

STUDENT HANDBOOK 2009-2010

NORMAN HIGH SCHOOL

911 W. Main, Norman, OK 73069
Telephone: 405-366-5812
Fax: 405-366-5945
www.norman.k12.ok.us/705
Principal: Dr. Lynne Chesley
Terri Stafford, Principal's Secretary/Registrar
Margaret Rodolph, Building Receptionist

This Agenda Belongs To:

Name _____
Address _____
City _____ State _____
Zip Code _____ Phone _____
Student I.D. _____ Advisory Teacher _____

NORMAN HIGH SCHOOL

School Colors: Orange and Black
School Mascot: Tiger

Mission Statement

**Norman High School expects
excellence, responsibility, and respect
among all members of the learning community.**

N.H.S. Fight Song
 Fight on, Norman High!
 And to your school be true.
 Lift up your heads with pride
 In all you say and do.
 Fight on, Norman High!
 We'll always do our best.
 We are the Orange and Black
 Of *NHS*

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OFFICE DIRECTORY
Dr. Lynne Chesley, Principal

ADMINISTRATIVE TEAMS

A-D

Student Services North
366-5813

Paul Tryggestad
Assistant Principal

Catey Moring
Counselor

Dina Thompson
Secretary

L-Q

Student Services South
366-5815

Scott Beck
Assistant Principal

Katie Cortest
Counselor

Robin Brown
Secretary

Bruce Robertson
Counselor

Martha Rogers & Calypso Gilstrap
Librarians

Cindy Plowman – School Nurse

E-K

Student Services South
366-5814

Ron Wilson
Assistant Principal

Deana Edgar
Counselor

Jennifer Engles
Secretary

R-Z

Student Services South
366-5816

Clinette Franks
Assistant Principal

Sybil Cantrell
Counselor

Debbie Slate
Secretary

Trey Selmon
Activities and Athletics
Coordinator

NHS Contact Information
Phone Number: 366-5812
Fax: 366-5945, Web: www.norman.k12.ok.us/705

STUDENT CONGRESS

Madeline Lowe, President
Quincy Taylor,
Vice-President
Tyler Howe, Secretary
Cassidy Schat, Treasurer
Brooke Hamilton,
Historian/Public Relations

Senior Senators

Sydney Bunn
Betsy Fears
Saxon Rhea
Ashley Tullius

Advisor

Dawn Brockman

Junior Senators

Kimmy Berry
Maddison Bruer
Ashley Burke
Alex Knox

Sophomore Senators

Michael Brown
Will Horne
Katie Koonce
Mackenna Perkins

Freshmen Senators

Ashleigh Autry
John Baxter
Sunny Day
Christian Slay

CLASS OFFICERS

Senior Class

Jennifer Smith,
President
Ranya Forgotson,
Vice-President
Taylor Roberts, Secretary
Kylie Stowers, Treasurer
Lee Hill, Historian

Sophomore Class

Dalyn Boyd, President
Blessing Ipka-Nyong,
Vice-President

Terren Zinby, Secretary
Treasurer – to be appointed
Ally Renfroe, Historian

Junior Class

Shannon Burke,
President
Michelle Chung,
Vice-President
Tim Corbly, Treasurer
Alex Crosby, Secretary

Hannah Hill, Historian

Freshman Class

**to be elected*

STUDENT AND PARENT RESPONSIBILITY:

All students and parents are expected to know and to follow the information in the Norman High Student Agenda and in the Norman Public Schools' Policy Handbook. All students are required to carry the agenda during the school day.

TITLE IX COMPLIANCE POLICY

- I. It is the policy of the Norman Public Schools not to discriminate on the basis of race or sex in its educational programs or employment policies and practices and to comply with all federal non-discrimination laws.
- II. Coordination of Title IX compliance will be the responsibility of: the Assistant Superintendent of Educational Service—Administrative Services Center, 131 South Flood, Norman, Oklahoma, 73069. The duties of the Title IX Coordinator include investigation of complaints alleging non-compliance or prohibited actions. Persons with a grievance related to Title IX should contact the Title IX Coordinator.
- III. Grievance Procedures:

Any parent or student alleging violations of Title IX shall file a written complaint with the Title IX Coordinator who will follow procedures provided for prompt and equitable treatment of complaints. The first action taken by the Title IX Coordinator will be to inform the Superintendent. After investigation for the complaint, judgment will be made as to whether non-compliance exists and corrective actions will be taken if needed for compliance. If the parent or student feels that the alleged non-compliance continues, they may appeal to the Norman Board of Education which shall serve as the final grievance committee within the Norman Public Schools.

NOTIFICATION OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and Norman Board of Education Policy:

- The right to inspect and review the student's educational records;
- The right to seek to correct the student's educational records in a hearing if necessary;
- The right to exercise a limited control over other people's access to the student's educational records;
- The right to report violations of the Act to the Department of Education; and
- The right to be informed about FERPA rights.

If translation to another language is necessary, it will be provided.

All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The adopted policy is included in the Board of Education policy book. A copy of this book is located at each school.

DAILY CLASS TIME SCHEDULES

Freshman Schedule	Soph./Jr./Sr. Schedule
7:35-8:40 – 0 Hour	7:35-8:40 – 0 Hour
8:40-9:05 – STRETCH	8:40-9:05 – STRETCH
9:10-10:05 – 1 st Hour	9:10-10:05 – 1st Hour
10:10-11:05 – 2 nd Hour	10:10-11:05 – 2nd Hour
11:05-11:55 – LUNCH	11:10-12:05 – 3 rd Hour
11:55-12:55 – 3 rd Hour	12:05-1:00 – LUNCH
1:00-1:55 – 4 th Hour	1:00-1:55 – 4 th Hour
2:00-2:55 – 5 th Hour	2:00-2:55 – 5 th Hour
3:00-3:55 – 6 th Hour	3:00-3:55 – 6 th Hour

TIGER TIME / STARS SCHEDULES (Friday)

* STARS / Tiger Time flip each 9-weeks

Freshman Schedule	Soph./Jr./Sr. Schedule
9:10-9:52 – 1 st Hour	9:10-9:52 – 1 st Hour
9:57-10:17 – stars/TT	9:57-10:17 – stars/TT
10:22-11:05 – 2 nd Hour	10:22-11:05 – 2 nd Hour
11:05-11:55 – LUNCH	11:10-12:05 – 3 rd Hour
11:55-12:55 – 3 rd Hour	12:05-1:00 – LUNCH
1:00-1:45 – 4 th Hour	1:00-1:45 – 4 th Hour
1:50-2:20 – stars/TT	1:50-2:20 – stars/TT
2:25-3:10 – 5 th Hour	2:25-3:10 – 5 th Hour
3:15-4:00 – 6 th Hour	3:15-4:00 – 6 th Hour

ACADEMICS

OUTSIDE CREDITS

Students may earn credit for graduation outside Norman High. Students should consult their counselor for information.

1. Students may attend a summer school accredited by the Oklahoma State Department of Education for the purpose of making up deficiencies due to failure or for advanced standing.
2. Students may attend an accredited adult night school for the purpose of making up deficiencies due to failure or for advanced standing.
3. **Students may earn credit by correspondence through one of the regionally accredited institutions. Students should see their counselor for correspondence information. In order to have a correspondence course considered for graduation credit, the final test must be taken on or before May 1st of the graduating year.**
4. Students may receive credit by being concurrently

- enrolled at The University of Oklahoma.
5. Students may receive credit by examination (CBE) in certain courses.
 6. Students may receive credit by successfully completing a district approved online instruction course.

