

Secondary School Policies

Frederick High School and Middle School

Teachers and administrators hope parents will visit the school this year. The school's staff members are available for assistance.

Responsibility of Parents

1. ***Please notify the school if your son or daughter is to be absent.***
 2. Please notify the principal's office ahead of time if you plan to take your son or daughter out of school.
 3. Please see that your son or daughter gets to school on time. *
 4. ***Whenever your son or daughter leaves campus for a non-school activity, he/she should be checked out of school by a parent or a guardian. All students leaving campus must be cleared through the principal's office.***
- * *Students with excessive tardies will be subject to disciplinary action including but not limited to detention.*

A. Guidance and Counseling Program

The purpose of the guidance and counseling program is to assist students in their decision as to where they are, where they want to be, and the best way they can accomplish that goal. The school's trained guidance staff is always available to students.

Students should feel free to come to the counselor's office any time.

B. Grade Classification/Graduation Requirements

Credit Requirements for Grade Classification

Middle School

- 6th Grade – Completion of the 5th Grade
- 7th Grade – Must pass 3 core courses in the 6th grade
- 8th Grade – Must pass 3 core courses in the 7th grade

High School

- Freshman (9th Grade) – 4 courses in the 8th Grade
- Sophomore (10th Grade) – 3 high school credits (cumulative)
- Junior (11th Grade) – 10 high school credits (cumulative)
- Senior (12th Grade) – 17 high school credits (cumulative)
- To Graduate – 24 high school credits (cumulative)

C. Proficiency Based Promotion

Proficiency Based Promotion is a system which awards course or grade credit through an assessment process for

a student's knowledge in the core curriculum areas such as social studies, language arts, the arts, languages, mathematics, and science. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90 percent level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Proficiency Based Promotion tests will be offered twice per school year. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Elementary, middle level, or high school students who demonstrate proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

Educators of the Frederick Public Schools may select the best means of assessing proficiency for students. The assessment should be appropriate to the curriculum area

and shall be aligned with curriculum and instruction. Proficiency in all laboratory classes will require that students are able to perform relevant laboratory techniques.

D. Current Requirements for Graduation

To be considered for a diploma from Frederick High School, a student must successfully complete the required number of credits as listed in the Secondary Policies Section B and must complete at least one semester of the senior year at Frederick High. Students must attempt a full-day schedule as approved by the principal. This may include advanced placement classes, concurrent college enrollment, or other classes as approved.

Standards adopted by the State of Oklahoma Department of Education as requirements for high school graduation in Oklahoma are included as graduation standards from Frederick High School. At least two (2) of the last three (3) credits completed for graduation must be completed in attendance at Frederick High School.

The master class schedule is made and teachers are assigned to accommodate the indicated enrollment. Therefore, students are obligated to stay with the courses selected. Schedules will not be changed except for conflicting courses, teacher recommendation, or advice of the counselor. Any schedule changes that are necessary must be made within the first week of a semester. No schedule will be changed without the principal's approval.

It should be noted by parents and the student that college entrance requirements are more stringent than local required credits for graduation. (See "Requirements for College Entry", Section G).

E. Standard Diploma

1. Language 4 Units total
 - Arts 1 Unit of grammar and Composition
3 units from American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.
2. Mathematics
 - 3 Units total
1 unit Algebra I or Algebra I taught in a contextual methodology, **and**
2 units which may include, but are not limited to the following courses:
Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I
3. Science 3 Units Total
 - 1 Biology I or Biology I taught in a contextual methodology, **and**

2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

4. Social 3 Units Total
 - Studies 1 United States History
½ to 1 United States Government
½ Oklahoma History, **and**
½ to 1 which may include, but are not limited to, the following courses:
World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
5. The Arts 2 units which may include, but are not limited to, courses in Visual Arts and General Music.
6. Electives To equal 24 total units.

Section 2 of House Bill 2728 also authorizes local school boards to implement a Certificate of Distinction.

