

## **Duncan High School**

P. O. Box 1548

Duncan, OK 73533

(580) 255-0700 Fax (580)252-2445

[www.duncanpublicschools.org](http://www.duncanpublicschools.org)

# **Student Handbook 2008-2009**



### **Mission Statement**

*In partnership with the parents and the community, Duncan High School is committed to providing quality instruction in a creative and supportive environment and to preparing each student to function ethically and productively in a diverse and global society.*

## Table of Contents

Asbestos Hazard Emergency Response Act .....	5
Mission Statement .....	6
Statement of Philosophy.....	6
School Creed .....	6
2008-2009 School Calendar.....	6
Accidents.....	7
Administration – Central Office .....	7
Administration - Duncan High School .....	7
Alma Mater .....	7
Announcements.....	7
Assemblies .....	8
Attendance Policy.....	8
Attendance Policy (State) .....	10
Attendance Eligibility .....	11
Bell Schedule .....	11
Board of Education .....	11
Bus Information .....	12
Cafeteria .....	12
Change of Address.....	13
College Admission - High School Requirements.....	13
College Day.....	13
Concurrent Enrollment.....	13
Corporal Punishment - Duncan Public Schools Policy .....	14
Corridor Passes .....	14
Counseling and Guidance .....	14
Credits Accepted for Graduation .....	15
Credit Recovery Program .....	15
Detention.....	15
Diploma of Distinction.....	16
Discipline and Control of Students - Board of Education Policy .....	16
Dress and Appearance Regulations.....	16
Drills.....	17
Driver's Education .....	17
Drug Testing Program – Board of Education Policy (Student) .....	17
Education Plan during Out-of-School Suspension .....	17
Electronic Devices.....	18
Eligibility in the Block Schedule .....	19
Encore.....	19
Encore Guidelines for Students: .....	19
Encore & Closed Campus at Lunch for 9 <sup>th</sup> Grade .....	20
Enrollment Guidelines .....	20
Extra-curricular Activities .....	21
Grade Point Average.....	21
Grading System.....	22

Graduation Requirements – Class of 2009 .....	23
Graduation Requirements – Class of 2010 .....	24
Graduation Requirements – Class of 2011 .....	25
Graduation Requirements – Class of 2012 .....	26
Highly Qualified Teachers .....	27
Honor Roll.....	28
Honor Societies .....	28
In-School Intervention (ISI) .....	28
Internet Usage .....	28
Junior-Senior Prom.....	29
Leaving School During the Day .....	29
Library Regulations .....	29
Lockers .....	30
Locks .....	30
Lost and Found .....	30
Make-up Work .....	30
North Central Association .....	30
Nurse .....	31
Objectives.....	31
Perfect Attendance.....	32
Proficiency Based Promotion Policy & Testing Schedule.....	32
Red River Technology Center .....	32
Scholarships.....	32
Scheduling and Schedule Changes.....	32
School Day .....	33
School Records (FERPA) .....	33
Secret Societies .....	33
State Attendance Law .....	33
Student Behavior .....	33
Student Council.....	34
Student Insurance .....	34
Student Participation.....	34
Telephone Usage .....	34
Textbooks.....	35
Vehicle Regulations .....	35
Victory Song.....	35
Visitors .....	35
Weighted Courses.....	36
Wireless Communication .....	36
Withdrawal from School .....	36
Withdrawal from School to Homeschool.....	37

## Welcome

To the Students and Parents of Duncan High School:

We are pleased to provide this student policy handbook for Duncan High School. This handbook may be used as a ready reference to the Duncan Board of Education policies that directly affect students. We hope that its use will result in a clear understanding of what is acceptable, expected and required of our students. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Duncan High School will not waive students' responsibilities simply because a state regulation, district or building policy is not included in this handbook.

The policies are written to comply with both federal and state statutes; therefore, policies may be added or amended during the school year. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the student's responsibility to know the rules that they must live by in this school. If you have any questions regarding the policies, please feel free to contact the office.

The staff wishes each student a successful school year. We encourage open communication between parents and teachers, and we ask parents to bring their concerns to the school's attention so they can be resolved at the lowest level. We also encourage each parent or guardian to become involved in your child's education, not only by reading this handbook but also by visiting Duncan High School. Our doors are always open.

Sincerely,

Gary Reed  
Principal

## **Asbestos Hazard Emergency Response Act**

### Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 1607 W. Beech and/or each campus, upon request.

## Mission Statement

In partnership with the parents and the community, Duncan High School is committed to providing quality instruction in a creative and supportive environment and to preparing each student to function ethically and productively in a diverse and global society.

## Statement of Philosophy

1. The school should understand its role in the community and through its diversified curriculum and services provide development opportunities for all students.
2. The school should prepare the student to the best of his/her ability to take his/her place in society as a responsible, involved citizen of the world.
3. The community should provide support to the school through financial efforts, and cultural and educational endeavors thereby creating a partnership in education.
4. The school should recognize that students progress at different rates and learn through different modalities; thus, the school should enhance individual development.
5. The school should provide the student with a physical environment conducive to learning: well-maintained buildings; a safe, orderly climate; necessary equipment and materials; and an efficient and qualified staff.
6. The school should encourage trust, respect, positive relationships, and cooperation among students, teachers, administrators and the community.
7. The school should also provide students with the skills necessary to adapt to an ever-changing society and job market.
8. The school should provide the student with the opportunities to acquire the skills and the knowledge necessary to lead a productive life.
9. The school should instill in the student the desire to learn, the acquisition of learning skills, and the understanding that education is never ending.
10. The school should promote a positive feeling of self-worth, acceptance, and self-assurance in the student.

## School Creed

*We, the students of Duncan High School, believe in the devotion to ideas that will promote clean living and guide our spiritual, physical, intellectual and social development. We believe that a spirit of fair play should be manifest in all our transactions with one another. We believe that Duncan High School offers us the opportunity to train for worthy citizenship and life of usefulness. We therefore pledge ourselves to be loyal to Duncan High School and to the ideals for which it stands.*

## 2008-2009 School Calendar

First Day of School.....	August 14
Labor Day Holiday .....	September 1
Parent-Teacher Conference .....	September 11 & 12
End of First Nine Weeks .....	October 15
Fall Break .....	October 16 & 17
Thanksgiving Holiday .....	November 26, 27 & 28
End of Second Nine Weeks.....	December 19
Winter Break .....	December 22 – January 2
Classes Resume .....	January 5
Professional Day.....	January 19
Parent-Teacher Conference .....	February 5 & 6

End of Third Nine Weeks.....	March 6
Spring Break.....	March 16-20
Inclement Weather.....	April 10
Inclement Weather.....	April 24
Inclement Weather.....	May 8
Inclement Weather.....	May 15
Last Day of Classes.....	May 21
Commencement.....	May 21
Teacher Work Day.....	May 22

**Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Administration – Central Office**

Dr. Sherry Labyer.....	Superintendent of Schools
Larry David.....	Assistant Superintendent
Glenda Cobb.....	Assistant Superintendent
Liz Fawbush.....	Finance Director
John Hopper.....	Transportation & Maintenance Director
J.D. Taylor.....	Supervisor Technical Services
Kathie Brown.....	Supervisor Student Services/Technology

**Administration - Duncan High School**

Gary Reed.....	Principal
Tom Brack.....	Assistant Principal
Janice Gay.....	Assistant Principal
Burl White.....	Athletic Director

**Alma Mater**

*Hail to thee, our Alma Mater, Hail to thee,  
 Oh Duncan High School!  
 True to thee, where e're we wander; Loyal evermore!  
 Red and white, our royal colors, May we ever hold them high!  
 Truth and courage ever guide you, Duncan Demon High!*

**Announcements**

Announcements will be made to students over the public address system on the first day of each week. Daily bulletins will be posted in each classroom and office for all students to access daily information and announcements.

