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NORMAN HIGH SCHOOL

STUDENT HANDBOOK



NORMAN HIGH SCHOOL

STUDENT HANDBOOK

2023-2024 School Year

911 W. Main

Norman, OK 73069

Telephone: 405-366-5812

Fax: 405-366-5945

www.normanpublicschools.org/NormanHigh

Hallie Wright, Principal



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TITLE IX COMPLIANCE POLICY

- I. It is the policy of the Norman Public Schools not to discriminate on the basis of race or sex in its educational programs or employment policies and practices and to comply with all federal nondiscrimination laws.
- II. Coordination of Title IX compliance will be the responsibility of: the Assistant Superintendent of Educational Service—Administrative Services Center, 131 South Flood, Norman, Oklahoma, 73069. The duties of the Title IX Coordinator include investigation of complaints alleging non-compliance or prohibited actions. Persons with a grievance related to Title IX should contact the Title IX Coordinator.
- III. Grievance Procedures:
Any parent or student alleging violations of Title IX shall file a written complaint with the Title IX Coordinator who will follow the procedures provided for prompt and equitable treatment of complaints. The first action taken by the Title IX Coordinator will be to inform the Superintendent. After investigation for the complaint, judgment will be made as to whether non-compliance exists and corrective actions will be taken if needed for compliance. If the parent or student feels that the alleged non-compliance continues, they may appeal to the Norman Board of Education which shall serve as the final grievance committee within the Norman Public Schools.

NOTIFICATION OF RIGHTS

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

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

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

All rights and protection given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student." The adopted policy is included in the Board of Education policy book. A copy of this book is located at each school.



NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Norman Public receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s school enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Norman Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:



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Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA 7 regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student—

- a. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(1)(i)(B)(2) are met. (§99.31(a) (1))
- b. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a) (2))
- c. To the authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a) (3) and 99.35)
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- f. To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- g. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- h. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- i. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- j. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- k. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))



DAILY CLASS TIME SCHEDULES

DAILY SCHEDULE		
Freshman	Period	Upperclassmen
7:35 - 8:40	Zero	7:35 - 8:40
8:35 - 8:55	Stretch	8:35 - 8:55
9:00 - 10:00	1st	9:00 - 10:00
10:06 - 11:03	2nd	10:06 - 11:03
11:09 - 12:06	3rd	11:09 - 12:06
12:12 - 1:09	4th	12:06 - 1:02 (Lunch)
1:09 - 2:05 (Lunch)	5th	1:02 - 1:59
2:05 - 3:02	6th	2:05 - 3:02
3:08 - 4:05	7th	3:08 - 4:05

TIGER TIME Q1 & Q3		
Freshman	Period	Upperclassmen
7:35 - 8:40	Zero	7:35 - 8:40
8:35 - 8:55	Stretch	8:35 - 8:55
9:00 - 9:56	1st	9:00 - 9:56
10:02 - 10:53	2nd	10:02 - 10:53
10:59 - 11:26	Tiger Time	10:59 - 11:26
11:32 - 12:23	3rd	11:32 - 12:23
12:29 - 1:20	4th	12:23 - 1:20 (Lunch)
1:20 - 2:17 (Lunch)	5th	1:20 - 2:11
2:17 - 3:08	6th	2:17 - 3:08
3:14 - 4:05	7th	3:14 - 4:05

TIGER TIME Q2 & Q4		
Freshman	Period	Upperclassmen
7:35 - 8:40	Zero	7:35 - 8:40
8:35 - 8:55	Stretch	8:35 - 8:55
9:00 - 9:56	1st	9:00 - 9:56
10:02 - 10:53	2nd	10:02 - 10:53
10:59 - 11:50	3rd	10:59 - 11:50
11:56 - 12:47	4th	11:50 - 12:47 (Lunch)
12:47 - 1:44 (Lunch)	5th	12:47 - 1:38
1:44 - 2:11	Tiger Time	1:44 - 2:11
2:17 - 3:08	6th	2:17 - 3:08
3:14 - 4:05	7th	3:14 - 4:05



HIGH SCHOOL GRADUATION REQUIREMENTS

Norman Public Schools Requires **23 TOTAL UNITS OF CREDIT FOR HIGH SCHOOL GRADUATION**. Credits are earned from either College Preparatory/Work Ready Curriculum or Core Curriculum. In addition to the coursework listed on each chart below, Norman Public Schools' students must complete **Personal Financial Literacy*** and the **CPR/AED requirements** stipulated by state law. Students must also show proficiency on all required state assessments.

In the event a student is under suspension at the time of graduation, administration has the right to revoke the opportunity to participate in the graduation ceremonies.

OK PROMISE

What is Oklahoma's Promise?

Oklahoma's Promise allows 8th, 9th or 10th grade students from families with an income of \$55,000 or less to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school.

Who can apply for Oklahoma's Promise?