TRANSCRIPTS

1. Pick up a Transcript Request Form at the receptionist's desk in the principal's office.
2. Fill out and return the form requesting the transcript to the receptionist.
3. Transcripts are free for all N.H.S. students.
4. Transcripts for alumni are \$1.00.
5. For questions or concerns regarding a transcript, contact the registrar in the principal's office.

EARLY ENTRY (concurrent college enrollment)

Students may choose to participate in an early-entry program whereby they attend courses for college credit while finishing their requirements for high school graduation. The following criteria must be met:

1. College credit is given by the college/university. High school credit towards graduation may be given for college classes attended.
2. A minimum three-hour class must be taken to receive the .5 credit given at the high school. A class should be chosen that is not a repeat of a class already taken at the high school. Freshman English does not meet the criteria for senior English at the high school.
3. Students must be eligible for admission to the college/university on one of the regular admissions criteria. All students must take the ACT or SAT.
4. Students must be eligible to complete requirements for graduation from high school no later than the spring of the senior year.
5. Students must present to the registrar an official copy of

the college transcript for grades to be recorded. Fall semester transcript by January 20th and spring semester transcript by May 21st.

6. Students must contact their counselor to fill out the appropriate forms.

LETTERS OF RECOMMENDATION

Applying to colleges, universities, and trade/technical schools usually requires a letter of recommendation. The procedure students follow to acquire a written recommendation is important. Most institutions require a letter from the counselor and an official copy of your transcript. Students should allow the counselor two weeks to write a letter of recommendation.

Insert: HIGH SCHOOL GRADUATION REQUIREMENTS
(CLASSES OF 2010, 2011, & 2012)

Insert: HIGH SCHOOL GRADUATION REQUIREMENTS
(CLASS OF 2010)

Insert: COLLEGE ENTRANCE REQUIREMENTS
(from Course Content Book)

Insert: COLLEGE ADMISSIONS REQUIREMENTS
(Continued)

Insert: OHLAP INFORMATION & REQUIREMENTS

GRADUATION REQUIREMENTS

*Fine Arts Requirement – 1 unit of general music/visual arts must be met during the four years of high school for the Classes of 2010, '11, and '12. Courses designated in the course content booklet will fulfill competencies.

1. Students must be enrolled in 6 units of work.
2. Those students who plan to enter college are urged to complete at least four years of high school mathematics and laboratory science and two years of a foreign language or two years of business technology.

GRADE CLASSIFICATION

The following credits are needed in order to be classified as a sophomore, junior, and senior.

5 credits to be a sophomore

11 credits to be a junior

17 credits to be a senior

GRADES AND GRADING

The letter grades A, B, C, D, F, and "I" will be used to indicate the level of achievement of all students at Norman High School. "I," or incomplete, may be given for the first and third nine weeks. Each teacher will set a deadline for an "I" to be made up. When the grade is changed, the new grade will replace the "I." No incomplete may be given for the semester grade or for the end of the year grade unless approved by an administrator.

If a student repeats a course to raise the cumulative GPA on his/her transcript, the student is responsible for reporting the grade to the registrar by completing the "Repeat Course to Raise GPA" form. Both grades are reported on the Norman High School transcript, which is a permanent record. The lower grade will not figure into the GPA. The student may not repeat a course in which they have received an A unless

the course may be repeated for credit.

Seniors' GPA for the graduation ceremony will be based on the first seven semesters of their high school career.

The letter grade percentages are as follows:

A 90-100

B 80-89

C 70-79

D 60-69

F 59-below

ELIGIBILITY REQUIREMENTS

Grades are important for a student to participate in any extracurricular activities sanctioned by the Oklahoma Secondary School Activities Association.

1. A student must have received a passing grade (A,B,C,D,S) in all subjects during the last semester he/she was enrolled and must have attended fifteen or more days.
2. One summer school credit earned in an Oklahoma State Department of Education accredited program offered during the previous semester may be used to meet the grade requirements for the end of the spring semester.
3. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester (after October 2nd and February 26th.)
4. A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects at the end of a six-week period.
7. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. Weekly eligibility is handed in by the teacher each Thursday morning at 8:00 A.M. Grades are averaged prior to this deadline each week according to each individual teacher's timeline.
6. A student must be passing in all subjects in which he/she

is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period. A student who has been placed on the one-week probationary period must be passing all subjects at the end of the probationary week in order to retain eligibility. If after a one-week probationary period, a student is not passing in all subjects in which he/she is enrolled, he/she will be ineligible to participate during the next one-week period. (Ineligible period – Monday thru Sunday.)

7. The period of ineligibility will always begin the Monday following the day eligibility is checked.
8. A student who has lost eligibility under this provision must regain passing grades in all classes in order to regain eligibility.
9. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).
10. Failing notices will be sent home to parents on a weekly basis if a student is failing. The notice is not to be signed or returned but is to be treated as information between grading periods.
11. A student who receives a failing notice is encouraged to request a conference with the teacher in whose class he/she is deficient. Teachers are always available for a parent-teacher conference. Please call to schedule a meeting.
12. A "U" is considered a failing grade in an **ALL** "S-U" courses.
13. A "NC" is considered a failing grade in a course.

An ineligible student who moves into the district during a semester will not be eligible for a minimum period of three weeks. Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. New students failing to meet this standard may regain their

eligibility at the end of six weeks by passing all classes they are enrolled in during the fall semester.

Students declared ineligible may not participate in any competitive event sanctioned by the Oklahoma Secondary School Activities Association. Academic eligibility is not required for activities which are not sanctioned by this association. Students who are not allowed to participate in any activity, event, or performance as a result of ineligibility shall not be penalized by loss of grades in an activity-type class. Alternative assignments may be required in lieu of a performance grade.

Transfer students need to refer to current Board of Education policy and Oklahoma Secondary School Activities Association policies for eligibility requirements.

ELIGIBILITY REPORTS

Because of eligibility requirements, "U" or "F" failing notices will be sent home on a weekly basis beginning the third week of each semester. Parents should be aware of these reports and discuss them with their student. It is the student's responsibility to keep informed of their grades in every class.

NATIONAL HONOR SOCIETY

National Honor Society is a two-year organization for juniors and seniors. It combines academic success with community service work. To qualify for NHS, a student must have a 3.6 cumulative GPA. Once qualified, students get an application from the honor society faculty sponsor. Part of the application is documenting 12 hours of community service. Potential new members will be identified at the beginning of second semester. The next few sections outline specific deadlines for different student groups.

Senior members have two criteria for the school year. They must maintain a 3.6 GPA. It will be checked at the end of first semester. They will then have to hand in 12 hours of community service and pay for the graduation sash. The sash

will cost \$16.00. The deadline for this is May 7, 2009. Junior members will have to maintain a 3.6 GPA and will have to hand in 12 hours of community service. Their deadline is May 14, 2009.

Seniors who are not members may apply during second semester if they qualify with their grade point average. They must fill out the application and must pay for the graduation sash. The deadline for their applications is May 3, 2009.

Sophomores and juniors who qualify and who are applying for the first time will only have to fill out the application. Their deadline is May 14, 2009.

STRETCH TIME

Students and Teachers Reaching Excellence Through Care and Help

STRETCH TIME is not a "free period" for students. Use of this time will be determined by the teacher and/or the student. When a teacher assigns a student to STRETCH TIME, it is because the student needs extra academic help or tutorial time.

