

ALTUS INTERMEDIATE SCHOOL



2017 - 2018 Student Handbook

**1221 North Howse, Altus Oklahoma, 73521
Phone: (580) 481-2155**

Mrs. Lori Redden, Principal

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List of Board Policies Located in Back of Handbook

- 700.171 Elementary and AIS Attendance Policy
- 700.305 Compulsory Attendance
- 700.154 Dangerous Weapons
- 700.152 Gang Activity

A complete list of board policies can be viewed at the Altus Public Schools website.

PROCEDURES FOR AIS STUDENTS

As stakeholders in Altus Intermediate School, we will...

- Value one another as unique and special individuals.
- Not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- Use good manners, saying "please," and "thank you," and "excuse me" and allow others to go first.
- Cheer each other to success.
- Help one another whenever possible.
- Recognize every effort and applaud it.
- Encourage each other to do our best.
- Practice virtuous living, using the Life Principles.

ALTUS INTERMEDIATE SCHOOL CREED

I am an Altus Intermediate School Student. I am a born winner. I will learn as much as I can today. I accept the challenge to make the best of today, for this day will factor in the sum of the rest of my life. I will take advantage of every opportunity to be kind and helpful to my classmates and teachers. I am responsible for my choices and their results. I will accept the knowledge that my teachers offer me today so that I may use it to become a leader tomorrow. I will determine my own destiny.

AIS assumes responsibility for supervision of students from 7:30-3:30. Students arriving before 7:30 or remaining after 3:30 are in violation of school policy and are subject to AIS intervention.

BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Bullying is addressed in Board Policy 700.430. A copy may be viewed online at the Altus Public Schools website. Click on Parents and then select District Policies. Highlight students in the next box. Scroll down to policy #700.430.

FOR A COMPLETE LIST OF BOARD POLICIES, VISIT OUR ALTUS PUBLIC SCHOOLS WEBSITE. www.altusps.com CLICK ON PARENTS AND THEN CLICK ON DISTRICT POLICIES.

PROCEDURES FOR STUDENTS ARRIVING BY BICYCLE OR WALKING TO SCHOOL (SKATEBOARDS etc.... are not allowed)

1. Students that walk or ride a bike to school may arrive at 7:30.
2. Secure your bike in the bike rack.
3. Use the crosswalk when crossing the street.
4. Enter the Northeast Door and proceed to the cafeteria.
5. Breakfast procedures will be followed.
6. Walking or biking students that are not eating breakfast will enter the Northeast Door and proceed immediately to their assigned gymnasium.

PROCEDURES FOR STUDENTS ARRIVING IN PRIVATE VEHICLES

Howse Street is reserved for bus traffic before and after school.

1. Students that are driven to school by a private vehicle may arrive at 7:30.
2. Exit the vehicle in the parking lot across the street from the school.
3. Use the crosswalk to cross the street. (Look both ways for traffic.)
4. Enter the Northeast Door and proceed to the cafeteria for breakfast or to your assigned gym.

PROCEDURES FOR STUDENTS THAT ARRIVE BY BUS

1. Students that are driven to school by bus are subject to district bus route arrival times.
2. Bus students enter the Northeast Door and proceed to the cafeteria for breakfast or to their assigned gym for Rise and Shine.

BREAKFAST PROCEDURES

Students will eat breakfast in the classroom. Fruit will be offered at each breakfast along with juice and milk.

RISE AND SHINE PROCEDURES

1. Each day will begin with all students and staff gathering in the large and small Altus Intermediate School gyms.
2. Fifth and sixth grade students will enter through the Northeast Doors beginning at 7:30.
3. Sixth grade students will meet their teachers in their designated area in the large gym.
4. Fifth grade students will meet their teachers in their designated area in the small gym.
6. Rise and Shine activities will begin at 7:45 a.m.
7. Rise and Shine shall consist of the pledge to the American flag, pledge to the Oklahoma flag, recitation of the Altus Intermediate School Creed, nutrition/fitness fact, and a minute of silence. Once a month our students will be recognized for special achievements if they meet the criteria put in place by the regular classroom teachers.
8. At the conclusion of Rise and Shine, teachers will lead students to their classroom.

AUDIENCE PROCEDURES

1. Report to your assigned area.
2. Sit flat on the floor with legs folded.
3. Listen to and participate in the program from beginning to end without distracting others.
4. Students are encouraged to read while they wait for rise and shine activities to begin each day.

HALLWAY PROCEDURES

1. When walking as a class, walk silently in a straight line with your hands clasped either behind your back or in front of your waist.
2. When you are by yourself, go directly to your destination following the same procedure.

LOCKERS

Altus Intermediate School allows our sixth-grade students to use lockers during the year. Students are required to keep their locker locked at all times. For security purposes, only locks supplied by the school will be used on lockers. **There will be no sharing lockers or switching locks or lockers.** No locker decorating will be allowed at Altus Intermediate School. Sixth grade teachers will determine how many times a student will go to their locker during the school day.