## **Assemblies**

All students are required to attend school assemblies. These are provided for educational experiences and are an important part of the school program. During the school year students will have the opportunity to attend a number of planned assemblies. Student cooperation and good behavior during assemblies will result in a more pleasurable experience for all. Some of these assemblies will be for the purpose of fostering school spirit, (usually in the form of pep assemblies). Others will focus on the many and varied talents of the student body such as dramatic or musical presentations. All assemblies will be the result of hard work and efforts of participants. Student behavior should reflect how he/she would like to be treated if he/she were one of the participants.

Follow these guidelines for attending assemblies:

1. Report to class. Your teacher will take attendance.
2. Wait until the announcement is given for you to report to the assembly.
3. Go quickly and quietly with your teacher to **your assigned seating area.**
4. Quietly stand at attention during the Flag Salute.
5. Reserve cheering and shouting for pep assemblies. Students who choose not to behave in accordance with the above guidelines will not be permitted to attend future assemblies. If the student body is rude, it will result in the cancellation of the assembly.

## **Attendance Policy**

### **Absence and the Ability to Receive Credit**

Students are allowed 5 days of absences per block. On the 6<sup>th</sup> absence, a student will receive no credit in that class. These absences can be an accumulation of Excused and Unexcused absences. The exception to the five (5) days is the Waived absences. The building principal shall have discretion to approve any absences over five (5) days per block.

Absences are marked waived, excused, or unexcused. Parents are asked to call the attendance secretary at 255-0700 or 252-6805 the day of the absence and each day thereafter that the parent wishes to excuse the student. No written notes can be accepted unless the parent does not have a phone. Parents may call 255-0700 Ext. 207 after school hours and leave a voice mail. Students must be cleared on their absence by 12:00 p.m. the day the student returns to school. Every attempt will be made by the attendance office to contact the parent when a student is absent.

Previous attendance will be considered when a new student enrolls in Duncan High School.

**Waived Absence:** This absence does not count against the five (5) day attendance for credit and allows students to make-up work. Parents must contact the school the day of the absence or by 12:00 p.m. the day the student returns. Students not cleared by 12:00 p.m. will receive an unexcused absence.

- \*In-school appointments (counselor, principal, nurse)
- Medical or dental appointments with verification from the medical professional indicating the day and time of the appointment (turned in to the office no later than 5 days after the appt.)
- \*Legal matters (subpoenaed court appearances) (must provide verification of subpoena)(Jury Duty)
- Death of immediate family member (Required parent verification)
- Observance of holidays required by student's religious affiliation (Requires parent verification)

- \*Seniors will be allowed two (2) college days with written verification from the college visited
- \*Any day a student serves as a page for the State or National Legislature (not to exceed five days, with appropriate documentation)

**Excused Absence:** This absence does count against the five (5) day attendance for credit and allows students to make-up work. Parents must contact the school the day of the absence or by 12:00 p.m. the day the student returns. Students not cleared by 12:00 p.m. will receive an unexcused absence.

- Illness substantiated by a parent phone call
- Vacation/Trips – The school administration neither encourages nor condones students missing school for trips and family vacations. However, the reality exists that students may have to miss school to accompany their parents on such vacations/trips. **Please check published final schedules prior to making vacation plans.** (Parents should contact a principal at least two (2) weeks in advance)

**Unexcused Absence:** This absence does count against the five (5) day attendance for credit. Unexcused absences could result in disciplinary action from the principal

- Truancy (absence without knowledge or excuse from a parent)
- Leaving school without a “permit to leave” pass. Students may not leave school for any reason without a pass
- No call from parent the day of the absence
- Participation in any kind of “skip day”
- Participation in any activity not authorized by the principal
- Sophomores, Juniors, and Seniors who leave at lunch and do not return must have a parent call that afternoon or they will be truant
- Being ill and staying in the restroom instead of checking in with the nurse or office
- Coming to school but failing to attend class
- Extenuating circumstances determined by the principal to be an unexcused absence.

A student will be marked absent according to the ruling of the State Department of Education. Please refer to the State Attendance Policy. **A student attending Duncan High School must be in class for a minimum of one (1) hour and ten (10) minutes for each 85-minute period.**

When the student is absent from school a parent or guardian will telephone the school as early as possible that day to report the absence and the reason. The parent must call the school each day the student will be absent. When a parent or guardian does not call the school, we will assume that the student is truant and the student may be referred to the Duncan High School Parent Liaison and could result in disciplinary action from the principal.

**Make-Up Work:** Make-up work for absences, which meet the attendance criteria above, will be considered for full credit. The number of days allowed to make up missed assignments shall equal the number of days absent.

Upon returning to school it is the student’s responsibility to ask for and to make-up work missed during an absence.

- One day must be allowed for each day of absence to make-up work. Teachers may grant an extension with extenuating circumstances
- After a student is absent 2 or more days, the parent should call the office and request assignments for the student. Contact should be made to the office by 10:00 a.m. to give the teacher’s time to get the assignments together by 3:00 p.m. that day. Requests made to the office after 10:00 a.m. will result in assignments being ready by 3:00 p.m. the following day.

- If a student is absent for semester tests, tests must be made up. A zero “0” will be averaged into the grade for recording purposes until the test is made up. If the absence is due to vacation, permission to make-up work should be obtained in advance from the principal.
- Tests, other than the semester, may be scheduled through the year. All students in attendance should take exams as scheduled. Test dates and assignment deadlines announced when a student is in class will still be in effect even though the student may be absent between the announcement and the deadline. It is the student’s responsibility to contact the teacher to request an extension of a deadline prior to returning to class.
- The principal will make the final decision concerning unusual circumstances

**Tardies:** A student is tardy if he/she is not in his/her classroom when the tardy bell rings.

- 3 tardies in a class for the block will be counted as an unexcused absence
- The 4<sup>th</sup> and subsequent tardy will result in disciplinary action by the principal

### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:
  - a. the school administrator of the school district where the child attends school, and
  - b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the

student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

- d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **Attendance Eligibility**

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one course. Excluded from this number are state and national levels of school-sponsored contests. Also excluded shall be any activity where a student is to be honored or is to receive an award.

A student who has not followed the Duncan High School Attendance Policy may become ineligible. The principal may make exceptions for valid reasons.

### **Bell Schedule**

7:45.....	Building opens
8:25.....	First bell
8:30 - 9:50 .....	First period
10:00 -11:25 .....	Second period
11:30 -11:55 .....	Encore
11:55 -12:25 .....	Lunch
12:30 - 1:55 .....	Third period
2:05 - 3:30 .....	Fourth period
3:30 - 3:45 .....	Conference

*Note: The bell near the end of a period indicates that it is time for the period to end. Only the teachers can dismiss the classes.*

### **Board of Education**

Lisa Presgrove .....	President
Kevin Kinnaird .....	Vice President
Lisa Thomas .....	Member
Chris Deal.....	Member
Eric Davis.....	Member
Dr. Sherry Labyer .....	Superintendent of Schools
Sherry Taylor.....	Board Clerk

## **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is **252-3496**. Riding a bus is a privilege. Disciplinary problems can lead to the student's permanent removal from the bus.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. During the lunch period, students must stay out of those areas of the buildings that are having classes.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

Students who bring lunches from home must eat them in the cafeteria. Milk may be purchased in the cafeteria.

The Duncan Public School Child Nutrition Department requests a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance.

If an account becomes a negative balance; the cafeteria cashier will contact the parent/guardian by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal. Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expressing an interest in applying for free and reduced meals. At the time of the written request, a five (5) day extension of meal charges will be granted. If the parent/guardian has not remitted payment within the five day extension, the cafeteria cashier will notify the parent/guardian by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing.