STRETCH TIME provides incentive to strive for academic achievement. STRETCH TIME provides an opportunity for one-on-one time with teachers. STRETCH TIME enables students who have been absent to receive and to complete their make-up assignments.

All teachers will be in their rooms the entire STRETCH TIME period. STRETCH TIME sends a message to students: *failing grades are not acceptable!*

RULES FOR THE STRETCH TIME SESSION

1. It is expected that the student will be involved with productive work.
2. Any student who is currently making a grade BELOW "C" for the semester should attend STRETCH TIME

tutorial help.

3. Students who CHOOSE to attend a session of STRETCH TIME are free to come and go.
4. Students are to utilize the STRETCH TIME session to receive make-up work when they have been absent. Regular class time normally will not be used for this purpose.

PARENT CONNECT

Norman Public Schools is making it possible for parents to view their students' grades, assignments, attendance, and school information online. Parents can register by going to the NPS ParentCONNECTxp website at <http://parents.norman.k12.ok.us>. After registering, a password may be obtained after 2 weeks from a student's attendance secretary. A photo ID will be required to obtain the password. *Please note—it takes 24 hours for the ParentCONNECTxp system to update.*

REPORT CARDS

All report cards will be mailed home (refer to the school calendar for exact dates). Second semester report cards will be held if the student needs to return books or to pay the school money. Only semester grades are posted on the official high school transcript, counted toward the official grade point average (GPA), and used to determine initial eligibility at the beginning of a new semester.

SCHEDULE CHANGES

1. Schedule changes will be considered only if there is incorrect placement or an incomplete schedule.
2. Students and the parents of students who enrolled in a 0 hour class signed a contract during pre-enrollment with the understanding that ***0 hour classes cannot be dropped***. Even if a student has 7 classes, he/she cannot drop 0 hour. We build classes based on

students' requests during pre-enrollment, and teachers are hired and paid extra for the 0 hour class time.

3. The student is responsible for all class work from the beginning of the semester, regardless of the date the student entered.
4. Classes cannot be added, changed, or dropped after the second week of a semester. If a class is dropped with a doctor's letter after the first nine weeks of a semester, a "W/P" (withdraw/passing) or a "W/F" (withdraw/failing) will be placed on the permanent transcript. The grade will be determined on the date the doctor's note is approved by an administrator. The student will remain in the class he/she drops until the end of the semester.
5. **Students are required to attend all classes on their current schedule until they receive official notification of a schedule change.**

SEMESTER TESTS

1. Semester tests will be administered the last three days of each semester in all classes. It is strongly recommended that parents do not take their students out of school during this time.
2. All students must complete a semester test in order to receive a grade in that subject.
3. Students will be allowed—on rare occasions—to take semester tests late by making special arrangements with his/her principal. Permission will be granted only on rare occasions. If permission is granted, the designated makeup days for final exams will be Saturday, January 23 (first semester tests) and Tuesday, June 1 (second semester tests). Makeup final exams begin at 8 a.m. in The Commons.

Finals Exemption Policy

Attendance Exemption:

If a student has 18 period absences or less (21 or less if a student has 7 classes) during the semester (excluding student activity absences), he or she may pick up (1) finals exemption from a final. (Three tardies equal one absence for an exemption only.) The student must have a “B” or higher in the class chosen for the exemption. A student cannot exempt a final for both semesters in the same course.

End of Instruction Exemption:

If a student scores “satisfactory” or “advanced” on **all** of the previous years’ EOI tests he/she may pick up (1) finals exemption. Students must have a “B” or higher to exempt the final in a class. A student cannot exempt a final for both semesters in the same course.

Advanced Placement Exemption:

Students enrolled in an AP class can earn a spring final’s exemption for that AP course if they meet the following requirements: (1) take the AP exam for the class and (2) have a “C” or higher in the class. Finals exemptions in AP courses will be handled by the AP teacher.

At the end of the semester before the finals period begins, the student will go to his/her Student Services Office to pick up an exemption form. Teachers will be notified by Student Services that the student is exempt from the final.

- **Seniors** are allowed college visit days. Documentation from the institution **MUST** be provided by the student to waive the absence for exemptions.

- Each student will be allowed (1) **period** to be waived for exemptions if a doctor's note has been provided.

Not every student will qualify for exemptions. Exemptions are rewards. There will be no exceptions to the policy.

If a student has an unexcused absence during a final exam, he/she will receive a Zero. If he/she has an excused absence, he/she must make up the final.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from NHS permanently, the Student Services Office must be notified. The parent or guardian must sign a "Parent Release of Records" form. On the last day of attendance, the student must acquire a "Withdrawal Form" from the Student Services Office. Each teacher and the librarian, textbook aide, registrar, and student's principal should sign the form.

If a student withdraws from school during the 2nd or 4th 9 weeks and a request for records is not received from their new school, they will receive all F's for the semester on his/her transcript. Also, students who are dropped during this same time-frame will receive all F's for the semester on their transcript.

COLLEGE ENTRANCE EXAMS

Most colleges and universities require the ACT or the SAT exams. Packets for these are available in the College - Career Room. See the calendar in this book for test dates.

ATTENDANCE POLICY/PROCEDURE

By law, school attendance is mandatory until age 18. Regular attendance is essential for successful completion of all required courses for credit toward graduation. For every

day a student is absent, the parent or guardian must notify their attendance secretary (during office hours of 8:00 a.m. to 4:30 p.m.) or call your student's attendance secretary. You may leave a voice mail after hours. *See page 5 for phone numbers.* **Notes are not acceptable at these grade levels.**

If parents do not notify the school of the absence, an attempt will be made by the school to contact the parent either at home or work. **If contact has not been made within 48 hours of the absence, the student will receive an unexcused absence.** When a student returns to school from an absence, he/she should check with the attendance office before school, during STRETCH TIME, at lunch, or after school to make sure the absence has been excused and cleared.

Students may request a copy of their attendance from their secretary.

Current attendance can be viewed online. Refer to ParentCONNECTxp on page 22.

ATTENDANCE CODES

TDY	(A)	Unexcused Tardy
ABS	(B)	Absence
UNA	(C)	Unexcused Abs
ILL	(D)	Illness
SUS	(E)	Suspension
CON	(F)	Medical Confirmation
BER	(G)	Bereavement
REL	(H)	Religious
INS	(I)	In-School
OTH	(J)	Other(vacation)
ACT	(K)	Activity
HSL	(L)	HS Lunch
HMB	(M)	Homebound
ISS	(N)	In-School Suspension
LFE	(O)	Left Early

MUA	(P)	Made Up Absence
SUP	(Q)	Superintendent Approved
UNT	(R)	Unexcused Tardy
VTA	(S)	Vo-Tech Absence
EXT	(T)	Excused Tardy
NAC	(X)	National/State Activity
DEP	(Y)	Deployment
PRI	(Z)	Principal Approved

EXCUSED ABSENCES

Excused absences may be granted to a student by the school attendance officer upon request of the parent or guardian for the following reasons: *illness, accident, injury, medical and dental appointments, death in the family, religious holidays and emergency situations.* **These excused absences still count against the “District Approved Attendance Policy.”** However, a student may make up his/her work. **A doctor’s note must be provided within a week (five school days) of the absence in order for the excused absence not to count against the Attendance Policy.** Students will be excused for participating in school sponsored activities which do not count against **the Attendance Policy.** When absences are excused, students may make-up missed work. They are responsible for contacting the teacher and making arrangements to get the work done.

