold places or take cuts in line. All students who eat a hot lunch should get in line promptly. Lunch is to be eaten in the cafeteria. **No food/drink will be taken from the cafeteria nor stored in lockers.** All students are asked to keep noise levels to a minimum while in cafeteria. Students should avoid spills and leave the tables and chairs clean for others who follow. Students are not to pick up or move chairs, except to push their chairs up next to the tables when they are through eating. Students should scrape their trays and place utensils and trays in the appropriate place immediately after they eat.

Students who have lunch delivered to them during the school day will need to have it brought to the office. In order to ensure safety of the students no students will be allowed to receive food that is not left in the office. Students must go outside after lunch unless they are ill and/or have a note to show the teacher on duty. This provides space for other students to sit down and gives kitchen help time to

clean tables between lunch periods. Students are to always be polite to the lunchroom and janitorial staff.

When students are instructed to remain inside, they are to remain seated after putting up their trays. Supervisors should dismiss by rows and students should remain seated until they have been dismissed.

All students who follow these rules will be allowed the freedom of choice to sit where they like.

TRANSPORTATION

Riding a bus is a privilege, which may be lost if behavior is inappropriate. All students are given a copy of the bus rules to be viewed by both the students and a parent or guardian. On the bus, students are under the direct control and supervision of the bus driver. If there are problems, the driver will file a written report with the school administration and appropriate action will be taken. The following are bus behavior guidelines:

- All students should enter the bus safely, no running pushing, or shoving.
- Video cameras are on every bus during each route. The videotapes will be previewed to determine innocence or guilt.
- Don't change seats while the bus is in motion.
- No throwing of any objects or materials on or out of the bus.
- Keep all talking to a low tone, no yelling, or shouting.
- Keep arms and hands inside the bus at all times.
- Keep feet, legs, and all articles out of the bus aisles.
- Don't mark, cut, or damage bus seats or interior in any manner.
- Be a friend; share your seat with others.
- No profanity or vulgar language at anytime.
- Be a good example to all smaller students.
- Wait until the bus comes to a complete stop before leaving your seat in departing.
- No food or drink on route buses.

Questions concerning drivers, buses, or routes may be answered by calling the bus barn at 247-5212.

BICYCLES

Bicycles should be parked in the bike area when school begins. They should remain parked and locked until dismissal at 3:14 p.m. The middle school cannot be responsible for the security of bicycles parked and locked on campus.

CHANGE OF ADDRESS OR PHONE NUMBER

Report any CHANGE OF ADDRESS or PHONE NUMBER to the office as soon as possible.

Up-to-date emergency numbers and addresses are essential for the office to communicate with the home.

LOST AND FOUND

Students need to write their full name on their school supplies, clothing, and other belongings. Should you lose anything, check the lost and found box located in the office. Look for your belongings during lunch or after school, not during class time.

AMS TELEPHONE

Students will be permitted to use an office telephone if they are ill, need medication, or if the school changes plans unexpectedly (for example, sports practice or a game is canceled). Using the office phone for making personal plans, which can be arranged before arriving or after leaving the school, is inappropriate. Basic Phone procedures are:

1. Students must receive permission from their teacher or office personnel before using the phones.
2. If someone should call for you at school you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered. In the case of an emergency, the message would be delivered as soon as possible.
3. Messages called in to the school after 2:30 p.m. are sometimes not possible to deliver before school ends. Please make sure your parents are aware that messages received after 2:30 p.m. may not be delivered.

ELECTRONIC WIRELESS TELECOMMUNICATION DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for the use of wireless telecommunication devices: cellular telephones; pagers; personal digital assistance (PDA) etc.

Cell Phones are a major distraction in the classrooms. Students are prohibited from possessing wireless devices during school hours. For safety reasons, students may possess wireless devices before and/or after school. During school hours, wireless devices must be in their locker turned off, in a teacher's possession, or in the office vault, but not on a student ANY TIME during the school day, including, but not limited to purses, pockets, and backpacks during lunch time, athletics, Ag, TE, PE. Etc. The Anadarko Public School assumes no responsibility for stolen, lost, etc. electronic devices.

A principal or administrator must approve exceptions to this policy. A violation of any part of this policy may result in the wireless devices being confiscated and submitted to the office.

Adopted 9-10-2001. All cell phones are required to be turned off and stored in the student's locker for the duration of the school day.

Discipline will be administered according to the following guidelines:

1. **First offense: 3 days noon school detention**
2. **Second offense: Three (3) days of In-school detention**
3. **Third offense: Five (5) days In-school detention**
4. **Fourth offense: Ten (10) days In-school detention**

ON ANY OFFENSE, PARENTS ARE TO PICK UP THE PHONE ON THE LAST DAY OF THE SCHOOL WEEK FROM AN ADMINISTRATOR.

NOTE: Failure by a student to hand over their electronic devices at anytime to any school employee will result in immediate suspension; the length is to be determined by the principal.