Applicants must be: (1) Oklahoma resident; (2) 11th grade or younger (3) Student whose parents earn \$55,000 or less per year; and (4) Student who promises to meet the requirements of the program.

What is the Promise?

Upon completion of the program's requirements, you will earn:

- Tuition at an Oklahoma public two-year college or four-year university. -OR-
- A portion of tuition at an accredited Oklahoma private college or university. -OR-
- A portion of tuition for courses at public technology centers that are approved for credit toward an Associate in Applied Science degree at a public college.

High School Requirements

- Graduate from an Oklahoma high school or homeschool education program.
- Take the 17 units of college prep high school courses (listed at the right) and achieve at least a 2.50 cumulative GPA in those courses.
- Achieve at least a 2.50 cumulative GPA for all courses in grades 9-12.
- Attend school regularly.
- Do your homework.
- Stay away from drugs and alcohol.
- Don't commit criminal or delinquent acts.
- Apply for other financial aid during your senior year of high school.
- Take part in Oklahoma's Promise activities that will prepare you for college.



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What are the 17 units of high school courses you need to take?

- **4 ENGLISH** (grammar, composition, literature; courses should include an integrated writing component)
- **3 LAB SCIENCE** (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
- **3 MATHEMATICS** (from Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus [must have completed geometry and Algebra II], calculus, advanced placement [AP] statistics)
- **3 HISTORY AND CITIZENSHIP SKILLS** (including 1 unit of American history and 2 additional units from the subjects of history, economics, geography, government, non-Western culture)
- **2 FOREIGN OR NON-ENGLISH LANGUAGE** (two years of the same language) ...OR... **COMPUTER TECHNOLOGY** (two units in programming, hardware or 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)
- **1 ADDITIONAL COURSE** (from any of the subjects listed above)
- **1 FINE ARTS** (music, art, drama) ...OR... **SPEECH**

How to Apply?

Online at okpromise.org or get an application from your counselor. Remember, the student is ultimately responsible for completing the program requirements.



NCAA CLEARINGHOUSE

Want to play College Sports?

If you want to play NCAA sports at a Division I or II school, you need to register with the NCAA Eligibility Center during your sophomore year. [NCAA Clearing House](#)

DIVISION III

Division III schools provide an integrated environment focusing on academic success while offering a competitive athletics environment. While Division III schools do not offer athletics scholarships, 75 percent of Division III student-athletes receive some form of merit- or need-based financial aid.

If you are planning to attend a Division III school, you do not need to register with the NCAA Eligibility Center. Division III schools set their own admissions standards.

ACCEPTABLE USE FOR DISTRICT-OWNED ELECTRONIC DEVICES (REGULATION 5022-4)

Terms: Students will comply at all times with the Norman Public Schools policies and regulations related to technology. Policies and regulations may be accessed in the Student/Parent District Policy Guide. Failure to comply may terminate your rights of possession and/or use of district property. In addition, students agree to meet the following expectations::

- Take reasonable steps to ensure that any district owned electronic device(s) is not damaged or stolen.
- Leave all NPS device labeling in place and in its original condition.
- Bring a charged device to school each day.
- Use the device(s) at school and at home in a responsible manner.
- Meet the expectations of the Wide Area Network, The Internet, and Other Technological Resources

See requirements as outlined in the Student/Parent District Policy Guide.

Title: Legal title to the property is held by the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and district policies.

Term of Agreement: Your right of use and possession of the property is for the duration of your enrollment in Norman Public Schools, unless earlier terminated by the district or upon withdrawal from the district.

Failure to Return: Your failure to return the property in a timely way and/or the continued use of it for non-school purposes, without the district's consent, may be considered unlawful taking of the district's property.



ACADEMICS

COLLEGE & CAREER READINESS STANDARDS/GRADUATION REQUIREMENTS

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

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

COLLEGE ENTRANCE EXAMS

Most colleges and universities require the ACT or the SAT exams.

EARLY ENTRY (Concurrent college enrollment)

Students may choose to participate in an early-entry program whereby they attend courses for college credit while finishing their requirements for high school graduation. State law now requires all concurrent enrollment courses be entered on students' high school transcripts as either academic or elective credit. All concurrent courses will count in the GPA and class rank.

1. College credit is given by the college/university. High school credit towards graduation will be given for college classes taken.
2. A minimum three-hour class must be taken to receive the .5 credit given at the high school.
3. Students must be eligible for admission to the college/university on one of the regular admissions criteria. All students must take the ACT or SAT.
4. Students must present to the registrar an official copy of the college transcript. Fall semester by January 7th and spring semester by May 17th.
5. Students may contact their counselor for forms and information on what courses will count as academic credit or elective credit.

***Most colleges and universities assess FEES to their college courses. These FEES are the student's responsibility. Please check with your college or university on FEES that apply to the course(s) you are enrolled in.

NOTE: Most will NOT release your transcript until these FEES are paid.