RESTROOM PROCEDURES

1. Only one student, designated by the teacher, will be permitted to go to the restroom from a classroom at a time.
2. With the teacher's permission, go directly to the restroom following the hallway procedures.
3. Take care of business quickly and quietly.
4. Flush the toilet.
5. Wash your hands with soap.
6. Make sure all water faucets are turned off before you leave.
7. Return directly to the classroom using the hallway procedures.

LUNCH CAFETERIA PROCEDURES

School Employee 3.60 Non-school Employee 4.00

1. Enter the cafeteria.
2. No talking is permitted in the lunch line.
3. Each student will fall into line one or line two.
4. Students will face forward, wait patiently until the line moves, and walk forward without passing or being passed by any student.
5. When passing through the kitchen, students will make selections quickly and efficiently using good manners.
6. After putting in student number, select napkins and/or the condiments of your choice and proceed to the next unoccupied seat.
7. Students that bring lunches from home may proceed to the next unoccupied seat.
8. Students may not save seats in the cafeteria.
9. After being seated, you may speak with those sitting near you at your table.
10. Near the conclusion of your lunchtime, announcements will be made for you to clean any spills or messes that you made on the table or floor.
11. At the appropriate time, an announcement will be made to dismiss you from the cafeteria.
12. After this announcement, stand and proceed without passing or being passed by any student that has finished eating to dispose of your trash.
13. Food or drink isn't allowed to be taken out of the cafeteria.
14. Recess students will exit the cafeteria by way of the Northwest door following the hallway procedures.
15. Proceed to the playground, stopping only to use the restroom or to get a drink. This will be your only opportunity to use the restroom or get a drink until after recess, barring an emergency.
16. Exit the hallway to the playground through the West Gym Doors and observe the Playground procedures.
17. Fifth Grade Lunch (A Lunch- 11:15 – 11:40) (A Recess – 11:40 – 11:50)
18. Fifth Grade Lunch (B Recess – 11:15 – 11:25)(B Lunch – 11:25-11:50)
19. Sixth Grade Lunch (Lunch – 11:55-12:25) (B Recess – 12:15–12:25)

TOYS AND SNACK PROCEDURES

1. Toys (including Pokémon cards, fidget spinners, etc.) and snacks are not allowed without specific permission from your teacher.
2. Eating or playing with your reward is limited to the teacher's classroom that provided the reward only.
3. Gum isn't an appropriate snack or reward and will not be given out at AIS.

PLAYGROUND PROCEDURES

1. Stay within the containment area, unless the teacher on duty gives specific permission.
2. The containment area is the area identified as the football field, basketball courts, and playground equipment.
3. Use the equipment provided by the school in the way it is intended.
4. Tackle football is not allowed.
5. Hard balls are not allowed.
6. Wall-ball is not allowed.

7. Bare feet are not allowed.
8. Students need to play at least 20 feet away from the school building.
9. Students may not play on or below the hill.
10. Items from home, the classroom, or cafeteria are not permitted on the playground.
11. Do not pick up, hold, or throw any item found on the playground, excluding the school issued equipment.
12. Be aware of and respect the space of students playing around you.
13. Students must make a request of the teacher on duty to re-enter the building. Permission to re-enter to get a drink or use the restroom after a student arrives at the playground will not be granted. (Exception-emergency circumstances may dictate another course of action.)
14. When the "FREEZE BELL" rings, students may not move or talk.
15. When the teacher blows the whistle, "WALK WITHOUT TALKING" to your class line-up location for re-entry.
16. Return any school issued equipment to its appropriate location.
17. After entering the building, observe the hallway procedures as you transition back to class.
- 18. Recess is a privilege. Students can lose their recess for any length of time for bad behavior. The length of time without recess will be determined by school administration.**

IN-SCHOOL SUPERVISION PROCEDURES

1. Students must be in their seat by 7:55 a.m. or as soon as they are on campus.
2. Students in ISS will have the opportunity to eat breakfast at 8:10 a.m.
3. Breakfast and lunch will be served in the ISS classroom.
4. Students will be released from ISS at 3:00.
5. ISS classroom disruptions will not be tolerated. Students will be sent home and an additional day will be assigned.

CELLULAR PHONE PROCEDURES

Pursuant to Oklahoma School Law, a student may possess a wireless telecommunication device upon the prior written consent of both a parent or guardian and school principal or superintendent. Written permission shall be valid only for the remainder of the school year in which it is obtained. It is the student's responsibility to provide the consent form each school year to the principal. Failure to provide a consent form will result in harsher consequences if the wireless policy is violated.

Wireless telecommunication devices, including but not limited to cell phones or pagers, shall not be used by students on school premises during regular school hours. A principal at the various sites determines regular school hours. At the Altus Intermediate School, the hours are from 7:30 A.M. – 3:00 P.M. Please see other guidelines listed below:

1. Turn off your cellular phone before you enter the building.
2. 5th grade students must secure it in a place so that it will not be accidentally turned on during the day.
3. 6th grade students must keep it in their locker during the school day.
4. Keep it in this location until school is out at 3:00.
5. Cell phone use is prohibited during the school day. (7:30 a.m. – 3:00 p.m.)