F. Certificate of Distinction

- 4 units of English
 - 4 units of Mathematics
 - 4 units of Social Studies
 - 4 units of Science
 - 2 units of Foreign Language
 - 2 additional units in the area of Technology, the Humanities, or the Arts
- Must have a minimum of 3.25 grade point average on a 4.0 scale
- Achieve a satisfactory (or advanced) score, or its equivalent, on all State end-of-instruction exams.

G. Requirements for College Entry

Current curriculum requirements adopted for admission to public two and four-year colleges and universities in Oklahoma are:

1. English 4 years (grammar, composition, literature)
2. Mathematics 3 years (Algebra I *, Algebra II, Geometry *, Trigonometry, Math

- | | |
|-------------------|--|
| | Analysis, Calculus, Applied Math I & Applied Math II) |
| 3. Science | 2 years (with lab) |
| 4. Social Studies | 2 years (American History *, Oklahoma History, World History) |
| 5. Citizenship | 1 year (Geography, Economics, Government, Non-Western Culture) |
| 6. Other Required | 3 additional units from any of the subjects listed above or selected from the following: Computer Science, Foreign Language. |
| 7. Electives | Although not required, two additional units from the following are recommended for college preparation: Fine Arts (music, art, drama), Speech. |

Total requirement: 15 units

*Requirement

NOTE: College entry also requires ACT or SAT test scores. Required scores vary from institution to institution.

All new students entering any Oklahoma college for the first time will be required to show proficiency in English, Math, and Science in one of the following ways:

1. Present an ACT score of 19 or above in the subject area, or
2. Show proficiency through institutional testing, or
3. Pass a developmental course in the subject area in which the student is deficient during the first 24 hours of college level course work. (Note: Concurrently enrolled high school students cannot enroll in college developmental courses until after high school graduation.)

Additionally, all students entering college must have two (2) history courses (one of which being an American History) on his/her transcript or that student must take two (2) college level history courses.

H. Valedictorian Selection Process

To be considered for Valedictorian, Salutatorian, or Top 10 honors from Frederick High School, a student must have earned the highest grade point average in the graduating class and must have completed the Oklahoma College Entry Requirements. The grade point average is an overall factor based upon seven (7) semesters. Beginning with the graduating class of 2003, the Valedictorian process will include seven and one half (7 ½) semesters. Beginning with the class of 2003, two Advanced Placement courses may be included in the grade point calculation. All Advanced Placement courses are graded on a five (5.0) scale. Any deviation from the process must be approved by the principal and

superintendent. All other requirements for a diploma must be met.

To be considered for Valedictorian or Salutatorian, a student must attend the Frederick Public Schools the last four (4) semesters prior to graduation.

Multiple Valedictorians will cancel any Salutatorian honors.

I. Concurrent Enrollment in College

Policies and procedures are available where certain high school seniors with exceptional ability may enroll in limited college study courses providing certain requirements are met. This information is available through the Counselor's office.

J. Advanced Placement

Seniors may gain college credit by passing the Advance Placement Test in certain subjects and by paying the cost of administering the test. Qualified students may also enroll in Advance Placement classes. All Advanced Placement courses are graded on a five (5.0) scale.

K. Grading

Report cards will be handed out the week following the end of the nine-week period. A notice will be sent to parents at the end of the 5th week of each quarter term if the student is doing D or F work.

In most cases an average of at least two grades per week will be recorded in the grade book for each nine week period. Nine weeks tests will be given each quarter. An explanation for arrival of nine weeks grades will be given by the teacher and the procedure stated in the grade book.

Parents and students may access a student's current grades, assignments and attendance information at www.classroll.com. Interested parties should contact the school office for further information and appropriate forms to obtain a login ID and password. The information recorded in Classroll.com is used for tracking attendance, eligibility calculations, and final grades and should be monitored closely. Report cards are generated from information sent from Classroll.com, not by Classroll.com directly. Due to certain "rounding" technicalities, a student's final average may round differently in Classroll.com than it does on the report card. In such instances, the report card average will be considered the final average.