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by Child Nutrition.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are encouraged to fill out a Free and Reduced Meals application (one per family). The guidelines to qualify change every year. The information on this application is strictly confidential.

Ala carte items are offered daily. Items are offered that range from fifty cents to \$1.50. This area is strictly CASH ONLY. No charges are allowed, however, checks will be accepted for the amount of purchase.

## **Change of Address**

Students who change their residence or telephone number after enrollment should report the change promptly to the office.

## **College Admission - High School Requirements**

See “Graduation Requirements.”

## **College Day**

Duncan High School Seniors will be allowed two (2) days during the year to visit college campuses. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

## **Concurrent Enrollment**

Duncan High School Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 6 semester hours and to Juniors who meet specific requirements. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor.

In order to enroll concurrently in college coursework, students must meet the following requirements:

Seniors: ACT composite score of 20 or higher OR 3.0 GPA AND rank in the top 50% of high school graduating class.

Juniors: ACT composite score of 23 or higher OR 3.5 GPA.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, for the purposes of calculating workload, one-half high school credit shall be equivalent to three semester-credit-hours of college work. (One-18 week course or combination of courses at Duncan High School will be the equivalent of 6 semester-credit-hours of college work.) Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

Concurrently enrolled students will receive 1 Carnegie unit for each 3 semester hour college course passed.

## Corporal Punishment - Duncan Public Schools Policy

- A. The following guidelines shall be applicable to all students, regardless of grade level.
1. Only ordinary or reasonable force is to be used.
  2. In determining for each student what is ordinary or reasonable force, the person responsible for administering punishment shall consider the nature and severity of the misconduct, attitude and past behavior of the student, availability of less severe but equally effective means of punishment, severity of punishment and the age and physical condition of the student.
  3. Means of discipline other than corporal punishment shall be given first consideration.
  4. Corporal punishment should be used only when the past behavior of the student or severity of the misconduct suggest that other means of discipline have not or will not be equally effective as a deterrent to further misconduct.
  5. Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her version of the disruptive event for the purpose of demonstrating that corporal punishment is not warranted.
  6. Corporal punishment shall not be administered to any student whose parent or guardian has requested in writing, delivered to the building principal at the school attended by such student, that corporal punishment not be administered to such student.
  7. Corporal punishment shall not be administered to any student with a disability, as such term is defined by the Individuals with Disabilities Education Act, 20 U.S.C. SSI400, et. seq. ("Idea"), Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. S794 ("Section 504"). The Americans with Disabilities Act of 1990, 42 U.S.C. SS12201, et. seq. ("ADA) and/or any regulations promulgated in connection with any of said acts.
  8. Corporal punishment shall not be administered in the presence of any other student.
- B. The following guidelines shall be applicable only to students in grades 9 through 12.
1. Corporal punishment shall be administered only by the principal or assistant principal.
  2. Except in extraordinary circumstances, no student shall receive more than three swats for any single act of misconduct or per school day.
  3. In the event the parent or guardian of a student has requested that corporal punishment not be administered, such student shall be subject to all other means of discipline including suspension.
  4. Except in extraordinary circumstances, corporal punishment shall be administered in the presence of at least one other certified employee who is the same sex as the student.

## Corridor Passes

Corridor passes are issued by the teacher when a pupil leaves the room for any reason. The pass must be signed by the teacher issuing it with the time of departure and destination. The pass should be signed by the receiving person and returned to the teacher who issued the pass. A pass is to be used for one destination only. Other teachers' classes are not to be interrupted. It is the responsibility of the student to secure a hall pass from his/her teacher. **If a student wishes to see a teacher during his/her conference period, arrangement for this must be made in advance.**

## Counseling and Guidance

The chief responsibility of counselors is to assist individuals with personal, educational and vocational counseling. Everyone needs a person with whom he or she can discuss, frankly and confidentially, the things which may be bothering him or her. Counselors are the people at Duncan High School who can help students. They will do their best to see that students are scheduled into proper classes, help students think through plans for the future and tell students about the

various occupational fields. Counselors will assist students in any way they can so high school will be a pleasant and profitable experience. Students may contact a counselor by obtaining a pass from a classroom teacher, during the lunch period or before or after school. Students, 9<sup>th</sup> through 11<sup>th</sup> grade, will be divided alphabetically.

Senior Counselor: Misty Wade (ext. 215)

9<sup>th</sup> – 11<sup>th</sup> grade Last Name beginning with A – L: Mike Moss (ext. 220)

9<sup>th</sup> – 11<sup>th</sup> grade Last Name beginning with M – Z: Micheal Barrick (ext. 216)

District Test Coordinator – Dale Harris (ext. 235)

### **Credits Accepted for Graduation**

Duncan High School will recognize and accept credits toward graduation from any state-accredited high school. DHS will also accept any credit approved by the Oklahoma State Department of Education including career-tech courses taken for Math or Technology credit.

### **Credit Recovery Program**

Any student who fails or has failed a block/semester of a core curriculum class is required to attend a Credit Recovery Class during the Encore /lunch period. Make-up classes for failed core curriculum courses will no longer be offered to students during the regular 4-period day provided that a Credit Recovery Class is available for that subject area.

Attendance is required in the Credit Recovery Class until the student demonstrates an 80% competency level of the failed course. Once that level of competency is achieved, the student will receive a passing grade, and the student will be excused from the class. If at the end of the block/semester the student is not able to demonstrate 80% competency, he/she will continue the class during the following block. If the student does not complete the course, he/she will receive a failing mark for the class. Students who do not meet attendance requirements or who become a discipline problem will be dismissed from the Credit Recovery Class. If a student is removed from Credit Recovery, he/she will be required to earn credit during summer school at their own expense or through some other means outside of the regular high school curriculum.

Students will receive a pass/fail grade in place of a letter grade for the Credit Recovery Class. This grade will not replace the original grade on the transcript, but the credit earned will count toward graduation. The pass/fail grade will not affect the student's GPA.

Failure to report to the Credit Recovery Class will be treated as a regular absence. To excuse the absence the student's parent/guardian must contact the school according to the guidelines set in the Duncan High School Student Handbook.

If a student has been assigned Encore by one of his/her regular classroom teachers, he/she must check in with an Encore pass and be excused from the Credit Recovery Class. If the student does not present an encore pass, he/she will not be excused.

### **Detention**

Detention period is a time when the student is assigned to stay before or after school for any infraction of acceptable student behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. The detention period will be set by the teacher or by administration. Each student placed in the detention period will report to the place designated by the teacher or administration. The student is required to bring school work or reading materials to detention or they will not be admitted to the detention room.

## Diploma of Distinction

The Board of Education will award a Diploma of Distinction to students who meet the following criteria:

### *Criteria for Diploma of Distinction for the Senior Class of 2009 and 2010*

Earn: Four credits in Math, Science, English, and Social Studies

Earn: Two credits in Foreign Language (2 years of same language) or

Two credits in Computer Technology (all computer-based courses except Keyboarding)

[One Foreign language and one computer course will not meet this requirement.]

Earn: One-half unit in Technology if Technology option above is not met.

Earn: Two credits in Fine Arts (Music, Drama, Art, or Advanced Academics)

Achieve a satisfactory score or above on all End of Instruction tests.

Maintain at least a 3.25 grade point average based on a 4.0 scale.

Students who have questions regarding the Diploma of Distinction or the courses that meet the minimum requirements, should contact their counselor.

Beginning with the Class of 2011, Duncan High School will no longer offer a Diploma of Distinction.

## Discipline and Control of Students - Board of Education Policy

Duncan High School shall adhere to the Discipline Policies established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### Dress and Appearance Regulations

The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative staff.