ELIGIBILITY REQUIREMENTS

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

1. A student must have received a passing grade (A,B,C,D,S) in all subjects during the last semester he/she was enrolled and must have attended fifteen or more days.
2. One summer school credit earned in an Oklahoma State Department of Education accredited program offered during the previous semester may be used to meet the grade requirements for the end of the spring semester.
3. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester (after September 24th and February 11th.)
4. A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects at the end of a six-week period.
5. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. **Our district-wide school practice for collecting eligibility will be as follows: (a) teachers will post student grades on Wednesday by 4 p.m. (b) a report will be run overnight and will be posted to Parent/Student Portal as well (c) students will have until 4 p.m. Thursday to make-up or turn in work that could affect eligibility status; (d) a final report will be run overnight on Thursday and posted to Parent/Student portal early Friday morning. The information available on Friday morning to students, parents, teachers, and coaches will be final for the upcoming week's eligibility report.**
6. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period. A student who has been placed on the one-week probationary period must be passing all subjects at the end of the probationary week in order to retain eligibility. If after a one-week probationary period, a student is not passing in all subjects in which he/she is enrolled, he/she will be ineligible to participate during the next one-week period. (Ineligible period – Monday thru Sunday.)
7. The period of ineligibility will always begin the Monday following the day eligibility is checked.
8. A student who has lost eligibility under this provision must regain passing grades in all classes in order to regain eligibility.
9. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).
10. Failing notices will be sent home to parents on a weekly basis if a student is failing. The notice is not to be signed or returned but is to be treated as information between grading periods.
11. A student who receives a failing notice is encouraged to request a conference with the teacher in whose class he/she is deficient. Teachers are always available for a parent-teacher conference. Please call to schedule a meeting.
12. A "U" is considered a failing grade in ALL "S-U" courses.
13. A "NC" is considered a failing grade in a course.

An ineligible student who moves into the district during a semester will not be eligible for a minimum period of three weeks. Incomplete grades will be considered the same as failing grades in determining scholastic



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eligibility. New students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the fall semester.

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

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

ELIGIBILITY REPORTS

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

GRADE CLASSIFICATION

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

5 credits to be a sophomore

11 credits to be a junior

17 credits to be a senior

GRADES AND GRADING-

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

If a student repeats a course to raise the cumulative GPA on the transcript, the student is responsible for reporting the grade to the registrar. A repeated course must be the same as the original course. Both grades are reported on the Norman High School transcript, which is a permanent record. The lower grade will not figure into the GPA. The student may not repeat a course in which they have received an A unless the course may be repeated for credit.

Seniors' GPA for the graduation ceremony will be based on the first seven semesters of their high school career. The letter grade percentages are as follows:

A 90-100

B 80-89

C 70-79

D 60-69



F 59-below

LETTERS OF RECOMMENDATION

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

OUTSIDE CREDITS

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

1. Students may attend a summer school accredited by the Oklahoma State Department of Education for the purpose of making up credits due to failure or for advanced standing.
2. Students may earn credit by correspondence through one of the regionally accredited institutions. Students should see their counselor for correspondence information. These credits should be sent to the registrar no later than May 17th of the graduating year.
3. Students may receive credit by being concurrently enrolled at the University of Oklahoma, Oklahoma City Community College or Rose State College. A college transcript must be submitted to the registrar after each semester is completed. The Oklahoma Department of Education now requires all concurrent grades be entered on students' transcripts.
4. Students may receive credit by examination (CBE) in certain courses. Proficiency tests are also administered by the district.
5. Students may receive credit by successfully completing an Odysseyware course.

PARENT AND STUDENT PORTAL

Norman Public Schools is making it possible for parents and students to view student's grades, assignments, attendance, and school information online. Parents and students can register by going to the website at www.normanps.org and clicking on the Parent/Student Portal link under Main Menu. Click on Parent Portal Activation Key Request for first time users.

REPORT CARDS

All report cards will be posted via Infinite Campus parent portal (refer to the school calendar for exact dates). Grades in Canvas are not official. Infinite Campus holds the official grades that are transcribed. . Only semester grades are posted on the official high school transcript, counted toward the official grade point average (GPA), and used to determine initial eligibility at the beginning of a new semester.



SCHEDULE CHANGES

1. Schedule changes will be considered only if there is incorrect placement or an incomplete schedule.
2. Students and the parents' of students who enrolled in a 0 hour class must sign a contract during pre-enrollment with the understanding that **0 hour classes cannot be dropped**. Even if a student has 7 classes, he/she cannot drop 0 hour. Class offerings are based on students' requests during pre-enrollment, and teachers are hired and paid extra for the 0 hour class time.
3. The student is responsible for all class work from the beginning of the semester, regardless of the date the student entered. [The student is responsible for communicating with the teacher to determine which assignments must be completed in order to demonstrate mastery.]
4. **Students may make changes to their schedules before the start of each semester. They may also make changes during the first three days of a semester with a Class Change Request form and the required parent signature. After this time period, counselors may initiate a schedule change for the purposes of balancing classes. *Students are required to attend all classes on their current schedule until they receive official notification of a schedule change.*** An administrator may initiate a schedule change at any time during the semester.