Nine weeks grades will be an average of:

- 4/5 – Daily Work
- 1/5 – Nine Weeks Test

Semester grades will be an average of:

- ½ - 1st Quarter Grades
- ½ - 2nd Quarter Grades

The grading scale to be used is:

- A – 90-100
- B – 80-89

C – 70-79
D – 60-69
F – 59 and below
NG – No grade (a result of 10 or more absences
in a semester)

*A grade of NG is considered an “F” in calculating
grade point average.*

Beginning in the fall of 1999, Frederick High School will convert to a 5.0 grading system. Advanced Placement students will be eligible to earn five points for an A in those courses.

The scale to be used for converting letter grades to number grades is:

A- = 90	A = 93	A+ = 97
B- = 80	B = 83	B+ = 87
C- = 70	C = 73	C+ = 77
D- = 60	D = 63	D+ = 67
F- = 50*	F = 53*	F+ = 57*

- Unless a number grade is given for the “F” range.

L. Priority Academic Student Skills

A core curriculum, the Priority Academic Student Skills, has been adopted throughout the state of Oklahoma. This curriculum represents the basic skills and knowledge that all students should learn in the elementary and secondary grades. Frederick Schools have included these P.A.S.S. standards along with additions desired by the community, students and staff to offer educational opportunities appropriate to the needs of our students.

The Priority Academic Student Skills will form the basis of student achievement testing. Copies of these standards are available in school offices for inspection and comment.

The overall educational program incorporates high expectations and successful experiences for students. Instructional methods shall provide for cooperative group learning in addition to competitive and individualized learning formats.

Students and parents are charged with certain rights and responsibilities pertaining to the school curriculum. Frederick schools work to protect those rights and encourage students and parents to become familiar with the school’s curriculum. Questions and comments are welcomed.

M. State-Mandated Testing

State-Mandated Testing Program Schedule

Grade 3—Norm Referenced

Grade 5, 8 Criterion Referenced

Reading, Writing, Math, Science, U.S. History,
Geography, Arts

High School

End of Course tests for
English II and U.S. History
Algebra I
Biology I

(Scores will be rated and placed on the
permanent transcript as follows:

- Advanced
- Satisfactory
- Limited Knowledge
- Unsatisfactory

8th Grade Reading Test / Driver License

Effective July 1, 1998, - Requires all students under the age of 18 to pass the 8th grade reading CRT or an alternative reading test before being eligible for a driver license. The school district will notify each student in writing of the test results, explain the reading proficiency driver license requirement and include a remediation plan for the student. Schools will offer the alternative reading proficiency test at least four (4) times per year. For any student on an individualized education plan, documentation must be provided by the school that the student is reading at a satisfactory reading level according to the individualized education plan.

N. Immunization Requirements

No student entering school for the first time will be admitted without an up-to-date immunization record.

Immunizations required are:

- Five (5) DTP (Unless the 4th was received after the 4th birthday)
- Four (4) Polio (Unless the 3rd was received after the 4th birthday)
- Two (2) MMR (Measles, Mumps, Rubella) received after the child’s first birthday
- Two (2) Hepatitis A
- Three (3) Hepatitis B

O. Textbooks

Students will be checked out free textbooks. These will be numbered and the student will be responsible for the book if it is lost. He/She is also expected to take responsibility for making sure that the book is not marked in or damaged, or he/she will have to pay for the damage. Textbooks must last for five years. Upon receiving each textbook, the student should note any damage and report such damage to the teacher immediately.