PUBLICITY

Posters publicizing activities must be pre-approved by the principal before being displayed. Organizations that are not school-related cannot advertise or solicit for fundraising purposes at school.

TUTORING

Students are encouraged to seek extra help with any academic class. Students may come in from 7:45 a.m. to 8:04 a.m. to work with a teacher that is not on duty or go to the J.O.M. room for tutoring after school from 3:15 to 5:00.

School Nurses/Student Nurses

Anadarko Public School's Registered Nurse can assess, evaluate, screen, treat and give prescription and over the counter medications to any student enrolled in the school system unless there is a signed REFUSAL FORM on file. The school nurses occasionally provide preceptor services (teach student nurses) for nursing schools in the area. Student nurses, working under the supervision of the Registered Nurse, can provide services as allowed by their educational background to school staff members and students. The nurse is usually available Monday through Wednesday.

HEAD LICE

1. Suspected cases of head lice are to be reported to the nurse. Head lice are

contagious and will not disappear without treatment.

2. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
3. Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued.

ILLNESS AT SCHOOL

Except for an emergency, a pass from a teacher will be required before a student goes to the nurse. The nurse will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and office personnel.

1. Students with temperatures of 100.4 or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home twenty-four (24) hours after the temperature returns to normal.
2. A student who vomits during the evening should not be sent to school the next day.
3. Parent/guardians are to transport students who become ill at school.
4. Parents/guardians are requested to report any contagious health condition to the nurse. Chickenpox requires a written release from the nurse for a student to return to class.

INSURANCE

Student accident insurance is available to all students on (1) a twenty-four hour basis that includes coverage for all sports except football or (2) an at-school policy that covers the student during school hours. Athletic insurance will be made available to all students at the student's expense. The Anadarko Board of Education does not assume responsibility for any athletic injuries to students. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school.

MEDICATION POLICY

State law on procedures regarding medication binds Anadarko Middle School. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed:

1. School personnel can administer only medication, which has been prescribed for a student by a physician. This includes non-prescription or over-the-counter medication. (ex. aspirin)
2. Medication brought to school to be administered by school personnel must be in
- 3.

- a prescription container with the Pharmacy label that states the Physician's name, the name of the medication, and the directions.
4. Only if a physician has made a diagnosis and has directed that specific medication be given, will it be done.
 5. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions.
 6. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication stating the name of the medication and directions for administering them.
 7. A written request signed by the parent or guardian must accompany the medication stating the student's name, the name of the medication, the amount to be given, and the time (s) it is to be given.
 8. **All medications/asthma inhalers**, cough, energy, cold, sinus, aspirin, Tylenol, etc. must be administered through the office for student safety. Students violating this policy are subject to disciplinary action.
 9. **The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of the section. The nurse or school secretary has a form which the parent or guardian may use to fulfill the above requirements.**

"Medication", as used in this section, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label. This medication policy has been established to maintain the safety of all students.

SPECIAL EDUCATION STUDENTS

The district shall provide those necessary services for handicapped and/or disabled students, which are required by law and/or regulation.

GIFTED STUDENT PROGRAMS

The district shall provide programs for gifted students in accordance with the district's plan for gifted and talented students to be prepared, implemented, and maintained by the administration. While these students may miss class periodically, they will be exempt from the assignment for that day (unless it is a test) but will be expected to know the material for the test.

HOMEBOUND SERVICES

The district shall provide homebound services to; 1)

any student with a medical condition so severe that it will cause the student to be absent from school for two consecutive weeks, or more, and whom the homebound team determines can benefit educationally from such a program; 2) a pregnant student whose medical condition requires confinement to the home; or 3) any disabled student whose educational needs can best be met by such a program, as determined by an individualized education program (IEP) Team or Section 504 Accommodation Team. Eligibility for homebound services, the services provided, and the homebound team, the IEP team, or the Section 504 Accommodation Team, whichever is appropriate, shall determine the duration of such services. The administration may develop, implement, and maintain regulations for providing services to students.

SUMMER SCHOOL

The board may authorize the conducting of summer school as deemed appropriate. In adopting a summer school program, the board shall determine an appropriate curriculum, teacher compensation and admissions guidelines.

COUNSELING SERVICES

Anadarko Middle School has two trained counselors to help students cope with any problems that arise at school. The counselors also meet with parents and teachers to help define problems, explore resources, and resolve issues.

SCHOOLS LIABILITY

No such officer or employee of any public school district, members and any school board, school or school district shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical substance-abuse prevention and treatment program.

STUDENT RECORDS

General: The middle school shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: the middle school is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Within the first three weeks after the start of classes each school year, the district shall cause a notification of FERPA Rights to be published in selected area newspapers. In addition, the district shall provide a notification of FERPA rights to each student or parent or guardian of a student. The district reserves the right to disclose directory information as set forth in the notification of FERPA rights.

Request for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the superintendent

or the superintendent's designee as specified in administrative regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

Records of Requests for Disclosure: The district shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in administrative regulations.