SEMESTER TESTS

1. Semester tests will be administered on the last days of each semester in all classes.
2. All students must complete a semester test in order to receive a grade in that subject. Students that have made prior arrangements with their principal may attend the designated make-up days for final exams.

SEMESTER TESTS / FINALS EXEMPTION

Advanced Placement Exemption:

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

Attendance Finals Exemption (if available):

A student has the option of being exempted from one final in a class where they meet the criteria. The criteria will include grades and attendance. This criteria will be published at the beginning of each semester. Students who must be here at school but are exempt from a final must remain with their teacher during the testing period.

TRANSCRIPTS

Unofficial transcripts are available at any time from a counselor or principal. Official transcripts must be requested by filling out the form at [Request a Transcript / Home](#). Requests can take up to two business days to process, so please plan accordingly. You must upload a photo ID when you submit the form. Transcripts are free to current NHS students and cost \$1.00 per copy, starting the year following graduation. For questions or concerns regarding a transcript, contact the Registrar in the main office.



WITHDRAWAL FROM SCHOOL

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

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

MOORE NORMAN TECHNOLOGY CENTER

Moore Norman Technology Center offers students the opportunity to kick-start their career/college experience before they even graduate from high school. High school students may choose from 37 Career Programs which prepare them to sit for industry certifications and serve as stepping stones to a rewarding career and/or a college degree program. Tuition is free to high school students and transportation is provided. With a 97% high school graduation rate, MNTC students can graduate from high school debt-free and ready for their future. For more information, visit mntc.edu.



ATTENDANCE

ARRIVING LATE OR LEAVING SCHOOL EARLY

A student who arrives late because of an excused absence should report to Student Services or Freshman Academy (9th graders only). The student should turn in notes excusing absence to the attendance secretary. Students who arrive late to any class without excuse should report to the office.

Students who must leave school before the end of the school day must report to Student Services or Freshman Academy (9th graders only) and receive a check-out pass prior to leaving. A parent contact by phone must be made in order for the student to check out.

ATTENDANCE POLICY/PROCEDURE

Regular attendance is essential for successful completion of all required courses for credit toward graduation. By law, school attendance is mandatory until age 18. For every day a student is absent, the parent or guardian must notify their attendance secretary (**during office hours of 8:00 a.m. to 4:30 p.m.**) Voicemail may be left after hours.

Students may request a copy of their attendance from their secretary. **Current attendance can be viewed online. Refer to Parent/Student Portal information.**

EXCUSED ABSENCES

Excused absences may be granted to a student by the school attendance secretary or administrator upon request of the parent or guardian for the following reasons: illness, accident, injury, medical and dental appointments, death in the family, religious holidays and emergency situations. **These excused absences still count as part of the “District Approved Attendance Policy.”**

Students will be excused for participating in school sponsored activities which do not count against **the Attendance Policy**. When students miss a class, they must make-up for missed work. They are responsible for contacting the teacher and making arrangements to get the work done.

MAKE-UP WORK

When students are absent, they must be in communication with their teachers. Logging onto Canvas to view work is only a start, as there may be in-class assignments that also impact grades. Determining due dates for makeup work is a necessary conversation between the teacher and student.

TARDY POLICY

Because it is important to instill the qualities of promptness and to maximize classroom learning time, students are expected to be in the classroom and ready to work on time. Students who arrive to class late (after the class



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period has begun) will need to submit for a “tardy pass” using the NHS Tardy QR code. Any student who is tardy 15 minutes or more will be counted absent for that class. Multiple tardies will result in assigned consequences.

TEN-DAY SCHOOL ACTIVITY ABSENCE POLICY

Students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests do NOT count toward the 10 days. To be eligible for an absence extension of an additional 5 days, students must pass all of their classes and complete the district Secondary Application for Activity Absence Extension form and turn it into the athletics/activities director. This form will be reviewed by the Norman Public Schools District Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year. **Each student is ultimately responsible for tracking the number of activity absences that they have incurred in a given class period.**

UNEXCUSED ABSENCES

When students are absent from any class they will initially receive an unexcused absence unless prior parent contact with the attendance secretary has been made. Parent contact with the attendance secretary must occur within 48 hours in order to change an unexcused absence to an excused absence. An absence unknown to a parent and/or not excused by the attendance secretary or principal may be defined as an unexcused absence which cannot be changed. Assignments missed due to any absence can be made up as stated in NPS Board Policy. Each teacher will communicate to students their individual policy regarding work missed during unexcused absences.