UNEXCUSED ABSENCES

When a student is absent from any class he/she will initially receive an unexcused absence unless prior parent contact with the Attendance Secretary has been made. Parent contact with the Attendance Secretary must occur within 48 hours in order to change an unexcused absence to an excused absence. An absence unknown to a parent and/or not excused by the attendance secretary or principal may be defined as a truancy or an unexcused absence which cannot be changed.

Assignments missed due to any absence can be made up as stated in NPS Board Policy. Each teacher will give students his or her policy regarding work missed during unexcused absences.

Unexcused absences may result in loss of privileges or other administrative consequences.

Privileges to be revoked may include but are not limited to:

- Off-campus lunch for upper-classmen
- Attendance at school dances (including prom)
- In-school activities which occur during regularly scheduled class time. (musicals, plays, assemblies, etc.)
- Participation in activities such as Tigerpalooza dodgeball tournament, Fall Fest team activities, etc.
- Mr. NHS pageant, Homecoming Court, Tigerpalooza Royalty, etc.
- Running for class officer positions, STUCO, etc.
- Other activities as determined by school administration

If loss of privileges occurs, upper-classmen will be required to remain on-campus during their lunch period. These students must:

1. sign-in at 12:15
2. sign-in at 12:35

*failure to fulfill loss of privileges guidelines (not signing in at lunch, etc.) will result in continued restriction from activities above

LOSS OF CREDIT DUE TO ABSENCES

In grades 9-12 there is a “District Approved Attendance Policy” which states that a student must be present 90% of the semester in each class in order to receive credit for that class. Except for those illnesses confirmed by a physician's letter and student activity absences, all absences will be counted

against the student's total of 9 absences in each class. A doctor's note must be provided within a week (5 school days) of the absence. It will not be accepted after this time, and the illness absence will count against the student toward the "9-day absence rule" for credit in classes.

If a student is absent from a class more than 10% of the semester, an "F" will be recorded if a failing grade was earned; if the student would have earned a passing grade, a "NC" will be recorded.

If a student is in jeopardy of losing credit because of attendance, he/she may sign-up with the assistant principal to attend Saturday School to make-up excess absences up to a maximum of three (3) absences per semester. Only excused absences may be made up.

If a student withdraws from school during the 2nd or 4th 9-weeks and a request for records is not received from his/her new school, he/she will receive all F's for the semester on his/her transcript. Also, a student who is dropped during this same time frame will receive all F's for the semester on his/her transcript.

ARRIVING LATE OR LEAVING SCHOOL EARLY

A student who arrives late should report directly to class unless he/she has a doctor's note or other documentation. A student who has documentation should report to Student Services.

If a student must leave school before the end of the school day, he/she must report to the Student Services Office and receive a check-out pass prior to leaving. A parent contact by phone must be made in order for the student to check out. Any student who leaves school without checking out through the office will be considered truant. If a student needs to check out for the afternoon, he/she needs to check out before leaving for lunch. If a student becomes ill during the lunch period and cannot return to school, the parent must call the school within a

24-hour period in order for the student to be excused. Attendance secretaries may be contacted by calling the main line at 366-5812 or by calling their extensions listed on page 5.

TARDY POLICY

Because it is important to instill the qualities of promptness and planning and to maximize classroom learning time, students are expected to be in the classroom and ready to work when the tardy bell rings.

Procedure: A student is considered tardy to a class if he/she is not inside the classroom when the tardy bell rings.

****Tardies will reset every 9 weeks****

Tardy 1: warning/discussion from teacher

Tardy 2: warning/discussion from teacher

Tardy 3: teacher calls home/ tardy referral (1 lunch detention)

Tardy 4: tardy referral (2 lunch detentions)

Tardy 5: tardy referral (3 lunch detentions)

Tardy 6: tardy referral (additional administrative consequences)

****5 consecutive days of zero tardies and zero unexcused absences in a class returns student to tardy #3 consequence. 10 consecutive days of zero tardies and zero unexcused absences returns student to tardy #2 consequence. this will be monitored and applied by administration upon receiving tardy referral from teacher.***

DELIVERY OF MESSAGES/GIFTS/FLOWERS

Delivery of phone messages to students from a parent or guardian can be made only in case of emergency. Delivery of gifts or flowers to students cannot be made to the classroom. Students will have to pick up such items in the main office. Students will be notified of personal deliveries in the main

office or Student Services. Because of the large number of deliveries on Valentine's Day, gifts and flowers will be kept in the library until after school.

VACATION/TRIPS

The school administration discourages students from missing school for trips and family vacations. Students will be considered excused only if they comply with the following procedures: The parent(s) must contact a principal at least four days in advance either by written letter or in person. The principal may approve the absence and give the student a form to have teachers complete before the absence occurs.

The student must then make special arrangements with each teacher regarding make up work and due dates **BEFORE** the absence occurs. The student must return the form to the assistant principal. Vacation/trip absences do count toward the **District Approved Attendance Policy**. **Finals are given the last three days of each semester. Trips should not be planned during this time.**

TEN-DAY SCHOOL ACTIVITY ABSENCE POLICY

New legislation was passed last year that changed the rules on how many activity absences a student may have in a particular class period. Students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests do NOT count toward the 10 days. To be eligible for an absence extension of an additional 5 days, students must pass all of their classes and complete the district Secondary Application for Activity Absence Extension form and turn it into their principal. This form will be reviewed by the Norman Public Schools District Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year.

Each student is ultimately responsible for tracking the number of activity absences that they have incurred in a given class period.

MAKE-UP WORK

If students are absent more than three days, students may request homework assignments through the Student Services Office. Allow teachers 24 hours to turn in assignments to the Student Services Office.

TRUANCY

Any student who is absent from his/her assigned class without the expressed consent and/or knowledge of the parent, guardian, teacher, or administrator will be considered truant. *This can include being on campus but not in his/her assigned class.* Truancy will be disciplined according to Norman High School, Norman Public School Board Policy, City of Norman Ordinances, and Oklahoma State Law.

“If a child is absent without valid excuse three (3) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) days or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma statutes.” (Reference: 70 O.S. 10-106)

DISCIPLINE

BEHAVIOR EXPECTATIONS

Norman High School students are expected to display appropriate behavior at all times. It is the responsibility of every student to respect the rights of others, to protect the

safety of others, and to preserve a learning atmosphere.

In order for school to be a safe and productive place in which to learn, certain rules and regulations must be enforced. Students engaging in acts of misconduct, including disrespect, abusive or vile language, disruptive behavior, or deliberate insubordination will be referred to a principal for appropriate disciplinary action which may include, but is not limited to, contacting a parent, detention, Saturday School, In-School Suspension or Out-of-School Suspension.

State Law of Oklahoma, Statute 70-6-114 provides that the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

GENERAL SCHOOL RULES

This handbook covers certain rules or regulations that must be followed in order for Norman High School to have an environment conducive to learning. Three major rules should be followed:

1. Respect school property and the person, property and beliefs of all individuals.
2. Keep hallways free: move to and from class in a safe, courteous manner.
3. Promote a clean and safe environment.

ALCOHOL/DRUGS

Please refer to the Norman Public Schools' Student/Parent Policy Guide for information regarding alcohol/drug violations.

FOOD AND/OR DRINKS IN THE CLASSROOM

Soft drink and snack machines are available for students to use in the halls and outside. Food and drinks are allowed in the classroom at teacher discretion. **Students are not allowed**

to be at the machines during class. Teachers and administrators may assign consequences or refer students to the office for repeat offences.