Fees for Copies: The district may charge fees, as set forth in the district's open records policy or administrative regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

STUDENT DRESS CODE

General: There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. (Illus. on pg. 11)

Standards of Dress: The following standards of dress are required of all students while attending school or participating in school activities:

1. Apparel with slogans, which promote activities prohibited by the District's Student Conduct Policy, is not permitted.
2. Pants, trousers, jeans, and walking shorts (Minimum 5" inseam) are to be worn at the waistline, pant legs should not drag the floor, and belts, if worn, are to be buckled. Sagging is not permitted. Bare midriffs, backless or sleeveless dresses, sleeveless tops and see-through, or cleavage showing blouses are not permitted.

3. Dresses and skirts must be no shorter **than 3 inches** above the top of the student's knee.
4. Frayed, purposely torn clothing exposing skin and extreme cut-offs are not permitted.
5. Clothing, makeup, or jewelry that relates to violence, gang activity, gothic dress, drugs, or alcohol is not permitted.
6. Body piercing other than the ears is not permitted.
7. Hair and makeup must be reasonable, modest and clean.
8. Hats, caps, and hoods are not to be worn inside the school or classrooms.
9. Bandanas, and chains are not allowed at school or activities at any time during the school year.
10. Shoes must be worn at all times. (NO HOUSE SHOES OR SLIPPERS)
11. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn if it complies with the school dress code.
12. Coats, purses, backpacks, book bags will not be permitted in classrooms or library and should be left in lockers while attending inside classroom and school activities.
13. Light weight jackets/hoodies will be permitted in the classroom unless a situation arises in which the student may lose that privilege to do so.
14. Leggings (not tights) must be worn under skirts, dresses, or shorts that do not meet the dress code requirements. They may also be paired with a top that fall at least 5 inches below the inseam.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent unexcused until their return. Failure to comply will be grounds for disciplinary actions. This policy will be strictly enforced. Failure to comply after one opportunity to correct an issue will result in loss of privilege (ex. Failure to comply with 5" inseam shorts policy will result in loss of opportunity to wear shorts for the remainder of the semester.)

Students' clothing must conform to the dress code. Anadarko Middle School students should use the guide below in order to select suitable items.

Acceptable	Not Acceptable
 <p>Skirts must be no shorter than 3 inches above the top of the student's knee.</p>	 <p>Shorts or skirts that do not meet the length requirement are not allowed.</p>
<p>Shorts must have at least a 5 inch inseam and no holes or frayed places that expose skin.</p> 	<p>Sleeveless or spaghetti strap shirts, no matter the width of the strap, are not allowed. Shirts must have at least a cap sleeve to meet dress code.</p> 
 <p>Jeans and slacks must be worn at the waistline (no sagging) and cannot have holes or frayed places that expose skin above the knee.</p>	 <p>Sagging pants are not allowed. Pants must be worn at the waistline.</p>
<p>Polo shirts are acceptable. Shirts cannot expose the midriff or cleavage and must have sleeves.</p> 	<p>Shirts cannot expose the midriff, the back, or show cleavage.</p> 
 <p>Leggings (not tights) are acceptable when they are paired with a tunic, or shirt, that reaches at least 5 inches below the legging inseam.</p>	 <p>Leggings cannot be worn with a t-shirt or other short shirt that does not meet the 5 inch requirement explained to the left.</p>
<p>T-shirts may be worn tucked in or at the waist.</p> 	<p>T-shirts cannot be worn excessively large to cover sagging pants.</p> 

AGENDAS

The student agenda is a required school supply item. Students will keep a record of assignments in the agenda. The agenda contains a hall pass which must be signed by school personnel when in the corridors between classes. Replacements of agendas will cost \$5.

SWAG

Steadfast Warriors Achieving Goals makes up 30 minutes of the daily routine. During this time students are required to participate in anti-bullying lessons, drug awareness, character skills, goal setting activities, binder and grade checks, advisory activities, complete missing or incomplete assignments, and or read for a period of time. They will be directed to make an entry in their journals about what they read or be given a prompt. (6th grade students write 6 sentences, 7th grade students write 7 sentences, 8th grade students write 8 sentences)

ACADEMIC STANDARDS STATE HONOR SOCIETY

Recognition is given to seventh and eighth grade students whose grades are in the top 10% of their class. Grades are counted in all core classes as well as elective classes. This figured across a yearly span beginning the spring semester of the previous year and concluding the fall semester of the current year. The award is presented during the spring.

NATIONAL JUNIOR HONOR SOCIETY

The Anadarko National Junior Honor Faculty Council has the right and responsibility of selection of its members. The selection will be done by a majority vote of the council. Selection will be based on five criteria, which will not interfere with any constitutional rights of any prospective candidate.

Guidelines of Selection to Anadarko National Junior Honor Society

The five qualifications for membership in the National Jr. Honor Society of Anadarko Middle School are scholarship, leadership, service, character, and citizenship.