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

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

- Off-campus lunch for upperclassmen
- Attendance at school dances (including prom)
- Attendance at In-school activities which occur during regularly scheduled class time (musicals, assemblies, etc.)
- Participation in in-school activities which occur during regularly scheduled class time (musicals, assemblies, etc.)
- Homecoming Court, Tigerpalooza Royalty, etc.
- Running for class officer positions, STUCO, etc.
- Other activities as determined by school administration
- Parking pass

If loss of privileges occurs, upperclassmen will be required to remain on-campus during their lunch period.

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



VACATION/TRIPS

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

The student must then make special arrangements with each teacher regarding make up work and due dates **BEFORE** the absence occurs. The student must return the form to the assistant principal. Vacation/trip absences do count toward the **District Approved Attendance Policy**.

Finals are given on the last days of each semester. Trips should not be planned during this time.

- **NOTE: SNOW DAYS DURING THE SCHOOL YEAR MAY ALTER THE FINAL EXAM SCHEDULE; USE DISCRETION WHEN SCHEDULING VACATIONS.**
- **NO EARLY FINALS WILL BE PERMITTED WITHOUT ADMINISTRATOR APPROVAL.**

BEHAVIOR EXPECTATIONS

TIGERS OF CHARACTER

CIVITAS – LITTERAE – VIRTUS

Expectations of Citizenship, Scholarship, and Character

Norman High School students embody the qualities of citizenship, scholarship, and character at all times. It is the responsibility of every student to respect the rights of others, to protect the safety of others, and to preserve a learning atmosphere.

Students engaging in acts of misconduct, including disrespect, abusive or vile language, disruptive behavior, or deliberate insubordination will be referred to a principal for appropriate disciplinary action which may include, but is not limited to, contacting a parent, detention, In-School Suspension or Out-of-School Suspension.

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

EXPECTATIONS

This handbook covers certain expectations that must be met in order for Norman High School to have an environment conducive to learning.

Before and After School



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Students may enter the building at 7:20 a.m. Students should be out of the building by 4:10 p.m. unless directly supervised by a teacher or coach.

Commons

- Use the Commons area to eat, study, and visit quietly with friends during lunch.

Library

- Use the Library to read, use computers, study, research, think. Library occupancy is limited .

Class Time

Respect and value every member of your learning community. Being a Tiger of character means:

- We display an ethic of excellence
- We contribute positively
- We persist and persevere with tenacity and purpose towards a higher level of understanding
- We actively engage in thinking critically.

Students should remain in class the first 10 and last 10 minutes of class time.

Learning Lab

- **Blended students may leave campus during their online virtual hour, or they must report to the learning lab.**
- **Students that arrive to campus from OAA are expected to report to the Learning Lab until students begin to transition to the next class.**

Hallways and Passing Time

As always, move with a purpose efficiently towards your destination. Tigers of Character move in the halls appropriately; we are:

- Moving with purpose and not blocking the hallway by stopping to congregate or visit
- Aware
- Friendly
- Courteous
- Attentive

Just like driving on the roads, we walk on the right side of the hallway and promote safe hallway traffic.

Lunch Time

- Be courteous and considerate, and move purposefully to your space.
- Comply with requests and requirements for student movement
- Leave your area cleaner than you found it (if you need assistance, please alert the custodian or other staff member on duty).



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All food deliveries may only occur during lunch hours. The school is not responsible for any lost or stolen food. (Ex: Door Dash deliveries)

Cafeteria/Commons

- Use the area to eat, study, or visit quietly with friends. Leave your area cleaner than you found it.

South Gym (freshman lunch only)

- Follow all rules for participation. Since this area is also a classroom, you may not have open drink containers.

Library (freshmen must have a pass)

- Use the Library to read, use computers, study, research, or work on homework.

Courtyard

- Use the outside lawn area to play, hang out with friends, and enjoy being outside.

Off Campus Lunch (upperclassman lunch only)

- Manage your lunch time. Be ON TIME for your 5th hour class. Be safe, and always represent yourself and your school well. Respect your time, your friends, yourself, and your school while out in the community.

DRUG TESTING

Any 9-12 student participating in an interscholastic competition that is sponsored by Norman Public Schools, including any student who represents NPS in extra-curricular activities requiring registration with OSSAA, will be subject to random drug testing once per month during the academic year.

The Norman Board of Education has approved a proactive policy to provide another layer of support for students who face peer pressure or struggle with substance abuse.

Focused on prevention, deterrence and intervention, the proactive policy is designed to provide another reason for students to say 'no' when pressured to use drugs and connect students who face addiction with resources to help them overcome challenges. Tests are conducted by a third-party vendor that employs certified medical professionals to conduct random drug tests on high school students who participate in school-sponsored interscholastic competitions or represent Norman schools in extracurricular activities that require registration with the OSSAA.

Tests will be conducted with a brief, non-invasive cheek swab. Tests will be held in a predetermined area of the school.

Tests will be conducted at random monthly throughout the school year.