DRESS CODE

We have found that how a student dresses for school affects his or her behavior. Norman High School is a place for business, as well as a place for fun and enjoyment. Student clothing should not be disruptive and/or should not distract from the learning environment. Clothing standards for all students shall include, but are not limited to the following:

1. Clothing must promote cleanliness and modesty.
2. Students must wear shoes at all times
3. Students must not wear headgear of any kind or carry it with them during regular school hours. (See #7 below.)

Students are not allowed to wear:

1. Halter tops, off-the-shoulder tops, spaghetti straps, clothing that creates bare midriffs, tube tops, tops or dresses that do not have straps over both shoulders, or revealing clothing e.g., short skirts, low-cut tops that expose cleavage, and backless shirts. Students in violation of the dress code can choose (a) to wear a t-shirt loaned to them in the textbook office or (b) to take an unexcused absence to leave campus and change into appropriate clothing.
2. Clothing and jewelry promoting drugs, alcohol, or illegal substances, vulgarity, or other inappropriate imprints are not allowed.
3. “Gang” related clothing-- colors or gang paraphernalia including, but not limited to, dress that is made from bandana fabric, is predominantly red or predominantly blue or that represents any group or logo identified with a gang (i.e. ICP) or gang behavior.
4. Chains and spikes (will be confiscated and turned in to

the appropriate principal).

5. Clothing and symbols offensive to particular cultures.
6. Sagging pants and visible undergarments including but not limited to “wife-beaters”, bra straps, and boxers/shorts.
7. Headgear, including but not limited to, hats, caps, bandanas, do-rags, sweatbands or any other band worn on the forehead, and stocking caps. (Any headgear brought to school should be kept in the students’ lockers during regular school hours.) Exceptions may be made by the principal for spirit days, religious purposes, or special activities.
8. “Wheelies” or shoes wheels on or in the soles.

Violations of the dress code will result in administrative action. Again, failure to comply with the administrative action may result in an unexcused absence, if the student must leave campus to change clothes.

Additional modifications or exemptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based on safety and/or other related factors.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is inappropriate at school. There will be no kissing or intimate hugging.

HALLWAYS

During passing time, halls are heavily traveled. Students should abide by the following regulations:

1. Be courteous at all times.
2. **Do not loiter or form groups that block traffic.**
Students should be moving toward their destination.
3. Do not run, push, or make excessive noise.
2. Deposit all trash in waste cans.

3. **NO AGENDA PASSES WILL BE ISSUED DURING THE FIRST TEN MINUTES OF CLASS.**
4. **Students are required to have an ID badge at all times when on campus and to identify themselves when asked.**

The main hall has the heaviest traffic flow and must remain clear at all times. Traffic in all areas of the main hall must continue to flow. Students may congregate in The Commons, Tiger Pause, or outside. Students may enter when the bell rings. The front steps and entryway of the school should remain clear at all times in order to welcome our visitors.

HALL PASS POLICY

There are two conditions under which a student shall be allowed outside of class during the period.

1. School Business - The hall pass must be a written slip from the main office or from a principal, counselor, or teacher. Urgent business and emergencies also fall under this category.
2. Student Agenda Hall Pass - Each student must have in his/her possession the agenda that belongs to him/her in order to use a hall pass. The agenda must have the student's name, grade, and school ID number on the first page in order to be considered as "belonging to that student."

Each teacher may limit the number of student agenda hall passes each nine-weeks or semester!

- Students who are constantly in the hallways rather than in their assigned classroom, whether they have an agenda or not, run the risk of having hallway passes revoked by

administrators.

- No student will be allowed out of class unless he/she has a school business hall pass or agenda hall pass.
- Each hall pass must have a date, time, reason, and authorized signature listed on the pass. This applies both to school business hall passes and to agenda hall passes.
- No unique hall passes will be allowed.
- **The sharing of agenda hall passes between students is not allowed. That is why each agenda hall pass page must have the name, date, and ID # in order to be considered as officially belonging to a certain student.**
- If a student does not have an agenda in his/her possession, then he/she cannot use a student agenda hall pass.
- Each student will only be allowed the number of passes in his/her agenda.
- If a student loses his/her agenda, he/she is required to purchase a new one.

******Hall passes are a privilege, NOT a right.******

HARASSMENT/INTIMIDATION/THREATS/ BULLYING

Norman High School will not tolerate bullying of any kind. A student or group of students will not be allowed to hurt repeatedly another student or group of students through words or actions. If you are being bullied or know someone who is being bullied, please let an adult know. Do not keep bullying a secret if someone is doing something harmful on purpose. **“Bullying Behavior Reports”** are available in Student Services offices. Please give the report to your administrator, counselor, or Student Services Secretary.

It is the policy of Norman High School that verbal and physical harassment/intimidation shall be prohibited and is subject to disciplinary actions. This includes behavior that threatens violence, property damage, or is likely to incite lawless actions, and it shall include vandalizing or defacing

someone else's property with degrading slogans or messages. This also includes gathering in large groups, which results in disrupting the learning environment. It also shall include bullying and aggressive language such as racial epithets, racial slurs, and insults directed at an individual group with the intent to inflict harm or injury to or that would reasonably tend to incite an immediate breach of the peace. Other examples of bullying behavior include: *name calling, pushing, crowding, hitting, pinching, making fun of a person, teasing, spreading rumors about someone, horseplay, threatening to hurt someone, insulting gestures, taking things without permission, making fun of a person's body parts, saying sexual things to someone who asked you to stop, making slurs about someone's sexual orientation (including gay bashing), athletic hazing, touching someone without permission, and being the "messenger" of a bullying or harassing statement or sending a degrading message on someone else's behalf.* Clothing and symbols that are offensive to particular cultures are prohibited at school and school events. Cyber-bully is prohibited and shall include bullying and harassing someone on MySpace, on Facebook, via text messaging, through e-mails, on YouTube, or by using any other electronic technology or Internet-based sites to threaten, intimidate, or harass. Cyber-bullying may occur within or outside of the regular school day and will be punishable by school administration if the result of cyber-bullying disrupts the school environment in any way.

Please refer to the Norman Public Schools' Student/Parent Policy Guide for more information regarding prohibited conduct.

We expect high school students to understand what both subtle and overt bullying looks like. This policy serves as the only warning a student may receive regarding bullying. High school students who bully, harass, and/or intimidate others and are in violation of the policy will receive immediate disciplinary consequences.

Additionally, a student who participates in making threats of any kind, including but not limited to the encouraging of, writing of, or uttering of a “hit list” will be suspended out-of-school for the remainder of the current semester plus the following semester.

HONESTY / CHEATING POLICY

The goal of daily assignments and tests is always to promote learning. Doing one's own work and being honest with oneself allows this to occur. Teachers will address the consequences of disregarding this policy. Violation of the honesty/cheating policy could result in any of the following consequences for all parties involved: “zero” grade on assignment or test, reduced grade, retaking of assignment/test, alternative assignment, parent contact, office referral, or detention.

SEXUAL HARASSMENT

Please refer to the Norman Public Schools’ Student/Parent Policy Guide for information regarding sexual harassment.

ROLLER BLADES/SKATEBOARDS

The use or possession of skateboards, roller blades, and skates are *prohibited on school property* 24 hours a day, 7 days per week.