1. **SCHOLARSHIP:**

All members and candidates shall be: 6th, 7th and 8th grade students with a grade point average of 3.5 or better based on a 4.0 grade point system. This GPA must be maintained in order for students to remain as active members. Grade checks will be done quarterly and parents and students will be notified when GPA's drop. Once a student is removed from NJHS, s/he may not rejoin.

2. **LEADERSHIP:**

- (A) Successfully hold school offices or position of responsibility
- (B) Show courtesy and respect for school faculty and community
- (C) Show initiative in studies
- (D) Show pride in work, in school and community
- (E) Have good school attendance in all classes

3. **SERVICE:**

- (A) Serves others above self-interest
- (B) Shows service and loyalty to the club and aids fellow members
- (C) Represents the community and school in various types of competition
- (D) Demonstrates service on a full-time basis in all areas. Service is not based on classroom work, projects, or activities when grade or pay is given

4. **CHARACTER:**

- (a) Meets pledges and responsibilities to school promptly
- (b) Demonstrates highest standard of honesty and reliability
- (c) Cooperates with school regulations
- (d) Demonstrates concern for others

5. **CITIZENSHIP**

- (A) Understands the importance of civic involvement
- (B) Has a high regard for freedom, justice, and respect of the American form of government. (representative of democracy)
- (C) Demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs

CLASS ORGANIZATIONS

The officers for each class will be nominated and elected by the class members themselves. Sponsors will be appointed by the administration. Class meetings are for business purposes only and must be carried on in an orderly manner.

CLUB

4-H
NJHS
Student Council
TSA
Native American
Cheerleading
Gifted /Talented
FCCLA
FFA

SPONSORS

Taylor
Mindemann
Taylor and Farr
Rutherford
Lucero
Keechi
Crowell
Sneed
Brooks

REPORT CARDS/PROGRESS

Report cards shall be sent home with students to parent and/or guardians at the end of the 1st semester.

Second semester report cards will be available for pickup in our office on the date listed on the school calendar. In addition, progress reports are sent on the designated dates during each nine-week period. Parent teacher conferences may be scheduled as needed. Telephone calls and personal visits may be scheduled as needed through our counselors.

ON-LINE GRADING

The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Parents/students may view their child's grades online by calling AMS counselors and completing a formal request.

STANDARDS FOR SUCCESS

FOR GRADES 6-8:

A – Excellent	90 - 100
B – Good	80 - 89
C – Average	70 - 79
D – Below Average	60 - 69
F - Failure	59 - below
I – Incomplete	
(S) - Satisfactory	
(U) –Unsatisfactory	

Students will have two weeks to make-up all I's given during a grading period. After this time all I's will be changed to a letter grade reflecting the absences of any or all-missing grades.

All students are expected to arrive to each class on time. Students should have all the required materials for each class, and assignments should be completed and ready to hand in when due. We expect that each student contribute to each class in a positive manner.

Middle school students will be expected to achieve and maintain their best efforts in each class. They have the responsibility of keeping themselves and their parents informed of their progress.

The teachers will utilize grading patterns that are fairly administered and based on identified criteria. Prior notification of the criteria and objectives will be available to students and to parents (upon request). The teachers will use multi criteria assessments measuring student mastery of the stated objectives through projects, daily and common assignments, observations, nine week tests, etc.

All accumulated grades for a semester will be averaged to determine a student's semester grade. Bi-quarterly progress reports will be sent home with students. Students need to have all work for each quarter submitted before the end of the quarter to receive credit for the work (Aug-Oct, Oct-Dec, Jan-March, March-May).

Grade and attitude checks may be mailed to the parents or sent home with the students. Regular communication with teachers is strongly

recommended. Parents can view their child's grades online by requesting a password from the AMS counselors.

HOMEWORK

Teachers may assign homework to students. The teacher, based on the needs of the students and the subject matter being taught, shall determine the type, frequency, and quantity of homework to be assigned.

PROMOTION

Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

RETENTION

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once. Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal and any additional personnel assigned by the principal. Evidence to be considered by the committee shall include mastery of state testing, attendance, work ethic, and the student's level of maturity. Retention may be considered when:

1. The student is achieving below his/her ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefiting the student's development.

Whenever the committee recommends that student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation, the parent or guardian may appeal the decision by complying with the district's appeal process as set forth in administrative regulations or student handbook. A teacher may recommend that a student not be given credit due to a failing grade in the course or due to a failure to meet attendance requirements.

PROFICIENCY-BASED TESTING

Proficiency-Based Promotion is a system, which awards credit for students' knowledge in the core

curriculum areas; social studies, mathematics, science and English. All students in grades K-12 currently enrolled in Anadarko Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the core curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. The counselor may be contacted to obtain an application for an exam.