A private drug testing company randomly selects the students and performs the testing.

How is information kept confidential?

A third-party vendor conducts the testing. All initial positive drug tests are kept confidential and reviewed by a certified medical professional before the school is contacted. If the medical professional determines that the student has the appropriate prescription, the school will not be notified. If a student tests positive and was not prescribed the medication, the medical professional will notify the school.



What if I have questions or concerns?

Students are encouraged to reach out to administrators with questions regarding the drug testing process.

ACADEMIC INTEGRITY/HONOR CODE

Honesty, integrity, responsibility and mutual respect are the keys to true learning. The purpose of the Norman High School Honor Code is to promote a community of trust that will support student achievement. Specifically, academic integrity means honesty and responsibility in scholarship. Students who truly accept responsibility for creating a climate of academic integrity will benefit for a lifetime.

Regarding Academic Integrity – Norman High School requires adherence to specific standards of conduct in academic affairs. These standards include the expectation that no student will engage in the following unacceptable behaviors:*

1. **Cheating:** Cheating is defined as the dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage (*The American Heritage Dictionary*, 229). Examples of cheating include but are not limited to:
 - Copying or allowing others to copy information from someone else's work, test paper, homework, electronic information, etc.
 - Using unauthorized materials and methods including the use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication, or other sources.
 - Unauthorized prior knowledge of examination including sharing or receiving test information from students who have taken or are taking the same class.
 - Submitting the same work to more than one teacher for class credit without prior approval.
 - Improper collaboration.
 - Using Google Translate on any assignment for a World Language class.
2. **Plagiarism:** Plagiarism is copying the language, structure, style, idea, and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited. Examples of plagiarism include but are not limited to:
 - Copying and pasting information from a webpage into a paper or presentation without proper citation
 - Using images from electronic or print sources without proper citation
 - The unauthorized use of translation services or devices.
 - Using Google Translate on any assignment for a World Language class.

More specifically, plagiarism would include:

- Direct quotation without both attribution and indication that the material is being directly quoted, e.g. quotation marks;
- Paraphrase without attribution;
- Paraphrase with or without attribution in which the wording of the original remains substantially intact and is represented as the author's own;



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- Expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect in which such material is learned from the work of another and is not part of the general fund of common academic knowledge
- 3. **Fabrication:** the falsification or invention of any information or citation in an academic exercise
- 4. **Fraud:** Fraud is defined as “a deception deliberately practiced in order to secure unfair or unlawful gain” (*The American Heritage Dictionary*, 523). Examples of fraud include but are not limited to:
 - Attempting to pass off someone else's work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource (e.g. www.freeessays123.com)
 - Falsifying scientific or other data submitted for academic credit
 - Forgery of signatures or tampering with official records including, but not limited to, attendance documents or transcripts.

Misconduct occurs when a student knowingly engages in these behaviors or when a reasonable student would understand that the behavior constitutes misconduct.

****It is the student's responsibility to clarify with the instructor any ambiguities about adherence to the Honor Code on any particular assignment.***

Student Responsibilities:

- To maintain and support the academic integrity of the school community by completing all assigned work, activities, and tests according to the stated policies without engaging in cheating, fraud, or plagiarism.
- To understand the school-wide Honor Code and individual teacher assignment guidelines.
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that other students do not make inappropriate use of student work.

Teacher Responsibilities:

- To maintain and support the academic integrity of the school community.
- To clearly present the school-wide Honor Code and individual teacher assignment guidelines, including specific guidelines for collaboration, in the syllabus.
- To maintain the integrity of the testing process through monitoring test taking, changing assignments from year to year, developing multiple versions of a test and other methods.
- To explain the use of permissible study aids in coursework.
- To highlight issues of academic integrity through ongoing classroom discussion.
- To instruct students in proper research techniques, including note-taking strategies and citation methods.
- To report any violation of the Honor Code to the student's Assistant Principal, Guidance Counselor, and parent/guardian.
- To check student papers for plagiarism through a variety of means, including, but not limited to, plagiarism detection software such as Turnitin.com.
- To give consequence and penalty, as stated in district policy, to any student violating the Honor Code.



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Administrator responsibilities:

- To maintain and support the academic integrity of the school community
- To make available to all students, teachers and parents a copy of the Norman High School Honor Code
- To administer fair consequences for Honor Code violations
- To maintain records of Honor Code violations

Parent/Guardian responsibilities:

- To support the academic integrity of the school community
- To become knowledgeable of the school-wide Honor Code and individual teacher guidelines
- To advise the student of the parent's expectation that the student will comply with the Honor Code
- To support the imposition of penalties if the Honor Code is violated

Turnitin.com

To deal with increased opportunities for plagiarism made possible by electronic communications, Norman High School has subscribed to a service called "Turnitin.com." This is a service that compares student papers to an extensive database. The guidelines we will be using are as follows:

Teachers will check student papers for plagiarism through a variety of means, including but not limited to personal research and plagiarism detection software offered by "Turnitin.com." Teachers will use such reviews to instruct students regarding appropriate use of secondary source materials. In the case of plagiarism, however, discipline (including failing grades) may be imposed. "Turnitin.com" review includes a comparison of student papers to documents in a reference database, the Internet, and other available sources. Submitted papers will become part of the "Turnitin.com" database for plagiarism detection.