3:00 AFTER SCHOOL PROCEDURES

1. The bell will sound at 3:00.
2. Your teacher will escort you to the assigned exit.
3. Follow your teacher's lead and observe hallway procedures.
4. Bus students are to sit down in their designated areas to wait for their bus to arrive.
5. Students who do not ride a bus and are going to be picked up by a parent/guardian are to go to the covered area across the street.
6. Those students who walk home are to **exit the campus immediately**. (These students are not to go to the Early Childhood Center.

VISITORS IN THE BUILDING

Altus Intermediate School encourages visitations by parents, guardians, and interested patrons. The following guidelines should be observed:

1. All visitors must report to the office and state the purpose of their visit.
2. The principal and/or his designee will approve or disapprove the visit.
3. Students will not be called from class to see visitors unless the visitors are parents or legal guardians.
4. At the discretion of the principal and/or his designee, visitors will wear nametags while they are visitors of the school.

STATEMENT OF NONDISCRIMINATION

“The Altus Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status.” Inquiries concerning application of this policy may be referred to the principal by phone at (580) 481-2155 or by mail at Altus Intermediate School, 1221 N. Howse, Altus, OK 73521.

THE ALTUS INTERMEDIATE SCHOOL CAMPUS

The campus is a closed campus; therefore, once the students arrive on school grounds, they are not permitted to leave unless they are properly checked out through the office or are en route home after the school day ends. If parents desire to take their child to lunch or have them come home, they must have the approval of the principal or his designee. Students can leave with their parents or legal guardians only. Students who are late from lunch will receive an unexcused tardy. Please refer to bell schedule insert for school hours for students.

GUIDANCE

The purpose of the guidance program is to help each student achieve his/her highest potential, mentally, emotionally, and socially. Individual conferences may be requested by the student, teacher, parents, or legal guardians. A student may request guidance service through his/her teacher.

ILLNESS AND MEDICATION

MEDICINE ADMINISTRATION

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

1. Prescription medication must be in a container that indicates the following:
 - a) student's name
 - b) name and strength of medication
 - c) dosage and directions for administration
 - d) name of physician or dentist
 - e) date and name of pharmacy
 - f) whether the child has asthma or other disability that may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
 - a) purpose of the medication
 - b) time to be administered
 - c) whether the medication must be retained by student for self-administration
 - d) termination date for administering the medication, and
 - e) other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization.
 1. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - b) Permission for the 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 above requirements.
 - c) A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
 2. Medication not picked up within two weeks after the last day of school will be destroyed.

Revised 8/18/03 B.P.200-360

BUS REGULATIONS & DISCIPLINE FOR BUS RIDERS

Riding the bus is a privilege, not a right; therefore, students should be aware that privileges might be lost if they are abused. Only regularly scheduled bus students are to ride the buses. Students need to go immediately to the buses after school has been dismissed. Each bus driver will establish rules for the buses in accordance with the District Transportation Manual. According to the District Transportation Manual, the discipline policy for bus riders is as follows:

3. For students in **5th through 12th grades**, there will be no counseling with offenders. They have read the rules and parents have gone over it with them. Punishment will be immediate by the principal of the respective school. If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension from the bus and school may occur without going through the procedures below:
 1. **First Offense:** Upon the first offense of unacceptable conduct, the site principal will notify the student and parent. The driver will take whatever action is deemed necessary.
 2. **Second Offense:** Upon the second offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for five (5) days. The student will be transported home on the last day he/she rides the bus.
 3. **Third Offense:** Upon the third offense, the principal will notify the student and parent that the student is suspended from bus riding privileges for twenty (20) days.
 4. **Fourth Offense:** Upon the fourth offense, the principal will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester (87 days).

The same rules of conduct expected at school and in the classroom shall apply for the student on the school bus. Bus conduct procedures involving identified special needs students are determined individually on a case by case basis.

EMERGENCY PROCEDURES

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. **Fire**
 - a) Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
 - b) Walk. No talking. Move quickly and quietly to designated area.
 - c) Fire alarm will be a constant siren with strobe lights. A fire evacuation plan will be posted in each classroom – students will leave the building and remain outside until the all-clear is sounded.

6. Severe Weather

To be implemented only if students do not have sufficient time to clear the building and arrive home. Students will go into the locker rooms underneath the bleachers in the big gym. Fifth grade will be on the south side and 6th grade on the north side of the gym. Teachers will be downstairs with their students.

a) **Information for parents**

1. Turn on your radio to Altus 1450 AM for information concerning the school.

As soon as any decision is made concerning the students, it will be relayed over the radio or the campus messenger.

2. If you come to the school to pick up your student, please come to the office and we will send you to the big gym to pick up your child.
2. Once we are in a severe weather alert, we will not dismiss any student until we are sure it is safe and civil defense gives an all-clear, unless the parent picks up the student.
3. Remember, any change in the regular school schedule will be carried over the radio or campus messenger.

EMERGENCY EVACUATION PROCEDURES

1. Administrators will announce that we are evacuating the building.
2. Upon the proper signal, the teachers will evacuate their rooms according to their map. Teachers will remain with their class and escort them to the west end of our playground. Gradebooks will be taken to verify the class roll.
3. Office personnel will contact the transportation director to make arrangements for removal of the students from campus.