P. Lockers

A student will be assigned a locker in schools where lockers are provided. Students will not change lockers unless approved by the counselor or principal. Lockers must be kept clean at all times. When the school provides a lock for the locker, students will not place additional locks on the locker or in any way alter the combination to differ from the master list kept by school officials. Each student is expected to guard the confidentiality of the combination and not allow other access to the combination or the locker. Lockers are not to be written on, defaced, or damaged in any way. Students may not change or share other students' lockers. Lockers are school property and may be inspected any time by school officials. (See Student Code 11.1)

Q. School Start and Dismissal Time

Unless otherwise specified, students are not to enter the building until the bell rings at 8:05 a.m. Class begins at 8:10 a.m. School dismissal will be at 3:10 p.m.

Vo-Tech Times

8:10 – 10:45 a.m. – Morning Class
12:40 – 3:10 p.m. – Afternoon Class

Students returning from vo-tech are to wait in the area designated by the principal until all students are dismissed at the end of the class period.

R. Lunch Period

No food or drinks may be taken from the cafeteria. **Charges will be accepted on an emergency basis only.**

S. Attendance, Absences, and Make-Up

Good attendance is important. If the student is absent for any reason (including school activities), he/she will be expected to make up work. Work may be required to be submitted as scheduled if absences are due to school activities.

If a student has been absent, he/she will be allowed one day for each day of absence for make up. If a student is absent three or more days, he/she must make arrangements with teachers and principal for the amount of time needed. To avoid penalty, work must be handed in within the specified time.

Absences for which no logical, understandable, or acceptable reason exists will result in corporal or alternative punishment. Examples of this might be cutting classes, simply not coming to school, etc. Other means of disciplinary action may also result.

1. School personnel will attempt to notify the parent or guardian by telephone any time a student is reported absent. Students with excessive absences will be assigned to detention.
2. After four (4) consecutive absences or six (6) total absences, the teacher will refer the student to the principal. The principal will then notify the parent or guardian by regular mail that the student is approaching the point that he/she may not receive credit for the class.
3. When a student is absent ten (10) days in a semester, the teacher will notify the principal. The principal will then notify the parent or guardian that the student will not receive credit in the class. However, continued attendance will be required in the class.
4. The principal may designate times and conditions for a student with excessive absences to perform attendance outside the regular school day and to compensate for time missed. The principal may limit such replacement time to prevent abuse of this privilege.

The appeal procedure, if needed for extenuating circumstances, is as follows: The parent or guardian contacts the principal who convenes a panel of at least three (3) of the student's current teachers to weigh the merits of the case and make a recommendation to the principal. The principal then makes the decision. The principal's decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Board of Education and the Board's decision will be final.

A student must not have ten (10) or more absences per semester to receive a grade and/or be promoted. In case of a long absence due to an extended illness or injury, the office should be contacted relative to securing a homebound teacher.

For each unexcused tardy in excess of three (3) total per nine weeks period, punishment will be administered. After a total of three (3) unexcused tardies, the student will be punished on the fourth and each one thereafter until the end of the nine weeks period. The student will start again with zero tardies each nine weeks.

It is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done on the day the student misses school.

T. Admit Slip

Students are to secure an admit slip, when required, from the principal's office when returning to school after an absence and before going to class.

U. Absence Without Excuse

The parent or guardian will be notified if a student is absent without excuse. Disciplinary action may include, but is not limited to:

1. Conference
2. Detention
3. Corporal Punishment
4. In-school suspension
5. Out-of-school suspension
6. Legal Action

V. Tardies

1. Excused Tardies – Those due to conditions beyond the control of the student as determined by the office staff.
2. Each unexcused tardy ;in excess of three per nine weeks will result in punishment.
3. A student will be considered tardy upon entering the classroom after the bell has begun ringing.
4. Generally, a tardy of more than 20 minutes will be considered an absence.

W. Leaving School Campus

No student is to leave school without permission from the building principal's office.

Students should not be visiting with students on other campuses and/or be on or around other campuses during the school day. This includes before school, noon, and after school without prior permission from their building principals.

Students are not to congregate or loiter on private property (including the First Baptist/First United Methodist Church parking lot) during the school day, which includes before school, noon, or after school.