TOBACCO/LIGHTERS/MATCHES

The use or possession of any form of tobacco or tobacco products, lighters, or matches, is not allowed on campus by any student at any time regardless of student age. **Possession of tobacco by anyone less than 18 years of age is a criminal offense.** Tobacco possession, use, or the appearance of use will result in two days of ISS for the first offense, and additional administrative action will be taken for repeated offenses.

VANDALISM

Any student involved in any acts of vandalism on Norman Public Schools' property may be suspended up to a maximum of the current semester plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with the principal.

THEFT

Any student who steals personal or school property will be subject to suspension from school and responsible for payment for damages and loss if property cannot be recovered. A student who is found in possession of a reported stolen item is guilty of theft. Any "found" item should be immediately turned in to the office.

If a student suspects or has knowledge of a crime they should call The NPS Campus Police Department 366-5964 and/or the Norman High Security Office at 366-5812, ext. 8007.

DANGEROUS WEAPONS

Please refer to the Norman Public Schools' Student/Parent Policy Guide for information regarding dangerous weapons. (Section – “Prohibited Conduct”)

DISCIPLINE OPTIONS

TEACHER-ASSIGNED DETENTION

Teachers may assign students to detention for disciplinary reasons before school, during lunch, or after school (*not during STRETCH TIME*) for class disruptions, tardies, defiance, etc. Students are given one day's notice before detention begins. Failure to serve detention with a teacher is considered open defiance and will result in an office referral.

ADMINISTRATOR-ASSIGNED CONSEQUENCES

Students are likely to make mistakes as they learn to choose between right and wrong. The school's responsibility is to provide necessary support, guidelines, and encouragement, as students become self-disciplined with regard to both personal goals and concern for others.

If a student's behavior needs to be addressed by an administrator, the appropriate consequence will be given. *Offenses addressed elsewhere in Board policy, i.e., drugs, tobacco, truancy, etc. will be addressed as stated in Norman Public Schools' Board Policy.* Administrators will refer the parents/guardians of chronically truant students for prosecution through the District Attorney's office.

LUNCH DETENTION

Lunch detention is a study hall time assigned by a principal during the lunch period (**Freshman lunch:** 11:10-11:40, room 414; **Soph./Jr./Sr. lunch:** 12:10-12:40, room 304). Students are given one day's notice before attendance begins. Students sign an individual contract identifying the days they must attend and the consequences if they do not attend. Tardiness to lunch detention is considered an absence. Students are required to bring their lunch from home to eat during detention and to bring study materials. If they are dismissed for failure to follow rules or misbehavior, Saturday school, ISS, or a two-day out-of-school suspension will be assigned.

IN-SCHOOL SUSPENSION

In-school suspension is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension. It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided.

During the time of the in-school suspension the student

may not attend any school activities. This includes before school, after school, the lunchtime, or any time when other students are present for academic or extra-curricular activities sponsored by the school. Additional days may be added for failure to comply with the in-school suspension policy.

SATURDAY SCHOOL

Saturday school is a discipline option assigned by a principal. Parents are contacted and students sign an individual contract identifying the date(s) of attendance, rules, and consequences. Saturday school meets for four hours in the commons (8:00-12:00). Students must bring study materials. Tardiness to Saturday school is considered an unexcused absence. An unexcused absence will result in in-school suspension. If the parent desires to have an absence excused, he/she must contact the assigning principal by no later than 9:00 a.m. on the Monday following the absence or it may result in in-school suspension or out-of-school suspension. Misbehavior or failure to follow rules may result in in-school suspension or a two-day out-of-school suspension.

SUSPENSION

Suspension is the denial by the school administration of the right of a student to attend class, school, or school-sponsored activities. It may include the following: 1) for the rest of the day, 2) for a specified period of time 3) until conference with parents is held, or 4) for the balance of the current semester plus the next semester. During the time of a suspension, the student may not come on school property or may not attend any school activities. This includes before school, after school, the lunchtime, or any time when other students are present for academic or extra-curricular activities sponsored by the school. Additional days may be added for failure to comply with suspension policy.

Please see the Norman Public Schools' Student/Parent Policy Guide for further details on "Special Rules Relating to Out-of-School Suspensions and Prohibited Conduct."

Please note:

Students inciting or encouraging fights and/or other forms of unruly or unsafe conduct can be suspended. Disruptive activities including but not limited to fighting, bullying, intimidation, and harassment that occur during the school day but happen off school property can result in a suspension.

GENERAL INFORMATION

CAMPUS POLICE

Campus police officers are always available at Norman High School. They offer assistance to students who report thefts, vandalism, threats, etc. They also encourage students to call the NPS Campus Police Department 366-5964 and/or The NHS Security Office 366-5812, ext. 8007 when necessary. Our campus officers observe and monitor any potential hazards or safety concerns.

Campus police officers are employees of the Norman Public Schools and work in conjunction with the administration in many capacities. Students are to treat our officers with the same respect that they give all other Norman High School staff. Failure to identify oneself to an officer or disrespecting of an officer will result in disciplinary action.

AUDIO/VISUAL EQUIPMENT

Radios, Walkmans, CD players, TV's, stereos, two-way radios, headsets, headphones, IPOD's, MP3 players, etc., are not allowed on school property **ever**. Equipment will be confiscated and must be picked up by the parent/guardian in the main office when these rules are

violated. Confiscated items that are not claimed by June 15th each year will be donated.

PERSONAL PROPERTY

Please be advised that the school will *not be responsible for theft or loss of personal property*. This includes but is not limited to electronic sound equipment, CD's, and cellphones. Each student is responsible for securing his or her own property.

WIRELESS TELECOMMUNICATION DEVICES

Wireless communication devices/cell phones must be off and not visible during the normal school day. This includes using the device for checking the time, and talking to a parent. Violation of this rule will result in confiscation (phone must be handed over with all contents present including SIM card, etc.). When the phone is confiscated and given to an administrator, the phone must be picked up by a parent/guardian. Further offenses will result in Saturday school, in-school suspension, or other disciplinary consequences and the parent/guardian must pick up the phone. Confiscated devices may be picked up at the appropriate Student Services office.

Failure to comply with the confiscation request of any faculty or staff member in regards to electronics/cell phones may result in in-school or out-of-school suspension.

BICYCLES

Bicycles may be ridden to school and parked in the racks provided. Students should lock their bikes or secure them to the racks. The student accepts the responsibility for damages or theft. Students may not ride their bicycles on campus during school hours.

CLUBS/ORGANIZATIONS

Students are encouraged to join school clubs and organizations throughout the year. Information about each club/organization will be provided daily in the Student Bulletin throughout the year.

GUIDANCE DEPARTMENT

Qualified and experienced counselors are available to assist students during the day. They may assist students with vocational, academic, personal, or emotional problems.

Students should call upon a counselor or any staff member when they feel assistance is needed. A student desiring a conference with a counselor should sign up in the Student Services Office. The counselor will call the student in for a conference at the earliest convenience.

POST-HIGH SCHOOL PROGRAMS

The counseling office has information available on four-year universities, two-year junior colleges and technical schools across the nation. This information includes:

1. Admissions requirements
2. College entrance exam requirements
3. Expenses
4. Financial aid
5. Scholarships
6. Advanced placement policies
7. Degrees offered
8. Extracurricular activities
9. Military science programs (ROTC)

Students should begin investigating post-high school programs as early as their sophomore year. By doing so, students can give direction to their high school curriculum. Scholarship opportunities are available as early as the junior year but primarily in the fall of the senior year.