LOCKDOWN PROCEDURES

The signal “LOCKDOWN” will be announced via the intercom. Teachers need to make sure all students are in the classroom and the classroom doors are locked. Students will not be allowed in the halls or anywhere else outside the classroom. Teachers may continue to teach, but doors will remain locked until the “ALL CLEAR” is announced via the intercom.

INTRUDER PROCEDURES

The signal “INTRUDER” will be announced via the intercom. Teachers need to make sure all students are in the classroom, lock the classroom doors, and move all students to a side of the room where they cannot be seen from the door window. The teacher and students must be extremely quiet and remain unseen until the “ALL CLEAR” is announced via the intercom.

WITHDRAWALS FROM SCHOOL

Students withdrawing from school during the year will need to obtain a withdrawal form from the attendance clerk. Instructions will be given at that time on the proper procedures for completion of the withdrawal process. BP700.410

Students must be in attendance through the sixth school day preceding the end of regular classroom instruction during a semester to receive a final grade for work done during that semester.

If the student checks out of school BEFORE the sixth day preceding the end of class work, a transfer grade of all work completed to that point will be given, which will not be considered to be a final grade for promotion by the Altus Public Schools. BP700.210

HOMWORK POLICY

1. Homework should consist of materials currently being covered in class.
2. The amount of work should be reasonable with two hours per week per subject as a guide.
3. Teachers should take into consideration that students may have homework in more than one subject area per day.
4. All homework should be checked for accuracy, graded, recorded, and returned to the student. BP700.300

LIBRARY AND TEXTBOOKS LOST OR STOLEN

The pupil shall be responsible for paying for books belonging to the school, which are lost, stolen, or damaged.

LIBRARY SERVICES

The library will be open at 8:00 a.m. and remain open throughout the school day. Individual students wishing to use the library must secure a library permit from their classroom teacher. At times, teachers may schedule their entire class to use the research facilities, and class will be held in the library. Students are always encouraged to use the library for pleasure, as well as for academics. The librarian will be available to provide any assistance requested by the students or teacher.

USE OF THE TELEPHONE

The telephone is available for **emergency use only**. Do not rely on using the school phone for making plans that can be arranged before or after school.

1. You must have permission from the principal or secretary to use the telephone.
2. You will not be called to the telephone except in an emergency. A message will be delivered to you when a telephone call is received.

STUDENT DRESS CODE

Appropriate dress as determined by the staff and administration of Altus Intermediate School is required at all times.

1. Shorts and mini-skirts may be worn if they meet the following criterion: while standing straight with arms to the side, the middle finger of both hands must not be able to touch bare skin on the thighs. This would include any slit or frayed hole that may be in a dress, shirt, shorts, or jeans. Leggings or shorts underneath do not make the clothing acceptable. **Spandex shorts and gym shorts are not considered appropriate dress for the classroom.**
2. No clothing or anything attached to the clothing that advertises beer, alcoholic beverages, drugs, or bears words or statements that are vulgar or suggestive may be worn.

3. Visible undergarments, tank tops, see-through clothing, and bare midriffs are not acceptable under this code.
4. Shoes are required. House shoes or pajamas will not be permitted. Light-up shoes are not permitted.
5. Hats of any kind are not allowed at school unless prior approval has been obtained from the principal.
6. **Sagging pants** will not be permitted; belts or other resources will not be provided. Students in violation of sagging will be placed in ISS until parents/guardians provide appropriate school attire.
7. Piercing is limited to the ears only.
8. Hairstyle and/or color that become a distraction to the learning process, as determined by the teacher and/or administration, will not be allowed.
9. Large jewelry or chains that cause a distraction will not be allowed.
10. Clothing with hand-written wording or pictures is not allowed.
11. Students will not be allowed to have visible tattoos and handwriting and/or drawings of any kind on their arms, hands, face, etc.
12. Shirts must measure three adult finger widths for the straps or shoulders.
13. Shirts that are longer than the longest finger held to your side must be tucked in or changed.
14. **Excessive bright or unnatural hair color will not be allowed.**
15. **Smartwatches, including Apple iWatch, are not allowed.**
16. **Notched eyebrows or other gang related symbols will not be allowed.**

PROGRESS REPORTS

Computerized report cards are sent home each nine weeks. Additionally, 4-1/2 week progress reports are sent home throughout the school year. We request that, when a completed progress report is sent home, one of the child's parents sign the form then return it to the school.

GRADING SYSTEM AND REPORT CARDS

The evaluation of students' achievement is one of the important functions of the teachers. The accepted marking system for core classes is as follows:

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

An incomplete may be given in cases of illness, emergency, or prearrangement. An incomplete left on report cards will become an "F". Report cards are issued each nine weeks with a progress report sent by each teacher at four and one-half weeks into each grading period.

All supplemental classes will use the following:

H – High	S – Satisfactory	L – Low	U – Unsatisfactory
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AIS RETENTION POLICY

- Core subjects will be considered for retention of students (Math, Science, Language, Social Studies and Reading).
- Students must pass three (3) solids.
- Teaching partners will submit a list of failing students and make recommendations on students to be considered for retention.
- Teaching partners, administrators, and counselors will review recommendation.
 1. Determine students to be retained.
 2. Allow students, teachers and/or parents to respond.
- Retention Appeal
 1. In writing to school
 2. School responds to appeal
 3. Appeal to Superintendent
 4. Appeal to Board of Education

The above is a summary of B.P. 700.600

See actual policy online at the Altus Public Schools Website for complete details.