The individual building principal (s) or his/her authorized representative will have the authority and responsibility to make the final decision determining if wearing apparel and personal appearance is in **violation of moderation, good taste, regulations, or is disruptive to the educational process.**

All Students:

- All clothing should be of a length within the parameters of good taste.
- Shorts and skirts should be no shorter than mid-thigh.
- Bare midriffs and/or exposed undergarments are not allowed.
- Low cut or revealing tops are not allowed.
- Attire that promotes alcohol, tobacco or other controlled substances will not be permitted.
- Attire that displays language or illustrations offensive to the general population may not be worn.
- No gym shorts or athletic shorts are allowed.
- Tank tops for either boys or girls are not allowed.
- All clothing should be of a length within the parameters of good taste.
- Bare midriffs and/or exposed undergarments are not allowed.
- Hats, caps, or head covering of any kind will not be permitted in school buildings.
- Shoes are required.

- Pants must be worn on or above the hip. (No sagging.)
- Clothing that is tattered, ripped or has holes is not appropriate to wear during school time.
- Any clothing style or symbol recognized as having gang association is not appropriate school attire. Any change in parameters will be communicated to the student body and the general population through announcements, local media and DTV.
- Metal combs, heavy metal belts or other paraphernalia which could be used as weapons should not be carried or worn to school.

### **Drills**

Practice drills will be held from time to time throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student.

1. The signal for a fire or a fire drill is an ambulance-type siren.
2. The signal for a tornado will be a European-type siren.
3. The signal for all other emergencies or emergency drills will be an announcement over the school intercom system.

### **Driver's Education**

Enrollment for Driver's Education will be decided by grade classification and age. Seniors will have first priority, then juniors, sophomores and freshmen. Ninth grade enrollment will be decided by age. Older students will have first priority. All students enrolled in Drivers Education must be at least 15 years of age on or before the first day of class. If a student fails Drivers Education during the regular school year, they will not be allowed to enroll again during the current school year but they will be able to attend the summer sessions at their own expense if they so choose.

Students who are enrolled in Drivers Education receive a Certificate of Enrollment/Certificate of Completion card (green card.) If a student loses this card, he/she may apply for a replacement card in the Registrar's Office. The processing fee for a replacement card is \$5.00, due at the time the replacement card is ordered. The processing time is 48 to 72 hours.

### **Drug Testing Program – Board of Education Policy (Student)**

Duncan High School shall adhere to the Student Drug Testing Program policy 6012-2 established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Education Plan during Out-of-School Suspension**

Pursuant to 70 O.S. 24-202.3 (D), Duncan Public Schools provides the following out-of-school education plan for students suspended for six (6) days or longer.. The education plan is designed for the eventual reintegration of the student. The education plan provides only for the core units\* in which the students is enrolled. A copy of the education plan is provided to the student and the student's parent or guardian. It is the responsibility of the parent or guardian to provide the following until the student is readmitted to school:

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.
2. Monitor the student's educational progress while the student is on the education plan during the out-of-school suspension.

\*Core units in which the student is enrolled in include: English, mathematics, science, social studies and fine arts.

Academic credit for work satisfactorily completed:

The student will receive 90% credit for work satisfactorily completed during the education plan. "Satisfactorily completed" means academic work completed and turned in to the school district on the required date and time.

Example: Assignment score of 87 points x .90 = 78 academic credit points

All academic work completed by the student during the out-of-school suspension that is not part of the education plan will receive an academic score of zero (0). All academic work completed as part of the education plan, but not turned in to the school district on the required date will receive an academic score of zero (0). A grade of zero (0) for each assignment that is not a part of the education plan and for each assignment that is a part of the education plan but is not completed and turned in on the required date will be averaged in with the grades the student earned prior to and after the out-of-school suspension to find the grade that the student will earn for the grading period(s) involved in the out-of-school suspension.

Procedure for receiving and turning in student assignments pertaining to the education plan during the out-of-school suspension:

1. Parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment no sooner than 3:30 p.m. nor later than 4:00 p.m. each school day unless prior arrangements have been made with the administration.
2. All assignments must be turned in to the school office no later than 8:00 a.m. on the school day after the assignments were given unless the teacher provides other directions.

### Electronic Devices

Personal electronic devices (which include, but are not limited to, cameras, MP3 players, PSP's, CD players, radios, electronic games, etc.) are deemed to be potentially disruptive and shall not be activated or used in school buildings or on campus. Electronic devices should be turned off and kept from sight. If an electronic device disrupts a class or is seen by a teacher or school employee, it will be confiscated.

Student possession and use of electronic devices (**does not include wireless communication devices – cell phones**) on school campus and while under the supervision and control of school district employees **is permitted** under circumstances described herein.

- Students may use these devices on campus before school begins, after school ends, and during the lunch period as long as the devices are not disruptive. However, if a student is asked by a teacher or school employee to put the device away, the device must be turned off and put away immediately.
- These devices must be kept out of sight and turned off in all school buildings and in the classroom unless otherwise directed by the classroom teacher. Electronic devices may be used in the classroom if permitted by the classroom teacher.
- Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take the device away from students if used during the times not permitted. Unauthorized use of such devices may lead to disciplinary action.
- Disciplinary action may include but is not limited to the following:
  1. The first offense will result in the device staying in the principal's office for five (5) days or until released to a parent/guardian and student will be assigned one (1) hour of detention.

2. The second offense will result in the device staying in the principal's office for five (5) days or until released to a parent/guardian and student will be assigned two (2) hours of detention.
  3. On every offense thereafter, the device will stay in the principal's office for ten (10) school days or until released to a parent/guardian with student receiving three (3) days In-School Intervention (ISI) or other disciplinary action at the principal's discretion.
- Electronic devices lost or stolen while at school are not the responsibility of Duncan Public Schools.

### **Eligibility in the Block Schedule**

O.S.S.A.A. scholastic eligibility standards are required of all students participating in extra-curricular activity programs.

#### *Semester Grades:*

- A. OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. For block scheduling, a student must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the last 18-week grading period he/she attended 15 or more days. (1 credit = ½ Carnegie Unit).
- B. 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 they attend.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.

#### *Student Eligibility During a Semester:*

- A. For block scheduling, scholastic eligibility will be checked after two weeks (during third week) of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

### **Encore**

Encore is a class and will be treated as any other formal class period. Students will use encore only as an opportunity for individual instruction and enrichment. Academics are first priority, and encore will take precedence over organizational meetings or any other activity.

#### **Encore Guidelines for Students:**

1. Students may choose to attend encore as they have a need. Those students who do choose encore on their own are not required to remain for the entire period.
2. Teachers will require encore for students who are having academic difficulty. When students are assigned encore, they will be required to remain in that class for the entire period.
3. A teacher may not assign encore for more than one day at a time. If a student has already been assigned to encore, the student must provide evidence with an encore pass. At that time, the teacher will assign encore for the next available date.

