

2019-2020 Student Handbook



Duke Public Schools
Duke, Oklahoma

TABLE OF CONTENTS

Absences.....	3
Activity Classes, Programs, and Field Trips.....	4
Bus Transportation.....	4
Cafeteria.....	4
Concurrent Enrolment.....	9
Curriculum.....	9
Discipline Policy.....	10
DressCode.....	12
Electronic Devices.....	13
Eligibility (Academic and Attendance).....	6
Emergency Drills.....	6
Family Educational Rights and Privacy Act (FERPA).....	8
Grading Policy.....	9
Graduation Policy and Procedures.....	6
Homework Policy.....	7
Honors.....	10
Library.....	7
Lockers and School Property	7
Mandatory Reporting of Child Abuse or Neglect.....	7
Medication.....	7
Moment of Silence	7
Prom/Dances.....	7
Promotion/Retention Policy.....	8
Schedule Changes.....	8
Student Classification	8
Student Records (See FERPA)	8
Telephone	8
Testing.....	8
Transfer Students.....	8
Vehicle Policy	9
Visitors check-in at School	9

DATES TO REMEMBER 2019-2020

August 13	First day of class
September 2	Labor Day – No School
September 17	P/T Conf. 3:30-6:30
September 27	No School
October 17	End of 1 st 9 weeks
October 18-21	Fall Break
November 19	P/T Conf. 3:30-6:30pm
November 27-29	Thanksgiving Break
Dec. 20	Last Day of Semester
Dec 21-Jan 5	Christmas Break
January 6	First Day of Semester
January 20	No School/MLK Day
February 11	P/T Conf. 3:30-6:30pm
February 17	Professional Day SWTC
March 6	Bad Weather Day
March 13	End of 3 rd 9 weeks
March 16-20	Spring Break

April 10	No School
April 13	No School
April 21	P/T Conf. 3:30-6:30 pm
May 1	Bad Weather Day
May 8	Bad Weather Day
May 15	Last Day of Semester
May 15	Awards Assembly
May 15	8 th Grade Graduation
May 15	Senior Commencement
May 18	Teacher Work Day

Duke Faculty & Staff

Elementary:

Pre-Kindergarten
 Kindergarten
 Early Elementary Team

Upper Elementary Team

Library Aide
 Special Education
 Para Professional

Theresa Rollin
 Theresa Rollin
 Tabitha Ledbetter
 Kaitlyn Strawn
 Kristen Doughten
 Paige Wilson
 Jacqueline Gable
 Ilka Heiskell
 Doris McElroy
 Julianne Birdwell
 Janis Herron
 Roger Herron
 Reta Rall
 Cindy Rhue
 Kaelin Robertson

Secondary:

Math
 Science/Asst. Coach
 English
 Computer/Coach
 Social Studies/Coach
 Vo. Ag.
 Girls Basketball
 Softball
 Baseball

Traci Hanna
 Garret Chambless
 Michelle Lewis
 Jeremy Nieto
 Nick Gable
 Clay Hart
 Rick Wilson
 Ken Morrell
 Lloyd Colson

Administration

Superintendent
 Dean of Students/Counselor
 Special Education Director

Todd Ware
 Monica Claussen
 Risa Darby

Duke Public Schools Nondiscrimination Policy

Duke Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Duke Public Schools
Annual Notification to
Parents, Teachers, Employees
July 1, 2018

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located in the Superintendent's Office, upon request.

The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any change in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur or asbestos coordinator will notify the appropriate people as prescribed by law.

ABSENCES & TARDIES

Parents or guardians should contact the school (679-3311) to report the absence of their child by 8:15 the morning of the absence.

An unexcused absence may result in zero credit on assignments given in each class missed. A student who misses more than 15 minutes of class time is counted absent for the entire class period. **A student who has more than 10 absences in a class will not receive credit for that class.** For elementary grades, Duke School Board Attendance Policy requires students to be in attendance 90% of the school year for promotion. This includes excused absences, unexcused absences and prearranged or parent absences. **The only exceptions are school activity**

absences and serious or extensive illness. A student at risk of zero credit based on absences may appeal to an attendance committee appointed by the board of education. A final appeal may be made to the board of education. The board's decision will be final.