X. Leaving Classrooms

Students will not leave classes without the teacher's permission. This excuse will be granted only in an emergency situation. Any student in the hall during class time must have a pass from the teacher.

Y. Behavior at Assemblies

Common courtesy and time limitations demand that all students follow assembly procedures and rules.

1. Students will not disturb performers.
2. Students will sit in assigned areas
3. Once the assembly has begun, students will not be allowed to leave.

Z. Insurance

Students may purchase an accident insurance policy in the school office. The school does not receive any money for this service, but does it as a service to the student body.

It should be noted that the accident insurance policy is not primary insurance—only supplemental insurance.

Students involved in school activities will be required to either buy insurance or sign a waiver.

AA. Bringing Unnecessary Items to School

Students should not bring to school items that are unnecessary for their classes or school activities. Food and drinks are to be taken into the classroom at the discretion of the principal and teacher. Hats are to be left in vehicles or lockers. They are not to be taken to any classes or worn in the halls except on special days as approved by the principal. If a cap is necessary for a

class, then a cap for that purpose should be left in the student's locker for use in that program. Students are not to bring skateboards, radios, tape players, tapes, video games, trading cards, etc. to school or to school activities.

BB. Use of Telephone

Use of the telephone by a student is limited. A student may use the telephone only with the permission of office personnel. Students are not to receive telephone calls while they are in class unless it is an emergency. No class will be interrupted unless it is absolutely necessary. Students will not leave class for any reason to use the telephone except in the case of an emergency.

CC. Damage to Property

A good citizen respects public property. Each student is expected to represent good citizenship by caring for school property as carefully as he/she would his/her own. Any damage to school property by students will, of course, bring disciplinary action, and the student or parent may be asked to pay the cost of any repair work required.

DD. Transportation and Activities

The driver is in charge of the bus just as a teacher is in charge of the classroom and any problems will be brought to the attention of the building principal.

Use of tobacco or profane language on or off the bus is strictly forbidden. All other procedures in "Regulations for Safe Bus Riding" (*printed on inside back cover of this book*) must be followed.

Students should meet the bus promptly at bus stops; if possible, the driver should be notified in advance when the student will be absent.

For school activities, the participating students must ride school arranged transportation only. If a student participates in the activity, he/she must travel to and from the activity with the group. Release from this will be only to parents and only with prior approval of sponsor and/or the principal.

If sponsors need a bus for an activity trip, it is essential that the sponsor contact the school transportation director a week (if possible) prior to the trip. This will assure bus preparation and driver readiness. Set a time...Be on time...Leave on schedule. Sponsors should also give notice of the activity trip to the principal's office ahead of time. Establish rules and regulations. Remember...the student's actions reflect on the entire Frederick School and community. "Regulations for Safe Bus Riding" must be followed.

The student activities program is an integral part of the comprehensive educational experiences of our students. A list of school activities will be distributed each week. To be placed on the activity calendar, an activity needs to be turned in to the office by the Thursday of the preceding week. Two weeks' notice is needed for activities with students leaving the building. The form for listing students who will be participating in activities requiring class time is available in the office. This must be initiated by the sponsor.

Activity schedules must be cleared through the office. All activities must have a school sponsor in attendance. School-sponsored activities held when school is not in session shall follow the same standards as those held during the school year.

Class meetings may be held during school time. All other organizational meetings are to be scheduled outside school time.

All school organization moneys must be handled through the school sponsor. Outside accounts are illegal. All fund raising must be approved by the Board of Education using forms provided in the office. Activity account ledgers must be properly maintained. When collecting money, receipts must be given at every step and money deposited daily.

Rules and regulations governing the Oklahoma Secondary School Activities Association must be followed for all sponsored activities and organizations.

Any student absent during the day of an activity must have absence accounted for prior to being eligible.