BACKPACKS AND BOOKBAGS

Students may use backpacks and/or book bags to transport books to and from school, but storage of backpacks and book bags will be at the discretion of the teachers. Backpacks with wheels will not be allowed unless permission from principal has been given.

COURSE OFFERINGS

SIXTH GRADE

Core: Language Arts, Math, Science, Social Studies, and Reading.

Elective: Beginning Band (Students choosing band will not attend PE or general music classes)

Supplemental: PE, General Music

FIFTH GRADE

Core: Language Arts, Math, Science, Social Studies, and Reading

Supplemental: PE, General Music

NINE-WEEKS HONOR ROLL

An honor roll will be published each nine weeks. It takes a “B” average (3.0) with no grade below a “C” to make the honor roll. Subjects to be considered for the honor roll are English, Mathematics, Science, Social Studies, and Reading. Any student who makes a “D” and/or “F” is automatically disqualified from the honor roll for those nine weeks.

BP700.001

SEMESTER HONOR ROLL

After the first semester, a principal's honor roll (3.5) and superintendent's honor roll (4.0) for both 5th and 6th grades will be published. Any student who makes a "D" and/or "F" is automatically disqualified from the honor roll for that semester. BP700.001
Honor assembly certificates are based on first semester grades only.

MEDIA USE IN THE CLASSROOM

AIS complies with the standard of media use in the classroom as defined by Altus School's board policy. BP700.158

ATTENDANCE POLICY

Absence-Missing more than one hour will result in a half-day absence.

Truancy-An absence without parent/guardian or school consent and appropriate notification made to the building principal.

Attendance-Regular attendance is a necessary part of the learning process and is a key to getting a good education. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills. Meeting minimum attendance requirements established by this policy is mandatory to receive course credit. Therefore, students should be in assigned classes on time so that maximum learning may occur. Attendance records will be printed as part of the student's official transcript. There are times, however, when students will have to be absent. The parent or guardian should communicate the reason for the student's absence on or before the day of the absence. The school telephone number is **481-2155**. The office will be open at 7:15 a.m.; the parents are encouraged to call as early as possible. When students know of an absence in advance, they are encouraged to make up work before the absence. In addition, students who know of an absence in advance are required to obtain a prior approval form from the attendance office. **If for some reason parent/guardian contact has not been made regarding a student's absence by the end of that school day or by 8:30 the next school day, the student will receive an unexcused absence.** Truancy will constitute disciplinary action. Upon returning from excessive truancy or absences, a conference with an administrator, counselor, parent/guardian, and student will be required.

Absence due to illness-Students are given one day plus the number of days absent to make up class work and tests, and if the make-up work is not completed, a zero will be recorded for each assignment and test.

Unexcused Absences -Students will be instructed on what they missed due to their unexcused absence. However, no credit will be given for their work. Zeros will be recorded for all assignments missed due to an unexcused absence.

Excessive Absences-Excessive absences limit the learning process. AIS attendance policy is consistent with the compulsory laws of the State of Oklahoma. Violators will be prosecuted through the Jackson County District Attorney's office.

For further information on elementary attendance policy, please refer to Elementary School Attendance Policy. B.P. 700.171

See board policy 700.305 (Compulsory Attendance) in the back of this book.

See board policy 700.171 (Elementary Attendance Policy) in the back of this book.

APPOINTMENTS/LEAVING SCHOOL

1. When an appointment is scheduled, or the student is leaving early, the parent must call or send a note of the appointment to the office.
2. The parent or guardian must come to the office and sign the student out before he/she will be allowed to leave.
3. If the student returns to school the same day, they must check back in at the office.

TARDINESS

Promptness to school and class is very important. The office will take care of unexcused tardies. Excessive tardies will result in the student being assigned detention or other disciplinary action. Students could be required to eat a separate table or miss recess due to excessive tardies.

SICKNESS AT SCHOOL

A student who complains of being sick should report to the office with a permit pass from their classroom teacher. The student needs to see the principal or secretary. They will determine if the nurse needs to be called or if the student needs to call the parent.

ALTUS PUBLIC SCHOOLS DISCIPLINE POLICY

Altus Public Schools believes the primary function of the school is to educate children. We further believe students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or is in transit to or from the school or while attending or participating in any school function authorized by the school district. (70 O.S. 114, School Laws of Oklahoma)

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following examples of behavior are not accepted in society, generally, and in a school environment, particularly. When in the judgement of the teacher or administrator the behavior of a student constitutes unacceptable behavior in the following areas,

corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on school work
5. Cutting class
6. Leaving school without permission
7. Refusing detention and/or in-school-supervision
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals
11. Stealing
12. Extortion
13. Assault, physical and/or verbal
14. Fighting
15. Possession of weapons
16. Distribution/possessing obscene literature
17. Destroying/defacing school property
18. Any violation of local, state or federal statutes
19. Physically aggressive behavior toward a teacher or other school employee is not acceptable. Should this occur and it is determined that bodily harm was intended, the principal will expel the student for at least the remainder of the current semester and may expel the student for the remainder of the current semester and the full semester (excluding summer school) which follows.
20. **Violations of policy or regulations.**

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under the provisions of this policy.