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. An absence will only be excused for the reasonable time required. (Ex: Optometrist appointment at 10:00 a.m. will not be an excused absence for the afternoon classes.)

Documentation for excused absences must be presented in the central office before the student receives an admit or the absence will not be excused.

Students may take up to 2 days of prearranged absences per year. A student may make up any work missed without penalty. It is up to the student to make arrangements with their teachers to complete schoolwork **prior** to the absence. In order to take a prearranged absence, the parent, or guardian, must submit a written request **before** the absence. If the request is not made prior to the absence, it will be treated as an unexcused absence.

A student who is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/ guardian and the Jackson County District Attorney. The Duke board of education will notify in writing the Department of Human Services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Jackson County District Attorney. (70 O.S. 10-1-5)

3 tardies per class = 1 absence and counseling referral + parent notification

5 tardies per class = disciplinary referral + detention

6 tardies (overall) = 2 days detention

9 tardies (overall) = Saturday School/ISS

12 tardies (overall) = ISS

ACTIVITY ABSENCES (10 Day) - A student shall not be absent for activities from any one class period more than 10 days in one school year. The following activities are exempt: State & National levels of

school-sponsored competitions which have the approval of the Board; field trips; interscholastic meets; serving as a page in the State Legislature; and, school assemblies.

Activity Classes, Programs, and Field Trips-

All activity classes will be conducted the same as academic classes. Always remember that you get from an activity only what you put into it.

Purpose of the activity program is to provide meaningful activities to complete the student's school life. The activity program should include experiences in group dynamics, leadership, moral and ethical values. It's our belief at Duke Schools that a student should not be removed from the classroom to go on a field trip if that student is failing a class, or classes. If the field trip is one which the student is required to go because it is part of the student's grade, then the student would be allowed to go. Students may be denied the opportunity to attend if they fail to have at least 90% attendance or due to discipline.

BUS TRANSPORTATION - Students participating in school sponsored activities off-campus must ride to & from the activities on school-provided transportation. Exceptions may be made for special circumstances and must be approved in advance by the Principal/Dean. Students may ride home with their parents upon the parents signing the check-out sheet with the activities sponsor.

CAFETERIA RULES – Breakfast/Lunch bill must be paid in advance. The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$20.00 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch.

Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under federal government guidelines. Applications are available at the schools and on the district website. Eating areas are to be left clean & all litter placed in the trash. Do not take or give cuts in line.

Meal prices:

Adult/Visitor Breakfast = \$2.25
Adult/Visitor Lunch = \$4.25
Student Full Priced Breakfast = \$1.75
Student Reduced Priced Breakfast = \$0.30
PK-6 Full Priced Lunch = \$2.25
7-12 Full Priced Lunch = \$2.75
All Student Reduced Priced Lunch = \$0.40
Extra Juice/Milk = \$0.50

CHECKING OUT OF SCHOOL - Students must check out of school through the principal/dean's office. (Failure to do so may result in detention or ISS.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school. Parents picking up their child(ren), need to pick them up from the designated location (front porch, classroom, office, inside the upstairs hallway) so students can be safely walked back to the parent's house or vehicle.

CLOSED CAMPUS - PreK - 12th grade is closed campus.

CLOSING SCHOOL (BAD WEATHER) - Announcements regarding school closings & delayed opening times due to bad weather will be made on local radio, TV stations and social media.

COLLEGE DAYS - (Applies to Seniors only during the school year in which the Senior will graduate.) A Senior student will be allowed two days to visit post-high school institutions in which the student is interested in attending after graduation. (*A student may visit more than one institution in a day.) The college day visitation must be approved by the Principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal/dean will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to use an excused college day.

COMMUNICABLE DISEASES - Parents of students with communicable or contagious diseases are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. Convalescing students are not allowed to

come to school until the disease is no longer contagious.