ACCELERATION

In certain circumstances, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

ATHLETICS

A well-organized and well-conducted athletic program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible by participation in competitive inter-school and individual sports activities. The district is a member of the Oklahoma Secondary School Activities Association (OSSAA), and in all athletic matters, will adhere firmly to the rules and regulations of that body and to the philosophy of sports, which it encourages. The eligibility of students to participate in the district's athletic program is determined in accordance with OSSAA regulations and will be monitored by coaches and principals.

The district shall provide inter-scholastic athletic competition for students in grades 7-12 in a variety of sports The district shall allow students to participate in sports on the basis of their physical condition, desire, no grade lower than a D on last semester grades, and passing of mandatory and random drug tests. The athletic program is both educational and recreational, should encourage participation by as many students as possible, and should be carried on with the best interests of the students as the first consideration without unreasonable interference with other obligations in the school community. A student may not begin practice for any athletic team until the student has been examined and approved by a medical doctor (submit a completed physical form), submitted a signed drug testing form, and written consent for such participation has been obtained from the parent. The student who engages in athletics shall provide personal insurance against accident or injury.

AMS Student Procedures for Athletics 7th period.

1. All athletic students will report to their coach and/or their athletic event that they are currently enrolled in a timely manner.
2. All coaching staff will call roll and submit a list of students who are tardy or absent from their class by calling the office or sending a student.
3. Coaches will monitor students coming to athletics and returning to the middle school. All athletic students will be required to stay out of the hallways until the 8th period bell rings.
4. During bad weather coaches will escort and monitor their students in the cafeteria until the 8th period bell rings.
5. NO CLASS CHANGES WILL TAKE PLACE UNTIL THE SENDING AND RECEIVING COACHES HAVE SIGNED A DROP AND ADD FORM AND IT HAS BEEN APPROVED IN THE AMS OFFICE BY THE COUNSELORS OR ADMINISTRATION.

DISTRICT DRUG TESTING POLICY

ADOPTED 11-8-2004

All competitive athletics and extracurricular activities grades 7-8 will require a physical and a drug test prior to participation. Random monthly drug testing will be a requirement for continued participation in athletics or any extracurricular activity. Parent/guardians, students and administration will be required to sign a drug consent form before any student participation in athletics or extracurricular activity can occur. A copy of the district drug testing policy is available at the middle school or high school during enrollment or upon request.

FIELD/REWARD TRIPS

Trips may be scheduled and sponsored by the individual instructors, subject to the approval of the superintendent. Trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Students who stay at home will be considered truant and will receive an unexcused absence for the day.

Character Education is a vital part of learning at the middle school. Students will be required to model such characteristics as: politeness, honesty, thankfulness, considerate, generous, citizenship, trustworthy, cooperative, good sportsmanship, patient, tolerance, dependability, and respect to list a few. Students who fail to exercise good character traits are subject to disciplinary actions.

UNACCEPTABLE BEHAVIOR

- Running, pushing, shoving, talking loud or yelling, group conversations *in the hallways.*
- Yelling out (go girl), laughing at individuals, making fun of others, harassment or rude comments of any kind *during assemblies or*

award ceremonies.

- Showing disrespect to anyone that you may come in contact with, showing a lack of sportsmanship to opposing team players, teammates, coaches, and/or officials, lack of manners, common sense, or destructive on *school sponsored activities*.

ACCEPTABLE BEHAVIOR

- Walking on correct side of the hallway, exercising politeness and courtesy, not touching hitting an one, and using a quiet voice *in the hallways*.
- Clapping hands together during the appropriate time, listening and staying quiet so that everyone can hear, asking to be moved if a student is causing problems, etc. **during assemblies or award ceremonies.**
- Making comments that are positive, such as: great game, good job, thank you for helping, thank you for letting me go with you, being on time to and from the event, etc. while attending **school sponsored activities.**

SEXUAL HARASSMENT

Sexual harassment in any form will not be tolerated. If students, male or female believe that they are being sexually harassed, they are encouraged to report any incident (s) to their teacher, counselor, or building administrator. Information received will remain confidential, and all sexual harassment complaints will be investigated.

GUM CHEWING

Gum is not allowed during the school day, on the playground, or before or after schools while on the school campus.

Discipline:

A referral can be written and submitted by staff to administration if it becomes a habitual offense.

IN-SCHOOL DETENTION

Students are required to adhere to and sign that they have read the ISD rules and regulations. **Outside drinks/food/ etc. are not allowed for any student who has been placed in the ISD.**

VALUABLES

The number of expensive items, which students bring to school such as letter jackets, etc, always amazes us. It is not unusual for the items to become separated from their owners. Students should not loan their personal items to other students for any reason. Do not bring expensive jewelry, large amounts of money, tapes, CD's, players, etc. to school or school activities.