1. Students and parents agree that by submitting student papers for grading and credit, they understand and agree to this review of their papers.
2. Students must abide by the Norman Public Schools Acceptable Use Policy when working on NHS computers, regardless of whether they are using "Turnitin.com" or other programs. These policies and information on the general use of both the library and school computers is outlined in the NHS Student Handbook.

Student Rights

In all cases regarding a suspected violation, the student will be given, at a minimum, the following rights:

- Confidentiality
- Dignity
- Rights outlined in the current version of the Norman Public Schools Board policy.

Violation Protocol

Violations of the Honor Code accumulate throughout high school, and consequences may be more severe upon multiple violations. When a violation of the NHS Honor Code occurs, the following protocol is implemented:

- Teacher will first conference with student, then submit discipline referral; **and**
- Teacher will contact parent/guardian and notify counselor, then follow up with administrator on next steps; **then, if necessary:**



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- Administrator will call teacher, student, and parent/guardian (if possible) to meet to discuss violation; **and**
- Administrator, with input from the teacher and upon further investigation, will determine consequences. Consequences may include but are not limited to an assignment to integrity training, lunch detention, ISS, removal of school privileges, and on/off campus community service; **and**
- The issue will be referred to any honor societies (if applicable) to which the student belongs; **and**
- Zero points or F grade equivalent will be awarded on the assignment, based on the grading scale used; with preferred teacher-designed re-do or replacement assignment partial-credit, or full-credit, as determined by teacher.

Works Consulted

- “Academic Misconduct Code, Norman Campus (Excluding Law).” Office of the Senior Vice President and Provost. University of Oklahoma, Norman Campus. 2009. 18 Feb. 2010.
- “Cheat.” *The American Heritage Dictionary*. Ed. William Morris. Boston: Houghton, Mifflin.1981.
- “Duke University Academic Integrity Council.” Duke University. 2008. Web. 12 Mar. 2008.
- “Fraud.” *The American Heritage Dictionary*. Ed. William Morris. Boston: Houghton, Mifflin.1981.
- “Student Academic Integrity.” Office of the Senior Vice President and Provost, University of Oklahoma, Norman Campus. 2009. 18 Feb. 2010.
- “University of North Carolina Honor System.” UNC-Chapel Hill. 16 Aug. 2004. Web.12 Feb. 2008.
- “W.T. Woodson Honor Code.” W.T. Woodson High School. 31 Aug. 2007. Web.12 Feb. 2008.**

DRESS CODE

NPS District Student Parent Policy Guide states:

A student shares with his/her parents, guardian, or custodian the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of others, or is distracting, or indecent to the extent that it interferes with the learning and teaching process.

Each school may develop recommended guidelines for student dress.

NHS students are able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Students dressed in compliance with the dress code can be free to learn and not face unnecessary barriers to school attendance; staff can focus on teaching and learning without the additional burden of dress code enforcement. Students have the right to be treated equitably and with dignity; these rights extend to application and enforcement of the district dress code. The guidelines included in the dress code are necessary to support the overall educational goals of the district and Norman High School.



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Students may wear: Hats, including religious headwear, hoodies, fitted pants, including leggings, yoga pants, “skinny jeans,” ripped jeans, as long as underwear is not exposed, tank tops, including spaghetti straps, halter tops, and strapless tops.

Students must wear shoes.

Students may not wear:

- Clothing with violent language, images or language depicting weapons, drugs or drug paraphernalia, alcohol, nicotine products, illegal items, illegal activities, use of hate speech, threats, profanity, pornography Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. (Visible waistbands or straps on undergarments worn under clothing are not a violation).
- Undergarments may not be worn as clothing.
- Bathing suits (except where required for participation in a course or school activity). Helmets, hats, or headwear that obscures the face (except where such is worn as a religious observance or for medical purposes).
- Clothing that intentionally shows private parts (nipples, genitals, buttocks); clothing must cover private parts in opaque (not able to be seen-through) material. Clothing or accessories that may endanger the student or others, such as spikes.
- Gang related clothing-colors or gang paraphernalia including, but not limited to, dress that is made from bandana fabric, or that represents any group or logo identified with a gang or gang behavior.

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

DISCIPLINE OPTIONS

TEACHER-ASSIGNED DETENTION

Teachers may assign students to detention to be served with them for disciplinary reasons before school, during lunch, or after school for class disruptions, tardies, defiance, etc. Students are given one day's notice before detention begins. Failure to serve detention with a teacher is considered open defiance and may result in an office referral.