These diseases include:

Amebiasis, Hepatitis, Viral A

Rubella(German Measles, Campylobacteriosis (including congenital), Impetigo, Chicken Pox, Infectious Mononucleosis Salmonellosis, including Common Cold w/fever, typhoid fever, Influenza, Fifth disease (Erythema), Measles (Rubeola Infectiosum) Scabies, Meningitis (Bacterial), Shigellosis, Gastroenteritis, viral Mumps, Streptococcal disease, Giardiasis (invasive), Pinkeye (Conjunctivitis), Tuberculosis, *Head Lice (Pediculosis), Ringworm of the scalp

Whooping Cough (Pertussis)

** Duke School enforces a "No Nits" policy*

CONDUCT – Students are responsible for conducting themselves properly in a manner appropriate to their age level of maturity.

Student responsibilities for achieving a positive learning environment at school or school related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Exhibiting respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus.
10. Cooperating with the staff in investigation of any disciplinary cases and volunteering information relating to a serious offense.

The district has authority and control over its students during the regular school day and while going to and from school in district transportation. This jurisdiction includes any activity during the school day on school grounds, and attendance at any school-related activity regardless of time or location.

The district's rules of student conduct apply to all school-related and school-sponsored activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities that can cause bodily injury or damage property.
3. Leaving school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the district, other students, or district employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting, committing physical abuse, threatening physical abuse, harassment, or bullying.
12. Committing extortion, coercion, or blackmail; that is obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, ie., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or the educational process.
15. Engaging in any other conduct that disrupts the school environment or the educational process.
16. Misusing school or personal electronic equipment, including the violation of the confidentiality of others.

17. Committing indecent exposure.
18. Being tardy or leaving school grounds when not permitted to do so.
19. Engaging in any conduct constituting felony criminal mischief as defined by the law.
20. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with a teacher's communications, with students, with a student's ability to learn, or with the educational process.

Students who violate the code of conduct may be subject to disciplinary action, as outlined in this handbook and/or board policy. When students commit drug and alcohol-related offenses, they **may be referred to legal authorities** for criminal prosecution in addition to school-imposed discipline (Senate Bill 753, 7/01/01.)

DISCIPLINE – A student who violates the district's student code of conduct shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques; detention, Saturday School, ISS, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug and alcohol-related offenses or any other criminal act, he or she **may be referred to legal authorities** for criminal prosecution.

ELIGIBILITY - A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is not eligible will not suit up, travel with the team group, organization, nor sit on the bench.

(Academic Eligibility) - The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the **Monday** following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 12pm on the last day of each school week beginning on the third week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 12pm on the last day of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week.

(Probation) - A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility Outline

1. Failing any course(s) after 3rd week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week.

(When the student is again eligible, steps 1 and 2 are repeated if necessary.)

*According to the OSSAA standards a student that fails a semester will be ineligible for 6 weeks.

(Attendance Eligibility) - A student must be present in 4 class periods in a school day and have 90% attendance to be eligible to participate in a school sponsored activity that day or night, unless extenuating circumstances approved in advance by the supt. or principal/dean.

EMERGENCY DRILLS - Fire Signal: Fire Alarm Rings. Tornado Signal: Several short bell rings. Lockdown—announced via intercom. Intruder Alert – announced via intercom.

GRADUATION PROCEDURES - A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. Graduation ceremonies are under the direction of the Senior Class sponsor subject to administrative & board approval.

GRIEVANCE PROCEDURE for STUDENTS and PARENTS - (1) If the issue involves a teacher, the student or parent should address the issue with the teacher. If the issue is not resolved, the issue should be brought before the principal. (2) If the issue involves another student or other school personnel, the parties should address the issue with the principal. (3) If the issue is not resolved, the parties should bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

HOMEWORK - Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to a documented illness has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero for missed class assignments, including homework.

LIBRARY - Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Student records (report cards, diplomas, etc.) may have a HOLD placed on them until all books and materials are returned or restitution is made. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

LOCKERS & SCHOOL PROPERTY - Lockers are the property of the school and are assigned to the students for use. Students hold no expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT - School officials must report incidents of

child abuse or neglect to the proper legal authorities. (25 O.S. 846 A(1)(c)).