In controlling the different forms of unacceptable behavior, the faculty/administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgement and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-School supervision
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his/her behavior

11. Restriction of privileges
12. Referral to police
13. Referral for counseling
14. Corporal punishment
15. Suspension
16. Expulsion
17. Other appropriate disciplinary action as required and as indicated by circumstances
18. Alternative School

Misconduct:

Students engaging in any act of gross misconduct, including flagrant discourtesy, abusive or vile language, physical abuse, disruptive behavior, or deliberate insubordination, or truancy and/or excessive absenteeism, shall be referred to the principal for appropriated action. Such behavior may be grounds for suspension.

Detention:

Detention is defined as a period of time, other than class time, when a student is detained as a disciplinary measure. Detention assignments, when practical, should begin following the infraction. Failure on the part of any student to attend detention may result in further disciplinary action.

In-School Supervision:

Students who are suspended from the regular school program may be assigned to the in-school supervision center designated by the superintendent.

The in-school supervision program will be a highly structured class situation with emphasis being placed on intensive student work. Students who refuse in-school supervision can be alternatively placed from school for as many days as the in-school supervision penalty. When students then return to school, they will have completed the in-school supervision penalty before returning to regular classes.

The building principal will determine the necessity of sending a student to in-school supervision and the duration of the punishment.

The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while in detention.

Alternative Placement:

At the discretion of the administrator and in lieu of the regular school setting, other educational options may be used in place of out of school suspension.

Suspension:

Suspension is defined as removal of a student from school and all school functions for a specified period of time. The principal, or his/her designee, may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum period authorized by law. Parents or legal guardians of the student(s) will be notified of the suspension by mail and by verbal contact, when possible. Students, who are suspended from school, will not be allowed on any school properties or allowed to attend school functions as any time during the suspension period. Failure to comply with this policy may lead to additional suspension.

Class Assignments During Suspension:

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonably designated time and place. It is the student's responsibility to complete the assignments during the suspension period. The daily assignments will be made available and are due the day the student returns to school. The daily assignments will be given a check for completion. Uncompleted assignments will earn a 0 (zero) and be averaged with all the other grades earned by the student during the regular school term. Major tests will be taken and given full credit. Students should be prepared to take missed tests upon returning to the school. Long-term suspensions are those suspensions of more than ten days. For long-term suspensions, school assignments, including tests, may or may not be made available for the students. During long-term suspensions, grades may or may not be recorded and credit given. School assignments, tests, grades, and credit will be determined through the suspension and/or appeals process.

Students who are on suspension will not be allowed to attend any school functions during the suspension period or enroll in any other Altus Public School.

DUE PROCESS: Appeals procedure for suspension

Step 1:

If the student or parent wishes to appeal the suspension of more than ten (10) days, they must notify the principal within forty-eight (48) hours that they intend to appeal. After the student serves ten (10) school days' suspension and before he/she is readmitted to school, the principal, on the fourth school day, will provide a hearing in which the student and parents may participate. The hearing will be conducted by the principal.

Step 2:

If the student and parents involved are not satisfied with the ruling of the principal, an appeal may then be made with the superintendent for another hearing to be conducted by a designated hearing officer. This appeal shall be made in writing within forty-eight (48) hours of the principal's decision. The hearing officer will hear the appeal within five (5) school days after proper notification.

Step 3:

If the student and parents are not satisfied with the decision of the hearing officer, an appeal may be made to the Board of Education in the following manner:

1. The notification of appeal must be made in writing to the Board of Education through the superintendent's office within forty-eight (48) hours after the hearing officer's decision is rendered. The Board of Education will hear the appeal as soon as possible.

2. The student will be advised that he/she may be present an appeal at the board hearing, accompanied by a representative to act on his/her behalf. The school official will be afforded the same consideration.
3. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
4. During the hearing, the student or his/her legal counsel shall have the right to examine evidences, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student. The school official shall have the same stated right.
5. The decision of the Board of Education will be final (School Laws of Oklahoma, 1992, Chapter I Article XXIV, Section 490).

Suspensions of any length may be appealed, using the procedures listed above; however, time lines will be adjusted to meet the time restrictions on a case-by-case basis.

Legal Authority For Suspension

A. Authority to Suspend

A Principal or his/her designee has the initial responsibility and authority to suspend a student.

1. In buildings where assistant principals are not provided and the principal is absent, the superintendent or his/her designee, or another principal from one of the district schools, shall come to the school where a student is presenting a discipline problem, assist in the resolution of the problem, and be authorized to make suspensions in the absence of the principal (Reference: O.S. 70-24-102)

Suspension of Special Education Students:

When considering disciplinary measures for special education students, the following shall be considered.