*Sample Encore Pass*

**Duncan High School Encore Pass**

Today's Date \_\_\_\_\_ Period: 1 2 3 4 (circle one)

Student's Name: \_\_\_\_\_ 10 11 12 (circle one)

Is To Report To \_\_\_\_\_

Teacher's Signature

On: M T W Th F (circle one) Date:

**Encore & Closed Campus at Lunch for 9<sup>th</sup> Grade**

1. All students currently enrolled as Freshmen (9<sup>th</sup> Grade) at Duncan High School shall be required to attend an **assigned Encore Class from 11:30 a.m. to 11:55 a.m.** and to remain on campus for the **lunch period from 11:55 a.m. to 12:25 p.m.** (2<sup>nd</sup> period ends at 11:25 a.m. – Students will have 5 minutes to get to their assigned Encore Class.)
2. Students will **ONLY** be allowed to leave the campus during the Encore period or during the lunch period **with their parent or legal guardian. The parent or legal guardian must come to the Principal's office and sign the student out at the time the student leaves.** (Phone calls will not be accepted.)
3. Teachers will be assigned 6 to 7 students in each Encore Class. Teachers will take daily attendance. (Orthodontist appointments and doctor appointments will not be counted as absences in Encore if a note from the doctor or orthodontist is presented to the attendance clerk. A parent or guardian must sign the student out if the student leaves during the Encore period.)
4. Students should go to the cafeteria immediately following their Assigned Encore Class. All students will be supervised during the entire lunch period.
5. Any truancy from Encore may result in suspension. Any student leaving the campus during the lunch period without meeting the requirements in Item 2 may be assigned In-School Intervention.
6. Students who wish to be excused from their assigned Encore Class to attend Encore with another teacher must present a pass signed by the "other teacher" at the beginning of the assigned Encore Class. The "other teacher" will sign the pass at the end of the period. The student must return the signed pass to his/her assigned Encore teacher no later than the following day to prevent being counted absent.
7. Changes in these rules may be made by the principal at any time during the year. Students will be notified of any rule change in writing at least one week prior to the change taking effect.
8. Encore attendance will not be required during semester test days.

**Enrollment Guidelines**

New or returning students who wish to enroll at Duncan High School must provide the following:

1. A copy of the student's birth certificate.
2. A copy of the student's immunization record.
3. A copy of the student's transcript or a record of all grades previously earned by the student.
4. A copy of the student's withdrawal form from his/her previous school.
5. Proof of residence in the Duncan school district or an approved transfer.

It is the responsibility of the student or the student's parent or guardian to provide the records required for

enrollment. Duncan High School will assist the student in securing the required records by faxing or mailing a record request to the student's previous school. The student will not be allowed to enroll in Duncan High School until all required records are received by Duncan High School.

All students who enroll in courses at Duncan High School must adhere to the following guidelines:

1. A total of 12 units in Music (vocal or instrumental) is the maximum which may be counted toward the 28 unit graduation requirement. However, additional units in Music may be taken and credit received.
2. A total of 8 units in Physical Education and/or Health including Competitive Athletics, Cheerleading, and Pom is the maximum which may be counted toward the 28 unit graduation requirement. However, additional units in Physical Education, Competitive Athletics and Cheerleading may be taken and credit received.
3. The Office Procedures class is limited to juniors and seniors. Students may apply for the course, but may not enroll in it. The applications will be reviewed by the administration and counselors to determine who will be admitted.
4. All Students must enroll in 8 units. Students (juniors and seniors only) who are enrolled in Marketing classes may take a work release. A total of 4 units must be earned before a student in the 9th grade can be promoted to the 10th grade. A total of 12 units must be earned before a student in the 10th grade can be promoted to the 11th grade. A total of 20 units must be earned before a student in the 11th grade can be promoted to the 12th grade. A student must have earned 28 units before he/she qualifies for graduation from high school.
5. If a student is a fifth year senior and he/she can finish within the first term, then that student will be held to the previous year's requirements for graduation. If a fifth year senior does not satisfy the requirements for graduation during the first term, then that student will be held to the present year's requirements for graduation.

### **Extra-curricular Activities**

Every student is encouraged to attend and/or participate in all extra-curricular contests and activities.

### **Grade Point Average**

A student's cumulative Grade Point Average is determined by dividing the total number of quality points earned by the total number of courses taken. A student's current Grade Point Average is determined by dividing the number of quality points earned during the current grading period by the number of courses taken during the same grading period. Duncan High School's grading system is based on a 4.0 grading scale as follows:

A = 4 quality points  
B = 3 quality points  
C = 2 quality points  
D = 1 quality point  
F = 0 quality points

Students who take an accelerated class and earn a grade of "C" or higher shall receive an adjustment in their weighted grade point average. Duncan High School's weighted grading system will be based on a 5.0 grading scale as follows:

A = 5 quality points  
B = 4 quality points  
C = 3 quality points

Minimum Standards for the Weighted Program are:

1. Students must have taken prerequisite courses.
2. Student must receive teacher recommendation.

The weighted formula above will be used for weighted class ranking. The weighted quality points will be earned by taking courses weighted by Duncan High School.

### **Grading System**

Semester grades will be based on a 9-week period. Blocks 1 and 3 represent 1<sup>st</sup> semester work and blocks 2 and 4 represent 2<sup>nd</sup> semester work. The final grade will be determined by using numerical averages rather than the letter average.

Progress reports and/or report cards may be requested at any time by a parent/guardian.

~~This is the~~ Duncan High School grading scale:

90 -100	A	Excellent
80 - 89	B	Above Average
70 - 79	C	Average
60 - 69	D	Below Average
Below 60	F	Failing
No Credit	NC	No Credit due to late enrollment or other Circumstance (Excluded from GPA)
No Credit due to lack of Attendance	NCA	No Credit regardless of grade (Excluded from GPA)

Students who do not complete a course because of illness or other excused absence will receive the grade that their average represents at the time grades are due to be turned in to the office. When the student completes the make-up work within the time allowed, the teacher will change the student's grade. No grade of "I" or "Incomplete" will be used.

Class rank and GPA will be based on a 4.0 Grading Scale. Weighted rank and GPA will be provided upon request.

## Graduation Requirements – Class of 2009

<b>Minimum Grad Requirements for Class of 2009</b>			<b>Diploma of Distinction Requirements-Class of 2009</b>		
Area	Credits	To Be Selected From	Area	Credits	To Be Selected From
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)	English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)
Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, or Math of Finance	Math	4	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, or Math of Finance
Science	3	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics	Science	4	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics
Social Studies	4	Oklahoma History, World History, US History, Government	Social Studies	4	Oklahoma History, World History, US History, Government
Fine Arts	2	Art, Music, Band, Drama	Fine Arts	2	Art, Music, Band, Drama
Electives	12	Any course not already taken	Foreign Language/Technology	2	2 credits of the same foreign language or 2 credits of Technology (Keyboarding will not count)
Total Credits	28		Technology	.5	Any computer technology course except Keyboarding. If technology requirement is met above, this is not required.
<b>College Admission Requirements for Class of 2009</b>			Additional Requirements	NA	Minimum GPA of 3.25 and Satisfactory or Above on all End of Instruction tests
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)			
Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus			
Science	2	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics			
Social Studies	2	World History, US History			
Citizenship	1	Government			
Additional Requirements	3	Any course from above not already counted, Economics, Computer Science courses, or Foreign Language courses.			

### Graduation Requirements – Class of 2010

College Preparatory (SB-982) Curriculum Class of 2010			State/District Graduation Requirements Class of 2010		
Area	Credits	To Be Selected From	Area	Credits	To Be Selected From
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)	English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)
Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, or Calculus	Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, Math of Finance, etc.
Laboratory Science	3	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics	Science	3	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, or Physics. Also Earth Science and approved Ag classes
History & Citizenship	4	Oklahoma History, World History, US History, Government	Social Studies	4	Oklahoma History, World History, US History, Government
Foreign Language/Technology	2	2 credits of the same Foreign Language or 2 credits of Technology	Fine Arts	2	Art, Music, Band, Drama
Fine Arts	2	Art, Music, Band, Drama	Electives	12	Any course not already taken
Electives	10	Any course not already taken	Form on File		DHS must have a form on file, signed by a parent/guardian, indicating that the parent/guardian has selected the <i>State Graduation Requirements</i>
Total Credits	28		Total Credits	28	
Diploma of Distinction Requirements-Class of 2010					
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)	Science	4	Biology (Required), Physical Sci, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics
Math	4	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, or Math of Finance	Social Studies	4	Oklahoma History, World History, US History, Government
Fine Arts	2	Art, Music, Band, Drama	Technology	.5	Any computer technology course except Keyboarding. If technology requirement is met above, this is not required.
Foreign Language/Technology	2	2 credits of the same foreign language or 2 credits of Technology (Keyboarding will not count)	Additional Requirements	NA	Minimum GPA of 3.25 and Satisfactory or Above on all End of Instruction tests