MEDICATION - Medication provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions. Medications will only be kept in the office.

MOMENT OF SILENCE – Duke Public Schools shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice.

NONDISCRIMINATION -Duke Public Schools does not discriminate on the basis of sex, race, color, religion, national origin or handicapping condition.

PARTIES – We request that all parents who attend parties with small children keep their children with them at all times and provide refreshments, party favors, etc. for them.

PROM/SCHOOL DANCES - All JR-SR prom participants must be in grades 11 or above and approved by the principal/dean at least two weeks prior to the prom. If the class sponsoring the prom wishes to extend the grades allowed to attend, it must be approved by the dean of students/principal. All participant's dates must be in grades 9 or above and approved by the principal/dean two weeks prior to the prom. Students who plan to bring a date from another school or someone not attending Duke School must have their date approved by the Duke School Principal/Dean. Formal or Semi-formal dress is required at the banquet prom. To be eligible to attend banquet/prom, students of the junior class must meet all of the class participation requirements in regard to fundraising activities. Students must be eligible with academics, attendance, and behavior to be able to attend the banquet, prom, or dances. Students leaving the dance will not be allowed to return. Students must proceed immediately to their mode of transportation and leave the school property or rented property that the banquet, prom or dance is located. No refreshments of any kind will be brought into the banquet, prom or dance. Refreshments will be provided or sold. While in attendance at the banquet, prom, or

dance, the students will conduct themselves as ladies and gentlemen. The same rules of conduct that apply during the school day will be in effect during all school activities. Suggestive, i.e. rude dancing or behavior will not be tolerated. Dancing privileges may be revoked if, in the opinion of the sponsors or administrators, rude or suggestive dancing/behavior is occurring. Sponsors in charge of the activity should plan on attending the activity from beginning to end.

PROMOTION and RETENTION of ELEMENTARY STUDENTS - It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documentable evidence as to the students' ability, level of academic achievement, and social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be those few students who for unidentifiable reasons refuse to perform at a level consistent with their ability or due to excessive absences (less than 90% attendance) would benefit by repeating a grade. This measure should be employed as a last resort only. Factors to be considered are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work & study habits; (6) attendance record. A committee will review all factors to determine whether it is appropriate to retain a student. The committee will explore options to aid in the promotion of the student and use retention with caution and as a last resort.

SCHEDULE CHANGES- (High School) No schedule changes are permitted after the 3rd day of each semester without express consent of the principal/dean & teachers involved.

STUDENT CLASSIFICATION -

Freshman	0 - 6 credits
Sophomore	6 1/2 - 12 credits
Junior	12 1/2- 18 credits
Senior	18 1/2 + credits

STUDENT RECORDS - Family Education Rights & Privacy Act (FERPA). Parents/legal guardians & students 18 years of age, have the following rights under FERPA: (1) The right to inspect and review the student's educational record. (2) The right to exercise

a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights & procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language.

TELEPHONE USE AT SCHOOL - Students may only use the telephone with permission of principal/dean or designee for necessary school-related business. Students may place local calls. Long distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time except in emergencies.

TESTING - Teachers will administer tests to students at their discretion as appropriate for the course of study. If absent on test day, the student must take a pre-announced test on the first day he/she returns, or the day following the student's return to class, at the discretion of the teacher. Otherwise, the student will receive a grade of zero on that test.

TRANSFER STUDENTS - A student whose parents are not legal residents of the Duke school district must obtain a legal transfer to attend Duke Public Schools.

TRANSFER APPLICATION PROCEDURE:

(1) Submit a transfer application from the sending school district in person to the principal/dean's office. (2) The principal/dean will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or not accept the transfer application. (4) Principal/dean will notify the student or parent/legal guardian of the transfer request.

TRUANCY - A student who stays out of school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported to the Jackson County District Attorney. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school.