DRIVING/PARKING

Students who are licensed may drive to school and park if spaces are available; they obey all laws, rules, and drive safely at all times. Failure to abide by the following policy may result in ticketing, towing (at the owner's expense), and/or loss of parking privileges.

1. **All students who drive a car to school must register and purchase a decal.** These decals may be purchased for \$5.00. The decal must be permanently affixed to the lower driver's side window. Both a car description and tag number are required for registration. Students may register at enrollment or in the Student Services South Office throughout the year. **Students may register only the cars that belong to their immediate family and that they drive on a daily basis. Any attempt to register a car that belongs to someone other than the immediate family may result in loss of parking privileges for both students.**
2. Licensed motorcycle drivers must abide by the same registration and rules. They may park only in the area immediately east of the north gym lobby (Tiger Pause) entrance. Bicycle parking is also in this area.
3. The speed limit on campus is 10 miles per hour.
4. The number of passengers in a car should not exceed the number of seat belts in the car. The driver is responsible for his/her passengers.
5. **Students are not to be transported in the back of an open pick-up.**
6. **Student parking at NHS is first come, first served.**
7. The school is not responsible for student vehicles and will not accept liability for damages or theft of any vehicle or its contents.
8. The concrete curbs/medians and sidewalks are not to be used for parking at any time. Yellow curbing indicates no parking and must be observed.

9. Any violation of driving or parking privileges may result in the suspension of those privileges by N.H.S. Traffic fines issued by the Norman Police Department and towing are also consequences.
10. **In case a student needs a temporary parking decal, i.e., car in shop, new car, rental car, etc., he/she needs to come to Student Services South and he/she will be issued one.**
11. **ILLEGALLY PARKED VEHICLES MAY BE TOWED FROM THE CAMPUS AT THE EXPENSE OF THE DRIVER/OWNER WITH NO PRIOR WARNINGS GIVEN. THIS DOES INCLUDE VEHICLES WITHOUT PROPER DECAL THAT IS CLEARLY VISIBLE.**
12. **During enrollment, seniors will be given priority to purchase parking permits followed by juniors and then sophomores (based on availability). Freshmen will not be allowed to purchase decals.**
13. **The parking policy will be evaluated at the end of the semester and may be amended.**

The following list includes those areas of parking that are NEVER TO BE USED by students during the school day:

1. **Front oval**--The oval drive located in front of the Fine Arts building (across from Homeland) is reserved for the faculty/staff and visitors to N.H.S. only.
2. **Band lot**--The area to the right or SOUTH of the entrance to this lot is reserved for the faculty/staff only. The NORTH end of this lot is located at the EAST end of the tennis courts and can be used by students.
3. **North Gym Lot**--The fenced area immediately EAST of the gym is reserved for the faculty/staff only.
4. **District Computer Center**--This building is located on the SOUTHWEST corner of our campus. The lot WEST of that building is reserved totally for their employees. These spots are marked accordingly on the curb.

5. **Stadium**--The area underneath and surrounding the Football stadium is reserved for the faculty/staff only. This includes the NORTH side of the AgEd building.
6. **Cafeteria**--The east side of the lot west of the cafeteria is for the cafeteria staff ONLY.
7. **Vo-Ag Lot**—This is the lot directly in front (to the SOUTH) of the Vo-Ag building.
8. **Visitors' Lot**—The lot in front of NHS on Main Street.

Violations of the driving/parking policy will result in consequences.

- **1st Offense** – Students will receive a warning.
- **2nd Offense** – Students will have parking privileges revoked for 2 weeks.
- **3rd Offense** – Students will have parking privileges revoked for the remainder of the semester.

****consequences may vary based on the severity of offense.***

DRIVER'S LICENSE INFORMATION

Oklahoma Law requires all students under the age of 18 who apply for a driver's license to have an 8th grade level reading competency and to have regular attendance in school. When a student is ready to obtain a driver's license, he or she must get appropriate documentation of reading competency from the registrar. (The student must have the scores from a standardized reading test on file in the office.) The Registrar must sign and stamp the form for the student to take to the driver's license bureau.

If a student does not have a test score on file or has not proven 8th grade reading competency, there will be open testing in room 305 with Shayna Kutt from 4-5 p.m. on the 2nd Wednesday of every month. There will be no cost if it is the student's first time to take the test. From then on the cost will be \$25.

If students are new to Norman Public Schools or missed taking the CRTs, they should make every effort to be in

attendance on the day the reading test is administered.

FIRE/TORNADO/INTRUDER DRILLS

Fire, tornado, and intruder drills will occur periodically throughout the school year. This is for student safety and welfare and should be taken seriously. A fire signal will be one continuous bell. A tornado will be three short beeps. An intruder drill will be announced over the intercom. When the fire signal sounds, students should exit the building in a quiet, orderly manner. Specific exit instructions will be given by teachers and posted in each room. Once outside the building, students must remain with their class in a designated area until instructed to return to the building. Tornado drill instructions will also be given by teachers and posted in each room along with intruder drill instructions.

GUEST PASSES

During the school year a student may request for their assistant principal to sign a guest pass to attend functions at other schools. The assistant principal will only sign if the student is currently in good standing at NHS. Criteria that will be examined to determine approval include but are not limited to attendance, tardies, fighting, and behavior referrals.

PROM

The prom is held each year for Norman High School Junior and Senior students and their dates. Dates for prom must be classified as juniors or seniors, or approved graduates. All dates must be under the age of 21. No freshmen or sophomores may attend.

GRADUATION CAPS AND GOWNS

During the first semester, seniors will be able to order graduation announcements and caps and gowns at school from the selected company's representative. These materials will be delivered in late March.

HEALTH RECORDS

Each student is required by state law to have health records on file in the Student Services Office by the first day of the school year. Failure to submit health records can result in suspension from school. No one will be admitted to Norman High School without an up-to-date health record.

INDEPENDENT LIVING STUDENT PROGRAM

N.H.S. has outlined this program based on the needs of many students who are living on their own. A coordinator provides information concerning the many resources that are available in Norman. Application must be made through the Independent Living coordinator. The application must be approved before a student will be identified as an independent living student.

ID BADGES

Students will have an identification badge at all times during the school day and at specified school events. Badges will be issued at registration. **A student's failure to have his/her own ID badge may result in an office referral and consequences may be assigned.**

This badge is used for:

1. Checking out materials from the library.
2. *Admittance to all school activities (i.e. special assemblies and performances), all school dances, and all sporting events.*
3. Identifying students at any time.
4. Checking out textbooks.

Students are given one free ID at the beginning of the school-year. Students are issued a "spare" ID that is kept in the library.

Students cannot deface, decorate, or otherwise destroy

their IDs. If an ID is defaced, decorated, or otherwise destroyed, the student must replace the ID and an administrative consequence may follow.

LIBRARY

The mission of the Norman Public Schools Library Media Program is to assist students in the development of the skills necessary for independent life-long learning. Emphasis is placed on the appreciation and enjoyment of literature and the motivation of reading for pleasure as well as information.

The NHS Library Media Center should be a place where studying and learning are always taking place. With this in mind, students who are using the library should be engaged in quiet studying, reading, or researching.

Food and/or drinks are strictly prohibited.

Your Student ID is your library card. You must have it to check out and to use materials in the library. Students may check out two (2) books for four (4) weeks. Students are responsible for returning materials on time. Overdue notices are sent to students periodically. Library fines are not assessed, but failure to return overdue materials can lead to detention and/or replacement cost of materials.