### Graduation Requirements – Class of 2011

College Preparatory (SB-982) Curriculum Class of 2011			State/District Graduation Requirements Class of 2011		
Area	Credits	To Be Selected From	Area	Credits	To Be Selected From
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)	English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)
Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, or Calculus	Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, Math of Finance, etc.
Laboratory Science	3	Limited to Biology, Physical Science, Anatomy/Phys, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics	Science	3	Biology (Required) Physical Science, Anatomy/Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, or Physics. Also Earth Science and approved Ag courses.
History & Citizenship	4	Oklahoma History, World History, US History, Government	Social Studies	4	Oklahoma History, World History, US History, Government
Foreign Language/ Technology	2	2 credits of the same Foreign Language or 2 credits of Technology	Fine Arts	2	Art, Music, Band, Drama
Fine Arts	2	Art, Music, Band, Drama	Electives	12	Any course not already taken
Electives	10	Any course not already taken	Form on File		DHS must have a form on file, signed by a parent/guardian, indicating that the parent/guardian has selected the <i>State Graduation Requirements</i>
Total	28 Credits		Total	28 Credits	

### Graduation Requirements – Class of 2012

College Preparatory (SB-982) Curriculum Class of 2012			State/District Graduation Requirements Class of 2012		
Area	Credits	To Be Selected From	Area	Credits	To Be Selected From
English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)	English	4	English I, English II, English III, English IV (Regular, College Bound, or AP)
Math	3	Limited to Algebra I, Geometry, Algebra II, Algebra III, Trig, Calculus, etc. A minimum of 3 courses must be taken while in grades 9-12.	Math	3	Algebra I (Required), Geometry, Algebra II, Algebra III, Trigonometry, Calculus, Math of Finance, etc. A minimum of 3 courses must be taken while in grades 9-12.
Laboratory Science	3	Limited to Biology, Physical Science, Anatomy/Phys, Biology II, Biology II AP, Chemistry I, Chemistry II, Physics	Science	3	Biology (Required) Physical Science, Anatomy/ Physiology, Biology II, Biology II AP, Chemistry I, Chemistry II, or Physics. Also Earth Science and approved Ag courses.
History & Citizenship	4	Oklahoma History/Financial Literacy, World History, US History, Government	Social Studies	4	Oklahoma History/Financial Literacy, World History, US History, Government
Foreign Language/ Technology	2	2 credits of the same Foreign Language or 2 credits of Technology	Fine Arts	2	Art, Music, Band, Drama
Additional Course	.5	.5 credit selected from any of the above subject areas	Electives	12	Any course not already taken
Fine Arts	2	Art, Music, Band, Drama	Form on File		DHS must have a form on file, signed by a parent/guardian, indicating that the parent/guardian has selected the <i>State Graduation Requirements</i>
Electives	9.5	Any course not already taken	End of Instruction Tests		Must score Satisfactory or above on the Algebra I and English II End of Instruction tests and on two of the following five: Algebra II, Biology I, English III, Geometry, and U.S. History
End of Instruction Tests		Must score Satisfactory or above on the Algebra I and English II End of Instruction tests and on two of the following five: Algebra II, Biology I, English III, Geometry, and U.S. History			
Total	28 Credits		Total	28 Credits	

A high school student must demonstrate competency in at least **28 units of credit** or sets of competencies in grades 9-12 which must include the state-mandated curriculum (Priority Academic Student Skills) and meet all other state and local mandates to be eligible for graduation.

Local mandates may be waived if a student moves here from another school district which is not on block scheduling. The student's transcript will be evaluated by a committee, made up of the counselor, registrar, and principal, to determine if this student would be "on track" to graduate if it were not for block scheduling. If a student has failing grades in another school district, those failing grades will not be waived for graduation. A student must have been "on track" to graduate at their previous school. Under no circumstances can a student have fewer credits than the State of Oklahoma's minimum requirements for graduation.

In the event that a student is approved for a mandate waiver and later fails a block in any subject at Duncan High School, the waiver will be revoked and he/she will be required to meet Duncan High School's current graduation requirements.

Grade level and graduation requirements will be reviewed by committee based on the above criteria. The final decision will be determined by the high school Principal.

Students who have earned 27 credits by the end of the school year will be allowed to participate in the commencement exercises, but will not receive a diploma and will not be considered a graduate of Duncan High School until all requirements for graduation have been met.

In accordance with NCLB, students will be required to receive Art instruction from a Highly Qualified instructor. Therefore, the graduating class of 2010 will not be able to gain Humanities credit through their English courses. Students will be required to enroll in an art course, which will include but will not be limited to Band, Vocal Music, Art, Ceramics, or Drama.

### **Highly Qualified Teachers**

#### No Child Left Behind Act of 2001 Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Duncan Public Schools may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information.

## **Honor Roll**

In order to qualify for the Honor Roll, a student must have a grade point average of 3.25 for the block, and must not have any grade below a C. At the close of each grading period, names of students making the honor roll will be submitted to The Duncan Banner for publication.

## **Honor Societies**

Duncan High School participates in the National Honor Society and the Oklahoma Honor Society.

## **In-School Intervention (ISI)**

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades nine (9) through twelve (12) who have demonstrated that they cannot or will not abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the Principal (Assistant Principal). Additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall have a conference with the parent(s) or guardian of a student who is going to be assigned to the In-School Intervention program prior to the actual assignment. During such conference the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s) and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school, Youth Services and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 8:30 a.m. daily and remain in the In-School Intervention classroom until 3:30 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except under some type of emergency. The student may either bring his/her own lunch or purchase a lunch provided by the school cafeteria. Lunch will be eaten in the classroom in which the student is assigned.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## **Internet Usage**

All students will be required to read and sign an Internet Usage Agreement prior to accessing the Internet while on campus. Once students have returned their signed agreement, they will be presented with an Internet card that will be issued by the librarian. The Internet card will need to be visible while the student is accessing the Internet. The cards will allow all teachers to know if students have been granted permission to use the Internet or whether they have lost their privileges.

## Junior-Senior Prom

1. Prom will be open to all Duncan High School juniors and seniors, including those attending the E.D.G.E. Academy, who are currently attending classes and are not under administrative suspension.
2. Students ineligible due to attendance or grades will not be allowed to attend the Junior-Senior Prom.
3. Students who are eligible to attend Prom may invite a guest according to the following guidelines:
  - a. A Prom Guest Application must be completed and turned in to the Principal by the deadline set by the administration.
  - b. The guest must provide references that can and will be checked prior to Prom.
  - c. The guest must be approved by Duncan High School administration.
  - d. The guest must have purchased a Guest Ticket.
  - e. A Prom Guest must be at least a junior in high school and must not be older than 21 years of age.
  - f. A DHS student who brings a guest will be responsible for the guest's behavior. If a guest is removed from Prom, the DHS student who brought the guest will also be removed from Prom. No refunds will be given.
4. All eligible students and guests will be required to show photo identification upon arrival at Prom.
5. Students and guests will not be allowed to re-enter Prom after leaving unless permission has been granted in writing by a principal and they are escorted by a proper Prom sponsor (teacher, administrator, or security guard) to and from their destination.
6. Students' and guests' conduct will be regulated in accordance with the Duncan Public School's Policies and Procedures Handbook.
7. The dress code for Prom must adhere to the rules and regulations in the Duncan High School Handbook.
8. Students and guests may not remove decorations from Prom. Souvenirs and Invitations will be distributed by the Junior Class Sponsor following Prom. Photo I.D. must be presented to receive these items.
9. Students and guests must abide by the rules and regulations of the facility rented.
10. Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Discipline Policy of Duncan Public Schools.