USE OF GYMNASIUM AND WEIGHT ROOM -Gymnasium and Weight room use will not be allowed during the following hours: Sunday – 9:30am- 12:00 noon and 5:00pm – 8:00pm, Wednesday – 7:00pm- 8:00pm. Persons wanting to use the school gymnasium must be accompanied by school personnel. Exceptions will be determined by administration. Exceptions may also be made for patrons leasing the gym.

VEHICLE – The operation of automobiles and other vehicles by students on school property is a privilege and is under the supervision of the campus principal. Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities. Students who drive and park vehicles on school property during school hours or school activities are subject to the following regulations which are designed to preserve a safe and quiet educational environment.

1. The student must have a current driver's license or appropriate state permit.
2. The student must have proof of liability insurance or financial responsibility.
3. The student must observe all other local and state traffic laws and operate the vehicle in a safe and responsible manner.
4. Upon entering school property the student must immediately park the vehicle in the designated student parking section and report to the assigned areas.
5. The student must observe all restricted parking areas. Improperly parked vehicles may be removed at the owner's expense.
6. The student must observe a speed limit of 5 miles per hour while on school property.
7. The student must not allow or cause the vehicle to emit excessive noise of any kind (exhaust, horn, radio, tape, CD, etc.), as defined by the administration.
8. Duke Public Schools is not responsible for damage to vehicles or articles that are lost. Vehicles should be locked to prevent theft.
9. Students are responsible for the security of their bicycles and are encouraged to lock them while at school.

VISITORS - All visitors (including parents/legal guardians) must check in at the upstairs office immediately upon entering the building.

All Visitors will sign in at the upstairs office, receive a pass and wait for the office to release visitor to the requested classroom or make arrangements for the visitor to meet with the teacher before interrupting any class.

CURRICULUM

CONCURRENT ENROLLMENT - Duke High School students in the 11th and 12th grades may concurrently enroll at Duke High School and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment is shared with students of Duke High School each school year and may be received from the counselor at any time, upon request. Concurrent classes will be weighted to hold extra value, similar to those in a five point scale. Weight is added through additional points, equal to approximately 10% of the assigned score. Concurrent letter grades will be recorded on the high school transcript as earned. The weighted values will be calculated into the student's GPA for class rankings that establish valedictorian and salutatorian honors. Superintendent and principal honor rolls will not use concurrent grades.

GRADES - No grade above 100 points shall be given for a 9 weeks grade. Each 9 weeks grade is final. All grades shall be calculated to the nearest one-hundredth place. (Ex: 3.99) GPA's will be calculated using the 4 point letter grade below for honors (ie. honor rolls and societies.) Numerical grades will be used for class rankings and graduation purposes.

GRADING SCALE -

A=90 – 100
B=80 – 89
C=70 – 79
D=60 – 69
F=00 – 59

GRADUATION REQUIREMENTS

4 Language Arts
3 Mathematics
3 Science

3 Social Studies (must include: 1 U.S. History, ½ U.S. Government, ½ OK History)
2 Computer
1 Extra Unit from above
1 Arts (may include: Humanities, Visual Art, General Music, Art Appreciation, Speech/Drama)
6 electives
TOTAL = 23 units

MAKE-UP WORK - The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final school day for each 9-week grading period (3:30 p.m.).

SPECIAL EDUCATION - Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the individuals with Disabilities Education Act (IDEA), P.L. 101-476. Duke Schools has a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities.

TECHNOLOGY EDUCATION - (High School) Career Tech education is available for students in the 11th and 12th grades. Contact the high school principal/dean for information.

HONORS

Valedictorian/Salutatorian- the GPA will be calculated by averaging each numerical semester grade for each class. Students must submit all required grades- three semesters for 8th grade, seven semesters for seniors. Letter grades submitted will be converted to numerical grades as follows: A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, and F=59-0. The Valedictorian will be the student with the highest numerical GPA and the Salutatorian will be the student with the second highest numerical GPA. GPAs will be calculated to the one-hundredth place. (Ex: 90.79) Students who do not attend Duke Schools their entire 11th and 12th grade years for seniors, or their entire 7th and 8th grade years for eighth graders will be considered for Vale-

dictorian or Salutatorian independently of other students. This may result in Co-Valedictorians or Co-Salutatorians.