EE. Fund-Raising Activities

Only officially approved clubs and organizations are entitled to have fund-raising activities. All fund-raising activities must be approved by the principal and Board of Education prior to beginning of the fund-raising activity, and must follow procedures of the Frederick Public Schools.

FF. Purchases

1. Any items purchased from student activity funds should have an authorized Purchase Requisition completed by a sponsor and signed by the principal before the purchase is made.
2. Students are not permitted to sign charge tickets for school activity accounts. To do so without written authorization may result in the student having to pay the bill.
3. Statements and tickets must be turned in before payment will be made.

GG. Student Dress Code

Appropriate school clothes are conducive to better school spirit. (See "Student Dress", Student Code 2.2K). The principal has the authority to interpret the student dress code.

If situations arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

The appearance of any student is primarily the responsibility of that individual and his/her parent or guardian. The school expects students to maintain the type of appearance that is not distracting to teachers or to other students to the detriment of the educational process of the school.

HH. Bad Weather

During bad weather, high school students may go to the west hallway if they arrive before time to go to classes. The west hallway will be open at 8:00 a.m.

During bad weather, middle school students may enter the middle school building at 8:00 a.m.

If the student is to leave school during inclement weather, he/she must be picked up by his/her parent or guardian.

II. Hallways

Students should change classes in an orderly manner. Loitering in the hall before or after school and morning or noon will not be allowed.

JJ. Corridor Policy

Students will observe the following practices in school hallways:

1. Keep corridors open to traffic by walking to the right.
2. Do not block traffic by standing in groups.
3. Pass through corridors quietly
4. Be considerate of others in the halls and classrooms.
5. Discard trash in the containers provided.
6. Keep the school clean by picking up paper from the floors.

KK. Visitors to School

Anyone visiting the school must come to the building principal for permission to contact students or school personnel. Students do not bring visitors to schools.

LL. Driving/Parking Privileges

Only students who possess a valid Oklahoma Driver's License may drive or park vehicles on the school campus. Parking spaces are numbered and are available on a lottery basis during the first week of school. To qualify for a parking space, a xerox copy of the student's driver's license and a copy of insurance verification must be on file in the high school office.

Students and parents should be advised that their car will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student should be advised that it is a mandatory suspension from school and parking privileges will be revoked.

All drivers on the Frederick School grounds will be expected to operate their vehicles in a safe and responsible manner. Drivers will not speed, they will move vehicles in established patterns of traffic flow, and they will park properly in established parking spaces.

Student driving privileges at the school may be suspended by school administrators.

MM. Hazing

State law prohibits hazing by any student organization or any person associated with any organization sanctioned or authorized by any governing board of any public or private school or institution.

NN. Social Security Number

State law authorizes the State Department of Education to request the social security number of any student who wishes to enroll in or is enrolled in Frederick Public Schools in order for the Department to administer any provision of the Oklahoma School Testing Program Act or for the collection of data pursuant to the Oklahoma Educational Indicators Program.

OO. Frederick School Discipline Policy

The building principal shall be in charge of discipline cases and shall have the authority to discipline students in their area of administrative responsibility for violations of regulations of the school. However, teachers have the right and responsibility to discipline students in their charge.

All cases of discipline requiring corporal punishment must be administered by a principal or designee in the presence of another certified staff member and must not be administered in the presence of other pupils. Such action must be documented and reported to the principal.

PP. Policy for Internet Use

Students will agree to follow the guidelines set forth by the Acceptable Use Policy for Internet Use.

QQ. Security

We are committed to keeping our students safe. For this reason, metal detectors are used on a completely random basis in our halls and classrooms. Illegal items will be confiscated and appropriate action taken according to our Student Handbook. Security cameras are also utilized in many areas of the campus, including the parking lot, in order to observe student behavior.

RR. Drop Outs

Students who drop out of school will not be allowed to attend school-sponsored activities unless accompanied by a parent or guardian. Students must remain with the parent or guardian while in attendance at the event.