Lost money is almost impossible to recover and return to the owner. **DO NOT BRING VALUABLE ITEMS TO SCHOOL!**

USE OF THE LIBRARY

The Anadarko Middle School library is one of the best in Western Oklahoma. Students are encouraged to use the library for all their school and personal needs. Books may be checked out for seven (7) day periods and if necessary, may be rechecked for one additional week. When books are not returned on time, a fine of five cents (.05) is due on each book for every day kept overtime. The library is open every day and students with permission may utilize it before school, at noon, during class time with teacher permission, and after school. Students will be orientated to the library and its usage at the beginning of the fall term. **STUDENTS WHO ADHERE TO THE RULES OF THE LIBRARY WILL BE ALLOWED TO USE THE FACILITY ON A CONTINUING BASIS.**

Teachers may send (2) students at a time to the library with their student handbooks to be completed by the teacher. It should include the students' names, the teacher's name, the date and time of departure from the classroom, the amount of time to be spent in the library, and most importantly, the specific purpose of the students' visit. **STUDENTS SHOULD BE INFORMED THAT THEIR HANDBOOKS DO NOT ENTITLE THEM TO LOITER IN THE HALLS, GO TO THEIR LOCKERS, THE RESTROOM, WATER FOUNTAIN, OTHER CLASSROOMS, ETC., UNLESS THE TEACHER INDICATES ON THE STUDENT HANDBOOKS PERMISSION FOR SUCH STOPS.** Students visiting the library during their lunch period do not need their handbook. Once they leave the library they will not be allowed to reenter during that lunch period. Students with gum, candy, beverages, or any other snack will be allowed to enter only after disposing of them. Students should never loan their library book to another student. A lost or damaged book will be the assignee's responsibility, and replacement costs must be collected before they will be able to check out another library book. Fines may be worked off by making arrangements with the library staff.

INTERNET USE IN LABS AND CLASSROOMS

Students will not be allowed to access chat rooms, check for e-mails, etc. during the school day. The school's Internet is available to students with signed permission forms on file. It is to be accessed for educational purposes only and under teacher supervision. Students that fail to adhere to this policy run the risk of disciplinary action.

LOCKERS

Lockers are provided for student use and convenience. Below are a few procedures to follow.

1. Students will need to gather all their books and materials for all of their morning classes at 8:04 a.m. each morning. **THEY WILL NOT BE ABLE TO RETURN TO THEIR LOCKERS UNTIL THE BELL RINGS FOR LUNCH.** After lunch, students will need to gather all their materials and books for the remainder of the day, unless they have athletics seventh period and need to return to their lockers for their eighth period class.
2. Once students have been assigned a locker, students may not change lockers without approval from the asst. principal. Any student found switching lockers without permission will be returned to his/her original locker, and risks losing locker privileges.
3. Students are not to bring unnecessary or disruptive items to school. Headphones, ipods or MP3 players, **sharpies or magic markers are prohibited.** All school supplies should be labeled for identification purposes.
4. Lockers should be locked and combinations should be kept secret. After closing lockers, the combination dial should be turn once or twice so that locker doors will not open by simply raising the handle.
5. Students who purposefully or continually jam or mistreat a locker (kicking or hitting it) will risk loss of locker privileges.
6. Do not place anything (stickers, etc.) that cannot easily and cleanly be removed on or in the locker
7. Drinks are not allowed in lockers unless they are unopened and a part of a student's lunch.

VENDING MACHINES

Vending machines will be available for all students during their scheduled lunch periods and immediately after school only. The machines will be closed in the mornings and between classes for all students. The vending machines are not intended to replace the cafeteria meal, so students will eat first before lining up for the vending machines. Students are encouraged to make healthy choices at the vending machines. Only sugar free drinks and healthy snacks will be sold.

If littering, spillage, or other problems become a nuisance, the vending machines will be closed during the lunch period in which the problem occurred.

RESTROOMS

Students using the restrooms should do so quickly and go to class in a timely manner. Loitering in the restrooms will not be permitted. Any problems of defacing or marking on the walls could result in limited usage of the facilities. Bathroom privileges during class time will be discouraged

7th and 8th grade students should use the restrooms next to the office and refrain from using the restrooms on the 6th grade end, except before school and during their lunch period and with staff permission.

FIRE SIGNAL **(A continuing pulsating sound will alert staff and students to a fire)**

Important: The last person to exit should close the outside doors. In the event of a fire alarm between classes, the following procedures should be observed:

- Students should exit through the nearest and safest door in an orderly manner and walk approximately 25 yards away from the building.
- Teachers should immediately clear their classrooms of all students, take their student roll sheet/grade book, emergency bags and close their classroom doors.
- Teachers should call roll immediately to determine that all students are present. If a student is missing, notify the administrator at the front entry of the school at once.
- The secretaries will have a complete list of all students that have checked out and will submit them to the administrator at the front entry of the school.
- Teachers that have acquired extra students will need to submit their names to the administrator at the front entry of the school.
- Each room will have an evacuation map located near each door and students and staff should familiarize themselves with it in each room.

TORNADO ALERT **(Individual beeping sounds will indicate a tornado alert)**

All students will move in an orderly fashion into the designated areas listed on the tornado evacuation plan, which is located in each classroom and the faculty handbook. Students should familiarize themselves with the plan in each classroom.