Gold Honor Cords – Graduating students with GPAs of 3.50 or higher will wear a Gold Honor Cord.

DISCIPLINE POLICY

Whenever possible, discipline will be handled by individual teachers using their classroom rules. When a student's behavior is such that it goes past a teacher's authority or there are repeated violations of class/school rules a student will be referred to the Principal's office. All discipline will be determined on a case by case basis. In addition to the handbook rules, students are responsible for learning and following each teacher's classroom rules.

Forms of Discipline

CORPORAL PUNISHMENT: Swats shall be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other students. No more than 2 swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

DETENTION – A student may be detained outside of school hours (for not more than 60 minutes) on one or more days if the student violates the school's rules of conduct. The detention shall not begin, however, until the student's parents have had time to receive notification and can make arrangements for the student's transportation on the day(s) of the detention. It is the responsibility of the student to take the detention notice home. Detention will be assigned by the principal/dean on a case-by-case basis. A student receiving a 9th detention during a semester period will serve a Saturday School in lieu of the detention. Additional detentions during the semester period will also result in ISS.

SATURDAY SCHOOL - 8am-12pm

Saturday school will be used as needed at the discretion of administration.

IN-SCHOOL SUSPENSION (ISS) - ISS is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive academic assignments.

ISS is during the regular school day in the ISS assigned area. Students are not penalized academically in ISS.

ISS Rules

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. Students will receive an ISS packet to be completed by the end of the ISS or additional ISS will be given. The ISS teacher will give additional assignments if the student completes the regular assignment.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISS teacher/designee. ISS prohibits contact with students in the regular educational setting. Failure to comply with these rules will result in additional ISS or up to 10 days of out-of-school suspension per the circumstances.
6. Cell phones will be turned into the office and picked back up at the end of the school day.

OUT OF SCHOOL SUSPENSION - The principal/dean has authority to suspend a student for a period of up to, and including, 10 school days. The student has a right to appeal the suspension to a suspension appeal committee designated by the Duke Board of Education. The decision of the suspension committee is final & cannot be appealed to the Board or any other school official. A student shall be suspended from school for serious offenses and/or for multiple infractions of less or offenses. No student suspended from school shall participate in nor attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

If assignments are turned in on time, they will be graded and credit awarded. It is the parent/legal

guardian's responsibility to get the student's assignments. Missed tests will be taken on the day of return.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents/legal guardians shall bear the responsibility for monitoring the student's progress until the student is readmitted into school. Credit may be granted for academic work completed beyond 5 days.

ALCOHOL/CHEMICAL ABUSE - Attending classes alert and ready to learn is a prime responsibility of students at Duke Public schools. A student found possessing, distributing or using alcohol or drugs or other contraband at school or school-sponsored activity will receive:

1st OFFENSE: Out of school suspension up to ten school days.

2nd OFFENSE: Out of school suspension for the remainder of the semester and the following semester. Reentry to Duke Schools may be contingent on appropriate counseling and/or parental intervention. Students that commit drug and alcohol-related offenses may be referred to legal authorities for criminal prosecution (Senate Bill 753, 7/01/01.)

ASSAULT and BATTERY - Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.

1st OFFENSE: Detention, Saturday School, ISS or out of school suspension up to ten days per the circumstances.

SUBSEQUENT OFFENSES: Out of school suspension of or a period of time commensurate with the offense. Report to authorities on first of subsequent offenses where appropriate. BATTERY: Offensive, unconsented touching of another's person. Includes fighting and throwing objects.

1st and SUBSEQUENT OFFENSES: Out of school suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

ASSAULT ON A SCHOOL EMPLOYEE - A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Duke school system for any purpose, including such personnel not directly related to the teaching process

and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

BUS RULES - Students must ride the bus on all school activities unless permission has been given by the administration. RULES: (1) Be on time, (2) Observe a safety practices (check traffic both ways before boarding or departing the bus, (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on, or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise (10) Be courteous.