General Library Information:

1. Students may check out two library resources for four weeks. These may be renewed as needed by bringing materials to the circulation desk.
2. Periodicals and reference books may be used in the library only.

3. Students coming to the library during class time must have a signed agenda and should sign in and out at the circulation desk.
4. A photocopying machine is available for 10 cents per page.
5. Before school, during STRETCH TIME, lunch, and after school Library use:
Students must have their ID, must sign in and out, and must be engaged in quiet study, reading, and/or research.

General Computer Information:

1. Library computers are for academic use only. Games, e-mail, chatting, music, videos, etc. are prohibited.
2. Library computers may be monitored. Misuse of computers will result in loss of privileges.
3. Printing is available from library computers. First five pages are free; each additional page is 10 cents.

Student Use of the Wide Area Network, the Internet, and Other Technological Resources

The Board of Education provides the wide area network, local area network, Internet access, and other technological resources for the purpose of supporting and enhancing learning and teaching. The Board recognizes that guidelines must be established to assure that these technologies are used to provide activities which are appropriate to the learning environment.

Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. The Board cannot guarantee that a student will not encounter questionable material on the

Internet.

Acceptable uses of the network and Internet are activities resulting from specific tasks and assignments which support learning and teaching and promote the district's mission and goals.

Prohibited uses are those which violate an individual's right to privacy or access to the materials, information or files of another individual or organization without permission; violate the copyright laws; spread computer viruses; deliberately attempt to vandalize, damage, disable, or disrupt the property of the district, another individual, organization or the network; or any effort to locate, receive, transmit, store, or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others. Use for commercial activities, product advertisement or political lobbying is also prohibited.

The District is responsible for protecting its networks in a reasonable manner against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for violating them.

Before a student may access the Internet, written parental permission will be required.

The superintendent or designee shall be responsible for developing guidelines to govern the use of these technologies in the District.

To remain eligible as users, student use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access requires responsibility. Students and all other users of the district's networks and other technological resources are responsible for respecting and adhering to local, state,

federal and international laws and guidelines governing use of information and the available technologies. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension from school, and/or appropriate legal actions.

The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service; for the accuracy, nature or quality of information gathered through district-provided Internet access.

The District will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

LOCKERS

A locker is available for any Norman High School student. These lockers are school property and the contents are subject to school inspection. The school has the right to conduct locker inspections to rid the lockers of trash, dangerous weapons, and contraband, and to remove school property. Students should not have anything in their lockers they do not want school officials to see. Students have no privacy rights where school lockers, desks, or other school property are concerned.

Students are not to place stickers on their lockers. Scotch tape may be used to attach materials to the locker. Students are responsible for all materials issued to them by NHS.

Students may check out a locker by paying a \$5.00 refundable deposit (for the lock) during registration. The

locker and combination will be given when deposit is made.

If all NHS lockers are assigned, a waiting list for lockers will be kept by Robin Brown in Student Services South. As lockers become available, they will be assigned from the waiting list, and the \$5.00 refundable deposit will be due. All freshmen will have the ability to get a locker and will be required to share a locker with a locker buddy.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any property belonging to them. Found articles should be taken to the nurse's office. Many times articles are turned into the office and the owners are never located. Students should write their names on all books and put identification marks on their personal belongings. Articles turned into the office will be disposed of if not claimed within a reasonable time.

NEWSPAPERS/FLIERS/POSTERS DISTRIBUTION

All student newspapers, fliers, posters, t-shirts, etc., which are distributed on any school campus, must be approved by an administrator before distribution.

TELEPHONE USE

Office phones may not be used by students for personal calls except for illness or emergency to call parents. Being tardy to class because of being on the phone is unexcused. Students will not be called out of class for phone calls unless it is an extreme emergency.

Personal cell phones, pagers, and other electronic wireless devices must not be used in school buildings.

REFERRAL SERVICES FOR STUDENTS

- AIDS Hotline 1-800-232-4636
- American Cancer Society 1-800-227-2345

- Baby Steps 360-2717
- Center for Children & Family 364-1420
- Center for Disease Control 1-800-232-4636
- Child/Adult Abuse Hotline 1-800-522-3511
- Cleveland County Health & Guidance 321-4048
- Crossroads Youth & Family 321-0240
- Department of Human Services 573-8300
- Juvenile Intervention Center 360-4827
- Juvenile Services 360-4310
- Job Corps, Guthrie 1-877-282-9934 or 879-2044
- Juvenile Shelter 360-4310
- Moore/Norman Technology School 364-5763
- Norman Alcohol Information Center 321-0022
- Norman High School 366-5812
- Drugs Hotline & Drug Reach-out 1-800-522-9054
- Teenline 1-800-522-8336 3:00 p.m.-midnight
- Women's Resource Center 364-9424
- Safeline 1-800-522-7233
- Reach-Out Substance Abuse & Mental Health
271-2444

**STUDENT ASSISTANCE PROGRAM
ARE YOU CONCERNED ABOUT . . .**

Alcoholism
 Drug abuse
 Blended families
 Children of alcoholics
 Divorce
 Dysfunctional families
 Eating disorders
 Grief and loss
 Pregnancy
 Self Esteem
 Stress and peer pressure
 Teen Dads

Positive Role Models

IF SO...Contact the Norman High School Student Assistance Program (SAP).

The NHS SAP program endeavors to assist the affective needs of our students. Although the program is multifaceted, the backbone of the program at NHS lay in its SAP groups. SAP groups allow students to meet on a weekly basis to discuss selected issues. Confidentiality and acceptance are stressed to create a safe environment for the exchange of ideas. Contact any of our counselors for additional information and meeting times.

TEXTBOOKS

Students will be issued textbooks during enrollment. Each textbook is bar-coded and checked out directly to the student. With this system, there is no question about which student is accountable for which book. *Students should write their names on the inside of the textbook cover in the space provided. Students must also write the barcode number on page 25 of the textbook.*

Students are responsible for the books issued to them. Each student will be held accountable for returning his/her books on time and in good condition. Students should check their books for any damage immediately after receiving them. If any damage is found, the student must report it to the textbook office within the first two weeks of the semester in which the book was issued.

Notes will be entered for the specific bar-coded copy so that a student will not be held responsible for damage done by a previous user. If a student does not report any damage to the textbook office within this length of time, it must be assumed that he or she is responsible for any damage done to the book and will be assessed a fine. If a barcode comes loose from a textbook during the year, the student should immediately take the textbook to the textbook office. The

textbook aide will replace the barcode at this time. **A student will not get credit at the end of the year for turning in a textbook without a barcode.**

Each student is expected to return all textbooks to the textbook office on or before the due date. These books must be returned on time so that other students have access to the books during the school year and accurate orders can be done at the end of the school year.

At the beginning of the school year, students will be denied parking privileges, report cards will be held in the office, participation in extra-curricular activities may be affected, and enrollment may be delayed until all debts are cleared from the records.

TOYS

Toys are not to be brought to school. They will be confiscated and returned to parents upon request.

VISITORS

Visitors to campus must check in at the Main Office. They must wear a visitor's badge or an office aide, counselor, or administrator will escort them. Students from other schools may not visit classes with friends. Visitors to the campus must abide by the same rules of conduct, as do the students, including the prohibition of all tobacco products and wireless telecommunications devices. Visitor parking is available in the visitor parking lot located directly in front of the high school. Visitors parking in student lots risk tickets, fines, or towing of their vehicle.