1. When a suspension of less than ten (10) days from school is necessary, the due process procedures established for regular students shall be followed.
2. For suspension of less than ten (10) days or an accumulation of ten(10) days, these additional procedures shall be followed:
 - A. schedule an IEP meeting to determine if the student's behavior is the result of the handicapping condition;
 - B. when the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement;
 - C. the school must provide an alternative program (i.e., IEP revision home-based, etc.);
 - D. when the behavior in not related to the handicapping condition, the procedure established for regular students shall be followed.
3. In an emergency situation in which the student is endangering himself or others, The school has the authority to remove the student from school immediately. However, the IEP/Placement team must convene as soon as possible after the emergency removal to determine further appropriate action. In the event, the district's disciplinary due-process procedures must be followed.

Search of Students:

The superintendent, principal, teacher or security personnel of the Altus School District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (37-163.11) or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex of the student and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of the search shall be reasonably related to the objective of the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The school employee specified above has the authority to detain the student to be searched and to preserve and dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in board policies and school handbook of the school district.

Students shall be notified that they do not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property, which may be opened and examined by school officials at any time, and no reason shall be necessary for such search (HB 1343-1987)

Felonious Act:

Any student involved in a felonious act and/or theft (other than drug abuse) while under school supervision or on school property will be subject to the following procedures.

1. Any such act will be reported to the Board of Education, police, and the parent(s) or guardian(s) of the student.
2. The Altus Public Schools will request the District Attorney to file appropriate charges.
3. The student will be suspended for a minimum of ten (10) school days and may be suspended a maximum period authorized by law.

APPEALS CHANNELS

In the interest of harmony and efficiency, the following procedures shall be observed in instances involving grievances or appeals.

The Altus School District recognizes that teachers, support employees, parents, and other school patrons have a fundamental right to discuss grievances that they might have with the district. However, it is also recognized that there must be an orderly procedure for carrying out the grievances.

If the grievance is directed toward a teacher, the parent should make an appointment to visit with the teacher.

After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.

If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.

After exhausting all of these available channels, the parents may appeal to the Board of Education following the procedure outlined in the board policy. The board's action shall be the final determination of the grievance. Board Policy 200.350

AIS DISCIPLINE PROCEDURE

All students have the right to learn in a positive learning environment. AIS will not tolerate any behaviors that negatively influence the classroom environment or classroom instruction. We insist that our student's parents take an active role in helping us to create a positive learning environment. Encourage your child to make good decisions while at school and participate with school personnel when conferences are set up. School officials will contact parents early and often when problems arise because of poor behavior. Parents are expected to participate and help to encourage a change in their child's behavior.

Each teaching partnership at Altus Intermediate School will develop a discipline plan. Rules of behavior, as well as consequences of behavior, will be known by all students. Parent contact will be made when behavior problems occur.

Note: In cases of serious misconduct that would endanger the physical well-being of students and/or staff members, or misconduct that should deviate from acceptable moral conduct, steps in the discipline plan may be bypassed.

UPON BEING SENT TO THE PRINCIPAL

The school administration will confer with the student about the problem. The school administration will follow our AIS discipline plan. This conference will be documented and a copy of the document will be sent to the parent/guardian. The principal may confer with the student and his/her parent/guardian. The AIS discipline plan keeps the building administrator consistent when dealing with students in the area of negative behavior. If a student continues to display poor behavior, then the building administrator could suspend

the students for varying lengths of time according to board policy. An alternative setting is also an option for those students who refuse to comply with our school rules.

ALTERNATIVE SCHOOL

Some students may be candidates for our alternative school program. Students that meet the following criteria may be recommended:

1. Students who are or have exhibited chronic disruptive behavior,
2. Violent students who are in the school setting,
3. Students for whom all other disciplinary procedures have been exhausted, i.e., detention, in-school supervision and suspension from school,
4. Candidates for long-term suspension.

CODE OF CONDUCT DAILY RESPONSIBILITIES

STUDENTS SHOULD:

- Be at school every day and arrive on time.
- Come to school well-groomed and appropriately dressed.
- Bring school supplies as required for classroom work.
- Listen to the teacher, follow directions, and answer questions as required.
- Do all assigned work.
- Treat all students and school personnel with respect.
- Obey all school and classroom rules of behavior.
- Strive to be cooperative and courteous with others.
- Respect the authority of the teachers and school administration.
- Assume responsibility for their actions.
- Help keep the school and school property neat, clean, and in good condition for those who follow.
- Keep parents informed regarding school activities, needed materials, progress, and any information that might be sent home.

PARENTS SHOULD:

- Assume major responsibility for helping their children develop good habits of behavior.
- Recognize and help their children understand that the teacher assumes the role of the parent while the children are at school.
- Teach their children respect for property and the rights of others.
- Speak positively about the school and education in front of their children.
- Assist their children to be well-groomed and appropriately dressed for school.
- Send their children to school regularly and on time.
- Explain any necessary absences or tardies promptly to the appropriate school office.
- Provide necessary school supplies for their children to be able to perform classroom work.
- Discuss daily work assignments and report cards with their children in a constructive manner.
- Keep in close contact with the school to ensure good communication.
- Attend and/or request parent conferences.