1st OFFENSE: Detention or ISS.

2nd OFFENSE: 5 days suspension from riding the bus to school or any school activity.

SUBSEQUENT OFFENSES: Suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

CHEATING/PLAGIARISM - Grade of Zero for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

1st OFFENSE: Zero recorded

SUBSEQUENT OFFENSES: Zero recorded plus additional discipline (Detention, Saturday School, ISS, or out of school suspension).

DISRUPTIVE BEHAVIOR - Failing to follow classroom rules and/or disrupting the educational environment.

1st OFFENSE: Detention, Saturday School, ISS, or Out of School Suspension

SUBSEQUENT OFFENSES: Detention, Saturday School, ISS, or Out of School Suspension

DRESS CODE - Students at Duke Schools are expected to dress appropriately for the school setting. Clothing, accessories or hairstyles that are disruptive to the educational environment or create a risk of health or safety to any person are prohibited at school or any school activity. Duke Schools recognizes that parents should accept the responsibility de-

veloping appropriate standards of dress and grooming for their children. School personnel, however, share this responsibility because a student's behavior and achievement are influenced by dress and grooming habits.

A student's dress and grooming should be clean, neat and in good taste at all times. A student's appearance shall not create a distraction from or interfere with the normal orderly process of the instructional programs or of the management of any school program.

Any apparel or accessory that separates individual students from the general student body into small groups and denotes gang-related association is prohibited. Students wearing such items will be required to change clothes and/or surrender the items to the principal or not remain on campus.

The following specific guidelines must be adhered to in the matter of dress:

1. Unacceptable clothing includes swimwear, sleepwear, bicycle shorts, shorts or jeans with inappropriate splits, or holes, muscle shirts, mesh clothing, string tops, tank tops, halter tops, low-cut or open-backed blouses, tops that expose the midriff and immodest short or otherwise revealing tight skirts, shorts, skorts or shirts.
2. Sleeveless shirts must not expose undergarments and must cover the torso area. Sleeveless shirts must also have factory-finished seams.
3. Shorts/Skirts/Skorts must be modest, tasteful, and appropriate for the school setting, extending at least midway from the top of the leg to the knee cap.

Leggings, tights, compression shorts or other similar clothing will be allowed only underneath skirts/shorts, and dresses. In addition, they may be worn under long shirts that extend down the legs.

4. All students must wear belts to prevent sagging pants: however, if the pants are able to remain on the waist of the individual without assistance of a belt then the belt is not necessary.
5. Any clothing or accessory that distracts or advertises alcoholic beverages, drugs, tobacco, sex,

vulgarity, violence, or weapons either explicitly or by innuendo is not allowed.

6. Proper undergarments must be worn.
7. No undergarments or any illegal clothing named in this code may be visible from underneath acceptable clothing.
8. Skirts, shorts, skorts or pants must be worn with the waistband positioned at the person's waist.
9. Sunglasses, caps, hats, bandanna or anything worn in place of a cap, hat or bandanna may not be worn in the building at any time. No chains protruding from pants will be allowed.
10. Shoes or boots must be worn at all times.
11. Shoes and clothing must be clean and odor free. Good hygiene and grooming are encouraged including the use of deodorant by students that have reached puberty.
12. Dress code applies to all school activities.
13. Caps/hats may be worn at livestock shows.
14. Excessive Midriffs and low cut apparel will not be allowed at prom.
15. Facial piercing is limited to ears and the piercing must be no larger than that required by a standard earring.
16. No industrial or pet chains or collars around the neck, wrists, or waists (i.e. spiked/studded bracelets, chokers, etc.), or chains attached to wallets. Jewelry that may be used as a weapon is prohibited. Any other article of jewelry nature that may be used as a weapon is prohibited.
17. No unnatural hair coloring (i.e. pink, orange, purple, etc.) or hairstyle (Mohawk, shavings) is permitted that may be considered excessive and distracting to the educational process by faculty and administration

The principal/dean of students is the authority in all decisions regarding the grooming and dress code. The student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

Repeat offenses shall result in more serious disciplinary action.