## Leaving School During the Day

Only in the case of an emergency shall students leave the campus during school hours with the exception of lunch, and then only through clearance with the office. A student who goes home ill at noon without clearance from the office must have clearance from his/her parent before he/she can be readmitted to school. **No teacher has the authority to excuse a student to leave the campus.** Permission must be received from the principal's office. **Leaving school without receiving the "permit to leave building" pass from the office is truancy. This does include all 4<sup>th</sup> hour sports.**

## Library Regulations

The library is open from 7:30 a.m. to 4:00 p.m. It is maintained as a place to find information to supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

### Checking out materials

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students may check out a maximum of two books at a time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books,

magazines and pamphlets are loaned for overnight use.

3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.
4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Students and their parents/guardians are hereby informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility. Said person will have seven days after demand has been made to return the library media center materials or disciplinary/legal actions will proceed.

### **Lockers**

Students will be issued lockers and locks by request only. **Students will not be allowed to share lockers.** Students should not leave valuables or money in lockers. Any locker problems should be reported to the assistant principal. Students are to use only lockers assigned to them. Locker inspections are held at intervals. Students are responsible for keeping lockers clean and neat. If lockers are vandalized in any way, the student to whom the locker has been issued will be required to pay for the repair or restoration of the locker to its appearance and workability as it was on the first day of school.

### **Locks**

Only school locks may be used on lockers. Locks may be checked out from the office. There will not be a charge for the lock unless it is lost or damaged.

### **Lost and Found**

A lost and found department is maintained in the office. Students who find articles or who have lost articles should report this to the office.

### **Make-up Work**

Students who are tardy will not be allowed to make up the work missed due to his/her tardiness. Students who have an Excused Absence will be allowed to make up their work. Students who have a School Activity Absence will be allowed to make up their work. For any unexcused absence, a student will not be allowed to make up work and his/her grade will be zero.

### **North Central Association**

Duncan High School is a member of the North Central Association of Secondary Schools and Colleges. The NCA is an organization of colleges and high schools that maintain the highest intellectual, spiritual, and moral standards in America. Membership in the NCA may be compared to an A-1 Tag being placed on the local education institution. The benefits to students of Duncan High School are many. One would be the pride of being associated with a good organization; another would be that a graduate might enter any NCA College within or outside the State of Oklahoma. Each Duncan student can help maintain this desired rating by displaying proper attitudes toward his/her school and by striving to obtain satisfactory grade marks.

## Nurse

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

## Objectives

The objectives of the school and its staff should be to:

1. Maintain and encourage cooperation between school and community so that developmental opportunities will be offered in these areas for the student's continual growth.
2. Present to the student an adequate background in the core subjects which will enable him/her to his/her education, to score well on academic tests, and to function adequately in society.
3. Develop an understanding of citizenship which will enable each student to participate responsibly in our representative form of government.
4. Offer each student opportunities to participate in a number of activities, both intellectual and physical, that will contribute to the development of the whole person.
5. Provide a wide variety of skills to broaden the student's knowledge and enhance his\ her capabilities to function in society.
6. Acquaint each student with the cultural heritage of our local and global communities in order to develop a spirit of cooperation and an appreciation of our individual differences.
7. Establish a positive attitude toward learning and a sense of pride in the student.
8. Evaluate and incorporate innovative technology, methodology, and philosophy as it pertains to education.
9. Encourage students to be educationally flexible, realizing that vocations are no longer static and thus education is never-ending.

## OHLAP – Oklahoma Higher Learning Access Program

The Oklahoma Legislature has set up a program for 8th, 9th and 10<sup>th</sup> grade students that will help pay for their college education if their family's income is \$50,000 or less. The program is called the Oklahoma Higher Learning Access Program (OHLAP). Students must apply by the end of their sophomore year. Students should see their school counselors to enroll in the program.

### *Required Courses for OHLAP*

**4 Units in English** (grammar, composition, literature)

**2 units in Science** (Biology, chemistry, physics or any certified lab science. General science with or without a lab may not be used to meet this requirement.)

**3 units in Mathematics** (from Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement statistics.)

**2 units in History** (including 1 unit of American history)

**1 unit in Citizenship skills** (from economics, geography, government or non-Western culture.)

**2 units in Foreign or non-English language OR Computer Technology** (two years of the same language OR Courses in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics will qualify. Keyboarding or typing classes do NOT

qualify.) 1 foreign language and 1 computer course will not meet this requirement.  
**2 Additional units** from any of the subjects listed above.  
**1 unit Fine arts** (music, art, drama) **OR Speech**

**17 total units**

### **Perfect Attendance**

Perfect Attendance is awarded at the end of the school year at the annual Awards Assembly. Students may only miss two (2) hours of school during a school year to qualify for this award. Certificates will be awarded at the Awards Assembly to students with two or more years of perfect attendance.

### **Proficiency Based Promotion Policy & Testing Schedule**

As a result of HB 1017, students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:1

- |                   |                |
|-------------------|----------------|
| A. Social Studies | D. Languages   |
| B. Language Arts  | E. Mathematics |
| C. The Arts       | F. Science     |

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Students entering Duncan High School from a non-accredited high school or homeschool shall, upon providing written evidence of study in a particular core subject, have the opportunity to demonstrate proficiency in that specific subject. Proficiency will be demonstrated by a score of 60% or better on an assessment or demonstration. Students demonstrating proficiency in a core curriculum area will be given credit and a letter grade based on the percentile score earned on the assessment or demonstration. These students will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency assessment will measure mastery of the priority academic student skills (PASS).

The opportunity for proficiency assessment will be offered during August and April. Students should register with their counselor at least two weeks in advance for spring test. Summer testing requests will be received in the superintendent's office. A parent or guardian will need to sign the registration form.

### **Red River Technology Center**

Students enrolled in the afternoon session at the Technology Center are excused to leave their 2<sup>nd</sup> hour class at 11:15 a.m. to accommodate the time differences between the high school's and the Technology Center's bell schedules.

### **Scholarships**

There are numerous scholarships available upon graduation from high school. Information on scholarships and application forms may be obtained from the counselors.

### **Scheduling and Schedule Changes**

Students make out their schedule requests in March. Requests for classes must be approved by the school counselors. When final approval has been given, the students' requests are fed into a computer for scheduling and assignment. Students do not select their teachers.

## **School Day**

The school day is defined as any part of the day during which the students and/or faculty are expected to be at school, a school-sponsored practice or a school-sponsored activity. The day includes the lunch period if the student remains on the school campus.

## **School Records (FERPA)**

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: <http://www.ed.gov/offices/OM/fpco/>.

## **Secret Societies**

No recognition will be given to any fraternity, sorority or secret society by any employee of the Duncan Board of Education. Student activities will ignore the existence of such organizations. No evidence of membership shall be exhibited on school grounds.

## **State Attendance Law**

The law states that it shall be unlawful for a parent or guardian of a child over seven years of age and under eighteen years of age who has not completed four years of high school work to neglect or refuse to cause or compel such child to attend and comply with the rules of the school. Any parent, guardian, or child violating the above statute shall be guilty of a misdemeanor and upon conviction may be fined up to \$100.00 for each day said child does not comply with school attendance. Violators will be prosecuted. Students who are absent from school for 10 consecutive days will be dropped from school.

## **Student Behavior**

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to the school. Visitors judge a school by the neatness of the campus and parking lots. Please do your part in keeping the campus clean.