DISCIPLINE

Disciplinary measures are intended to help students take responsibly for their actions, learn from their mistakes, and prevent the recurrence of undesirable behavior. Consequence for undesirable behavior may include but are not limited to the following: Guardian notification, guardian conferences, guardian shadowing, detention, in-school or out of school suspension, loss of privileges, assignment of extra duties or written work.

STUDENT CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the

Administration and the Board. Students shall at all times respect the rights of fellow students and of district personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations. While students are (a) in attendance at school or any function authorized or sponsored by the district; (b) in transit to or from school or any function authorized or sponsored by the district; or (c) on any property subject to the control and authority of the district, students are prohibited from engaging in the following conduct or activities:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class.
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval.
8. Failure to comply with state immunization records
9. False reports, false calls, or misrepresentation of facts.
10. Fighting
11. Forgery
12. Gambling
13. Gangs or set behavior and attire
14. Hazing (initiations) in connection with any school activity
15. Headlocks or other dangerous behaviors
16. Immorality
17. Inappropriate behavior or gestures
18. Inappropriate public behavior
19. Indecent exposure
20. Obscene language
21. Physical or verbal abuse
22. Plagiarism
23. Possession of a caustic substance
24. Possession of obscene materials
25. Use of a wireless telecommunications device without prior authorization.
26. Possession, threat or use of a dangerous weapon and related instrumentalities i.e., bullets, shells, gun powder, pellets.
27. Possession, use, distribution, sale, conspiracy to sell or possess or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances
28. Profanity
29. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
30. Theft
31. Threatening behavior (whether involving written, verbal or physical actions)
32. Truancy
33. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs, or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
34. Use or possession of tobacco in any form
35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
36. Using racial, ethnic, or sexual slurs
37. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulation or violation of state statutes.
38. Vulgarity
39. Willful damage to school property, (vandalism)
40. Willful disobedience of a directive of any school official
41. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
42. Removing or attempting to remove any book from the library media center without following the appropriate check-out procedure.
43. Unauthorized or inappropriate use of technology software and/or hardware.
44. Using skateboards, rollerblades, skate shoes or scooters on school property or at school events.
45. Possessing, using, transferring, possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; and device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
46. Leaving school grounds, designated areas, or activities at unauthorized times without permission;
47. Entering, without authority, into classrooms, or other restricted school premises;
48. Engaging in conduct which endangers or jeopardizes the safety of other persons;
49. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to

interfere with or disrupt the normal educational process;

50. No chains, gang or gothic metal adornments, baseball caps on belt loops can be worn.
51. No visible tattoos or visible marking of any kind gothic make-up, etc on a student's body, such as, but not limited to anarchy signs, gang writing, anti flag propaganda, etc will not be allowed.
52. Student papers with gang writing, gothic dress, make-up, anarchy signs, anti-flag, anti-United States slogans, etc. will not be accepted.
53. Being in possession of or using a laser-pointing device in any manner other than for classroom presentation.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the district shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the district, acting through the superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature. **SCHOOL DISCIPLINE IS SEPARATE FROM LOCAL LAW ENFORCEMENT AND JUVENILE AUTHORITIES.**

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection between students is not appropriate on the school premises. Examples of PDA are: Kissing, holding hands, hands in each other's clothing, and arms around each other in an affectionate manner. Students displaying such affection will be subject to disciplinary action.

BOOK BAGS, BACK PACKS, & PURSES

For safety reasons, book bags, backpacks, and purses that are brought to school must be left in the students' lockers and not taken to the classroom.

CREDIT FOR IN-SCHOOL DETENTION, OUT OF SCHOOL SUSPENSION, & SATURDAY SCHOOL

Students assigned to In-school detention, out of school suspension, or Saturday school will receive 100 % credit for the work correctly completed in a timely manner.

STUDENT SEARCHES

Searches: As allowed by law, the superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substance, intoxicating

beverages, low-point beer, wireless telecommunication devices, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by district employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or on their person. Student shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other district property. District personnel shall have access to lockers, desks, and other district property and shall not be required to have any reasonable suspicion to search lockers, desks, and other district property. In addition, all student vehicles in any district parking lot shall be subject to search at anytime.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substance, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items, may be disciplined according to applicable law, district policy, and administrative regulation.

In conducting any search authorized by this policy, the district may utilize trained dogs to detect prohibited items: If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the district may contact appropriate law enforcement personnel to respond to the issue.

Reporting: Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages, low-point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent and, if possible, a parent or legal guardian of the student.

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, noon school detention, Saturday school, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, suspension or expulsion. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction, and may take into consideration the following criteria.

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior; and
6. Any other circumstances which may be appropriately considered.

Students with Disabilities: Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and regulations as any other student

Police and school: The imposition of school discipline and the action taken by the local law enforcement under the criminal or juvenile laws are independent of each other, so a student can be dealt with under criminal or juvenile laws for the same offense.