(Dress code for Pre-K through 6th grade will be at the discretion of the teacher and administrators.)

ELECTRONIC DEVICES - Electronic devices such as CD players, radios, iPods, iPads, cell phones, laptop computers, etc. are prohibited from being out or in use in school or school activities (excluding vehicles) without prior approval by the administration, teacher, or sponsor. Electronic devices may be used until the first bell at 8:25am then may be used again after the end of school bell at 3:30pm. **Exception: Secondary students are allowed to use electronic devices in a cell phone zone. The only cell phone zone area permitted is in the cafeteria between the times of 12:40-1:05 during the lunch period.** A student may possess a wireless telecommunication device upon the prior consent of both a parent/guardian and the principal/dean or superintendent, based upon medical necessity or other appropriate circumstances (70 O.S. 24-101.1). Cell phones, and electronic devices should be kept in a secure place and are the student's responsibility for it's security.

1ST OFFENSE: The device will stay in the Dean of Students office and may be picked up at the end of the day. At the discretion of administration, the student will receive one day of detention.

2ND OFFENSE: The device will be turned in to the Dean of Students office and must be picked up by a parent/guardian. The student will receive up to 2 days of detention.

3RD OFFENSE: The device will stay in the Dean of Students office until picked up by the parent/guardian. The student will receive Saturday School.

ADDITIONAL OFFENSES: Could result in possible ISS or suspension depending on the nature of the offense.

FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE - If the student fails to serve the discipline due to circumstances genuinely beyond the student's control; the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline the student will receive out of school suspension. Upon returning from the suspension, the student must serve the original discipline.

FOOD ON CAMPUS - Chewing gum is not allowed anywhere on campus. Food and drinks are also not

allowed, with the exception of water in **clear** bottles. **Bottled water only, is permitted in classroom areas that are not close to computers or electronic devices.** These rules apply, except on special occasions as directed by the teacher or administration. Violations will result in disciplinary actions.

INSUBORDINATION - A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the principal, shall be subject to the following discipline:

1st OFFENSE: Detention, Saturday School or ISS per the circumstances.

SUBSEQUENT OFFENSES: Detention, Saturday School, ISS or out of school suspension per the circumstances.

OBSCENITY/PROFANITY - Obscene materials and profanity including, but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.

1st OFFENSE: Detention, Saturday School, ISS.

SUBSEQUENT OFFENSES: Detention, Saturday School, ISS, or out of school suspension per the circumstances.

PUBLIC DISPLAY OF AFFECTION (PDA) - Inappropriate physical contact at school or a school sponsored activity is prohibited.

1st OFFENSE: Detention, Saturday School, ISS or corporal punishment.

SUBSEQUENT OFFENSES: Detention, Saturday School, ISS, corporal punishment, or out of school suspension per the circumstances.

SEARCH AND SEIZURE - Student searches may be made based on reasonable suspicions of a violation of school rules and/or state or federal law by a student. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student.

TOBACCO & TOBACCO PRODUCTS - Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, e-cigarettes, vaping paraphernalia or products, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor.

1st OFFENSE: Confiscation of tobacco products, and detention, Saturday School, or ISS per the circumstances.

SUBSEQUENT OFFENSES: Confiscation of tobacco products and Saturday School, ISS, or out-of-school suspension per the circumstances.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS -

1st OFFENSE: Restitution, Detention, Saturday School, ISS, or out-of-school suspension per the circumstances.

2nd OFFENSE: Restitution, Detention, Saturday School, ISS, or out-of-school suspension per the circumstances.

WEAPONS - The possession or use of any weapon during the time a student is in attendance in Duke Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.), is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (**knives of any type or length are strictly prohibited at the school), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile resembling a weapon or counterfeit weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy may be subject to out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

School Policy adopted after the distribution of this handbook will supersede the policies in the handbook and website.