Students are to refrain from the following:

- Bringing hats to school
- Bringing soft drinks into any building.
- Bringing paper cups into any building.
- Locker misuse.
- Sitting in cars in the parking lot during lunch.
- Carrying cigarettes or tobacco on school property.
- Chewing and or dipping snuff or tobacco.
- Public display of affection.
- Entering the upstairs of the main building before school starts or during lunch.
- Entering the Science building or West building before school starts or during lunch.

During lunch time students are to mingle in front of the high school. There is to be no loitering around the science building, the west building, or west of the main building.

Students are expected to behave with dignity and treat others with respect. This includes the use of appropriate language and actions. Students who curse at a teacher, administrator or school staff person may be suspended for the rest of the day plus two more days or other disciplinary action at the principal's discretion. The same penalty applies for a student who swears at another student during a confrontation.

Students are not permitted to smoke, dip snuff or chew tobacco on or in the near vicinity of the school grounds or during any school activity away from school. A violation will result in immediate disciplinary action. **The possession and or use of any dangerous weapon or substance at school or at a school function will be grounds for immediate suspension from school.** Students found using drugs or alcohol or under the influence of drugs or alcohol at school may be suspended from school.

No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

## **Student Council**

### *Preamble to the Constitution*

"Recognizing the need for an organization for representation of the student body, to work independently and in cooperation with representatives of the school administration concerning matters of school activities, and esteeming highly the value of training in civic responsibility and the development of leadership, we associate ourselves together and for our school ordain and enact the following constitution..."

### *Membership*

The president, vice president, secretary and treasurer of the student body, our representative from each homeroom and chairman of standing committees are the council members. The principal and a teacher serve as advisers.

## **Student Insurance**

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a normal cost and is sold soon after school begins in the fall. It is recommended that all students taking physical education, athletics and shop classes participate in the program.

## **Student Participation**

No person shall, on the basis of race, creed, or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity in the Duncan Public Schools.

## **Telephone Usage**

A telephone for students' use is provided for students in the office. **This telephone is not to be used for social calls.** Students may use it before school, during the lunch period, and after school. Students will not be called out of classes to the telephone except for emergency calls only. **Students who need to use the phone during class time may do so ONLY with a note from the teacher.**

## Textbooks

All students will be issued appropriate textbooks in the basic subjects. Students and their parents are accountable for all issued textbooks and will be required to pay for lost or damaged books. Financial obligations: The principal may hold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook, library book, or until all financial obligations are cleared.

## Vehicle Regulations

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who drive a car or cycle to school must park in a school student parking lot. This is a school board regulation. Students who drive cars or motor bikes to and from school must get a parking permit from the office. This requires students to fill out an information card, pay the parking fee, and place a decal on the windshield of the car that he/she will drive to school. Place the parking decal on the inside of the lower right corner. Parking decals are \$5.00 per year. Students bringing any type of motor vehicle to school will leave it parked, except for lunch, until school is dismissed each day. Permission may be obtained from the office for the students to use such vehicle in case of an emergency. Students will not be permitted to sit in cars at any time. Students found sitting in cars are subject to disciplinary action.

The parking lot south of the cafeteria (Teachers' Parking Lot) is reserved for faculty, school employees and buses. **It is not to be used for loading or unloading of students from private automobiles .** Students are not to have automobiles in this area at any time. Students who park in the teachers' parking lot or who are dropped off or picked up in the teachers' parking lot will be disciplined.

No excessive noise will be tolerated in any parking lot. Excessive speed or reckless driving will result in disciplinary action. Cars should be kept locked at all times. Drivers are reminded that when transporting any passenger, they and their parents are financially liable in case of accidents. Any student parking without a decal may have his or her car impounded. Students who are parked improperly or refuse to purchase a parking decal or repeat violation of vehicle regulations may have his or her car towed off school property at the students' own expense.

## Victory Song

*DHS forever, that is our name.  
Never, oh never, will we lose our fame,  
Rah-rah-rah!  
We will fight forever on to victory,  
For we are bound together to eternity!*

## Visitors

Parents are welcome to visit Duncan High School at any time. Parents who desire to visit with any teacher may do so between 8:10 a.m. – 8:25 a.m. and between 3:30 – 3:45 p.m. each day along with meeting with teachers during their planning times. Please contact the office or the teacher to arrange for an appointment.

The school is open to properly accredited visitors at all times. A guest must secure a visitor's permit from the office. Students from other schools and young children are not usually admitted as visitors.

## Weighted Courses

- |                       |                                   |
|-----------------------|-----------------------------------|
| 1. French III         | 15. Chemistry II                  |
| 2. French IV          | 16. Physics                       |
| 3. French V - A.P.    | 17. Biology II                    |
| 4. Spanish III        | 18. Biology II A.P.               |
| 5. Spanish IV         | 19. Calculus                      |
| 6. Spanish V – A.P.   | 20. Algebra III                   |
| 7. English I Adv.     | 21. Trigonometry/Pre-Calculus     |
| 8. English II Adv.    | 22. Accounting II                 |
| 9. English III – A.P. | 23. Government - A.P.             |
| 10. English IV - A.P. | 24. U.S. History - A.P.           |
| 11. English III CB    | 25. Economics                     |
| 12. English IV CB     | 26. Concurrent Enrollment Courses |
| 14. Chemistry I       |                                   |

The above weighted courses are the only courses that will be considered weighted at Duncan High School. Students coming in from other schools will be able to count only the above courses.

## Wireless Communication

A student may possess a wireless communication device upon the prior consent of his/her parent or guardian and his/her building site principal or the superintendent upon the showing of a medical necessity or other circumstances deemed appropriate by the consenting principal and/or the superintendent.

Appropriate restricted use of telecommunication devices are defined as those described in paragraph or what may be defined as a real emergency (real threat of life or injury of student(s), teacher(s), staff, etc.) Permission to use telecommunications devices will be for the appropriate restricted use only, that is using a telecommunication device within the parameters mutually agreed on by the student, parent and building principal or the superintendent.

Failure to attain the building site principal's or the superintendent's permission for the use of a telecommunication device for any reason(s) other than the appropriate restricted uses described above may result in the following disciplinary action:

Disciplinary action may include but is not limited to the following:

- The first offense will result in the device staying in the principal's office for five (5) days or until released to a parent/guardian and student will be assigned one (1) hour of detention.
- The second offense will result in the device staying in the principal's office for five (5) days or until released to a parent/guardian and student will be assigned two (2) hours of detention.
- On every offense thereafter, the device will stay in the principal's office for ten (10) school days or until released to a parent/guardian with student receiving three (3) days In-School Intervention (ISI) or other disciplinary action at the principal's discretion.

- Wireless communication devices lost or stolen while at school are not the responsibility of Duncan Public Schools.

## Withdrawal from School

If a student is under 18 years of age, a parent or legal guardian must sign a withdrawal form before the student may withdraw from school. Once the form has been signed, the student will receive a copy of the withdrawal form to present to each teacher and to the librarian. Students who have school-owned books, equipment, supplies, or library

books, must return them to the teacher who distributed them. After the student gets each teacher's signature on the withdrawal form, the student is to return it to the office. When the student returns the withdrawal form to the office, the student will receive an unofficial copy of his transcript and immunization record. Any obligation to Duncan High School must be taken care of before official records will be sent to the school requesting them.

### **Withdrawal from School to Homeschool**

Duncan High School recognizes the right of every parent/guardian to homeschool their student if they desire to do so. To withdraw a student to homeschool, a parent/guardian must sign a regular withdrawal form at the high school and must present a letter to the Superintendent's Office stating their intent to withdraw their student from Duncan High School and their intent to homeschool their student. Duncan High School does not recognize credits earned by a student while a student is being homeschooled.