Corporal Punishment: The district recognizes corporal punishment as a means of discipline. However, corporal punishment will not be administered at the Anadarko Middle School. Students will be suspended and a parent/guardian will come to remove them from the premises. If a parent/guardian is unable to transport the student, school personnel will take them home only if an adult over the age of 21 is present or the student will be taken to the parent/guardian, place of work until acceptable behavior can be displayed.

Suspensions: An administrator may suspend a student when the student's behavior is in violation of the district's student conduct policy, administrative regulations, or directives received from school authorities and the behavior occurs while the student

is:

- A. in attendance at school or any function authorized or sponsored by the district;
- B. in transit to or from school or any function authorized or sponsored by the district;
- C. on any property subject to the control and authority of the district; or
- D. not on district property by the student's action:
 1. are a continuation of activity that was initiated under conditions A through C above,
 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or district property, or
 3. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm/weapon, which may be for a period of not less than a one (1) year?

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right to appeal the administrator's decision as

follows:

1. A student may appeal an administrator's decision as to either a short-term suspension or a long-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the administrator within five (5) days after receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision shall be final.
2. Upon receiving a request for an appeal, the administrator shall appoint a Suspension Appeal Committee comprised of three certified employees and shall designate a chairperson for the committee. 'No employee may serve on the committee who was a witness to the student's conduct or who has the student in his/her class for the current school semester.
3. A hearing shall be scheduled during regular school hours, and the student and/or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The administrator who recommended the suspension shall attend the hearing and may be represented by legal counsel.
4. The committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position.
5. At the conclusion of the hearing, the committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The chairperson of the committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.
6. With respect to a short-term suspension, the committee's decision shall be final and cannot be appealed.
7. With respect to a long-term suspension, the student may appeal the committee's decision to the superintendent by submitting a written request for an appeal to the superintendent or the

clerk of the board within five (5) days after receipt of the committee's decision. A formal letter explaining the district's appeal process will be submitted to the student or the student's parent or guardian in a timely manner.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on district property. A student who is suspended for less than five (5) days shall be allowed to make-up assignments and tests given during the suspension period and shall receive full credit for all work missed during the suspension. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parent or guardian an education plan that includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. Students will receive full credit for work completed in a timely fashion.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance will be provided an education plan, shall be allowed to make-up any work missed during the period of suspension, and shall receive any credit during the suspension

Extra-curricular Activities: A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e. if suspended from school through Friday, suspension is effective until next school day, Monday).

SCHOOL CANCELLATION

Whenever school is canceled due to weather conditions, announcements will be made through the Oklahoma City television channels and School Messenger telephone messaging system.

Please make sure you keep the school informed of any new or change requests concerning your current phone numbers and address in order that we be able to reach you in case of an emergency or be able to get pertinent information to you. Questions or concerns can be expressed by calling the bus barn at 247-5212 or the school at 247-6671.

AMS Bell Schedule

PERIOD	START	END	TOTAL TIME
1ST	8:00 a.m.	8:04 a.m.	4 min.
	8:04 a.m.	8:53 a.m.	49 min.
2nd	8:53 a.m.	8:56 a.m.	3 min.
	8:56 a.m.	9:44 a.m.	48 min.
3rd	9:44 a.m.	9:47 a.m.	3 min.
	9:47 a.m.	10:35 a.m.	48 min.
4th	10:35 a.m.	10:38 a.m.	3 min.
	10:38 a.m.	11:26 a.m.	48 min.
5th MIRP/Lunch	11:26 a.m.	11:29 a.m.	4 min.
	11:29 a.m.	11:56 a.m.	26 min.
Lunch/MIRP	11:56 a.m.	12:00 p.m.	4 min.
	12:00 p.m.	12:26 p.m.	26 min.
6th	12:26 p.m.	12:30 p.m.	4 min.
	12:30 p.m.	1:23 p.m.	53 min.
7th	1:23 p.m.	1:27 p.m.	4 min.
	1:27 p.m.	2:17 p.m.	50 min.
8th	2:17 p.m.	2:21 p.m.	4 min.
	2:21 p.m.	3:14 p.m.	53 min.

TOTAL Instructional Time* *366 min.

AMS Warrior PRIDE

Anadarko Middle School strives to provide an environment of academic integrity by promoting **Warrior PRIDE**---**P**ersonal accountability, **R**espect, **I**ntegrity, **D**edication, **E**xcellence. Realizing that honest, individual effort is the basis for true learning and educational fairness, A.M.S. students agree to abide by our **Honor Code**:

As an Anadarko Middle School student, I will uphold the A.M.S. PRIDE principles by exhibiting integrity in my decisions, taking responsibility for my actions, and showing respect for others.

Recognizing the value of education and academic integrity, I will not submit work that is not my own; I will not plagiarize, and I will neither provide nor seek unauthorized assistance on assignments or tests. I understand that failure to adhere to the Honor Code will result in a failing grade on the assignment, may be reported to other school organizations of which I am involved and may result in further disciplinary action.