TEACHERS SHOULD:

- Provide an effective program of instruction.
- Maintain an atmosphere conducive to learning.
- Serve as a role model for students by showing respect for others.
- Be in regular attendance and on time.
- Maintain a well-groomed appearance and dress that will serve as a role model for students.
- Assist students in learning to follow the rules of expected behavior.
- Teach students responsibility for their actions by applying rules of conduct and disciplining fairly and appropriately.
- Recognize and praise the success, achievements, and progress made by students.

PRINCIPAL SHOULD:

- Establish a school climate for learning that is conducive to maximum student growth.
- Strive to assist students to perform in a socially acceptable manner.
- Serve as the leader for the instructional program.
- Work to assure that physical surroundings are conducive to a learning environment.
- Manage human and physical resources in a manner that supports the overall goals of the educational program.

Family Educational Rights and Privacy Act (FERPA) Notice For Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Altus Public Schools, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's educational records. However, Altus Public Schools may disclose appropriately designated "directory information" without the written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Altus Public School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Classroom lists of students, grade level lists of students, and school-wide lists of students will be released to organizations or individuals representing organizations that have a direct affiliation with one or more district Schools and/or programs. Examples of such organizations include the PTO or Booster Clubs. Lists of students shall not be released to vendors or others soliciting students for contributions or sales.

Parents wishing to **prevent** release of directory information about their child(ren) (or the student if age 18 or older) must return a completed privacy form (available in each school office) to the principal of the school within 10 days of the start of each school year.

The Altus Public School District designates the following items as directory information;

- Student Name
- Address
- Telephone Number
- Electronic Email Address
- Photograph Not Used in a Disciplinary Manner
- Videotape Not Used in a Disciplinary Manner
- Date of Birth
- Major Field of Study
- Dates of Attendance ("from" and "to" dates of enrollment)
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Height and Weight of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student Work for Display at the Discretion of the Teacher (no grade displayed)
- Classroom Lists of Students
- Grade Level Lists of Students
- School-Wide Lists of Students.

Laws referenced are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L.107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107). The legislation that provides funding for the Nation's armed forces, and section 553 B of the Oklahoma Open Records Act.

Board Policy 100.230

Notification of Rights Under FERPA for Altus Public Schools

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission for the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31);
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-972-5327) (voice).
Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Altus Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Board Policy 100.250

CHILD FIND

“All children with disabilities, residing in Oklahoma, whether attending public schools, private schools or being home-schooled, should be identified, located, and evaluated.”

Oklahoma law requires Altus Public Schools to locate all children, ages 3 – 21, which are suspected of having a disability and may require special education and/or related services. Services are available for the following disability categories: Developmental Delay, Specific Learning Disability, Speech / Language Impairment, Hearing Impairment / Deafness, Intellectual Disability, Other health Impairment, Visual Impairment, Emotional Disturbance, Autism, Traumatic Brain Injury, Orthopedic Impairment, Deaf-blindness, and Multiple Disabilities. Persons knowing of a child, ages 3 – 21, which they believe may qualify for preschool or school-age classes for children with disabilities, may receive further information by contacting Diane Chowning, Director of Special Education, at (580) 481-3089 or (580) 481-3088.

Children, ages birth -2 years, will be referred to Sooner Start for evaluation and services. Jodie Forcucci, Early Intervention Resource Coordinator, may be contacted at (580) 482-7367.

Translators will be provided for parents / guardians who do not speak English.

ENCONTRAR NINOS

“Todos los niños con discapacidad, con domicilio en Oklahoma, si asisten a escuelas publicas, escuelas privadas o ser educado en casa, deben ser identificados, localizados y evaluados.”

La ley de Oklahoma require Altus las Escuelas Publicas de localizer a todos los niños, las edades 3-21, que se sospecha que tienen una discapacidad y puede necesitar educacion especial y / o servicios relacionados. Los servicios estan disponibles par alas categorias de discapacidad siguientes: retraso en el desarrollo, discapacidad especifica de aprendizaje, del habla y Deterioro del lenguaje, discapacidad auditiva / sordera, discapacidad intelectual, otros deterioros de la salud, las deficiencias visuals, trastornos emocionales, autismo, lesion cerebral traumatica, Impedimento Ortopedico, Sordo – Ceguera y discapacidades multiples. Las personas que a sabiendas de un niño, las edades 3-21, los cuales creen que pueden calificar para la escuela preescolar o – las clases de edad para los niños con necesidades especiales pueden recibir mas informacion poniendose en contacto con Diane Chowning, director de Educacion Especial, en el 580-481-3089 o 580-481-3088.

Los niños, desde recién nacidos – 2 años, se hará referencia a Tarde de inicio para la evaluacion y los servicios. Jodie Forcucci, Coordinador de Inervencion Temprana de recursos, puede ser contactado en el 580-482-73667.

Los traductores se proporcionan para los padres / tutores que no hablan I

BELL SCHEDULE

7:50	Rise & Shine
11:15-11:40	5 th Team A Lunch
11:40-11:50	5 th Team A Recess
11:15-11:25	5 th Team B Recess
11:25-11:50	5 th Team B Lunch
11:55-12:25	6 th Grade Lunch/Recess
3:00	School is Dismissed