ADMINISTRATOR-ASSIGNED CONSEQUENCES

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



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

LUNCH DETENTION

Lunch detention is a consequence assigned by a teacher or principal and will consist of the first 45-minutes of the lunch hour. Students are given one day's notice before attendance begins. Tardiness to lunch detention is considered an absence. If they are dismissed for failure to follow rules or misbehavior, in-school suspension or out-of-school suspension may be assigned.

IN-SCHOOL PLACEMENT

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

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

SUSPENSION

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

Please note:

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

GENERAL INFORMATION



BICYCLES

Bicycles may be ridden to school and parked in the racks provided. Students should lock their bikes or secure them to the racks. The student accepts the responsibility for damages or theft.

BRIDGES PROGRAM

The Bridges Program provides assistance to students who are living on their own. Students may contact their counselor for information about the application process. The application must be approved before a student will be identified as an independent living student.

CALENDAR

Please visit the Norman High School website and the NPS district website for all important dates, times and location of sporting events, academic events, etc.

CLUBS/ORGANIZATIONS

Students are encouraged to join school clubs and organizations throughout the year. Information about each club/organization will be posted on the NHS website.

DELIVERY OF MESSAGES/GIFTS/FLOWERS

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

DRIVER'S PERMIT INFORMATION

Oklahoma Law requires all students under the age of 18 who apply for a driver's permit to be enrolled in school and to meet state attendance requirements. When a student is ready to obtain a driver's permit, they must get appropriate documentation of such from the Registrar. The Registrar (or other designated person) must sign and stamp the form for the student to take to the Oklahoma Department of Public Safety along with all other documentation required by the OKDPS. Visit the OKDPS website for current permit requirements at: <https://oklahoma.gov/dps/obtain-an-oklahoma-driver-license-id-card/original-drivers-license-under-18/learner-permit.html>

If a student does not meet the state requirements they will need to wait to obtain their documentation and will be given specific instructions for when and how they may reapply, based upon their individual enrollment/attendance situation.



DRIVING/PARKING/DROP-OFF & PICK UP

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

1. **All students who drive a car to school must register and purchase a decal.** These decals may be purchased for **\$20.00**. The decal must be permanently affixed to the lower driver's side window. Both a car description and tag number are required for registration. Students may register at enrollment or in the Student Services throughout the year. **Students may register only the cars that belong to their immediate family and that they drive on a daily basis. Any attempt to register a car that belongs to someone other than the immediate family may result in loss of parking privileges for both students.**
2. Licensed motorcycle drivers must abide by the same registration and rules. They may park only in the area immediately east of the north gym lobby (Tiger Pause) entrance. Bicycle parking is also in this area.
3. The speed limit on campus is 10 miles per hour.
4. The number of passengers in a car should not exceed the number of seat belts in the car. The driver is responsible for all passengers.
5. **Students are not to be transported in the back of an open pick-up.**
6. **Student parking at NHS is first come, first served.**
7. The school is not responsible for student vehicles and will not accept liability for damages or theft of any vehicle or its contents.
8. The concrete curbs/medians and sidewalks are not to be used for parking at any time. Yellow curbing indicates no parking and must be observed.
9. Any violation of driving or parking privileges may result in the suspension of those privileges by NHS. Traffic fines issued by the Norman Police Department and towing are also consequences.
10. In case a student needs a temporary parking decal, i.e., car in shop, new car, rental car, etc., they need to come to Student Services South to be issued a temporary one.
11. **ILLEGALLY PARKED VEHICLES MAY BE TOWED FROM THE CAMPUS AT THE EXPENSE OF THE DRIVER/OWNER WITH NO PRIOR WARNINGS GIVEN. THIS DOES INCLUDE VEHICLES WITHOUT PROPER DECAL THAT IS CLEARLY VISIBLE.**
12. During enrollment, seniors will be given priority to purchase parking permits followed by juniors and then sophomores (based on availability).

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

- **North Gym Lot** — The fenced area immediately EAST of the gym is reserved for the faculty/staff only.
- **Stadium** — The area underneath and surrounding the Football stadium is reserved for the faculty/staff only. This includes the NORTH side of the AgEd building.
- **Cafeteria** — The east side of the lot west of The Commons is for the cafeteria staff ONLY.
- **Vo-Ag Lot** — This is the lot directly in front (to the SOUTH) of the Vo-Ag building.
- **Main Street** - This is the lot on Main Street and is reserved for visitors ONLY.

Violations of the driving/parking policy will result in consequences that may include revoking of parking privileges. .



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DROP OFF/PICK UP - Students may be dropped off at any location which is convenient to their first/last class as long as the flow does not interfere with the bus lanes on the east side. The Main Street drop off and pick up area will be one way in from the east (stoplight entrance) and those exiting must turn right.

CELL PHONE & ELECTRONICS/USAGE

Students may listen to music players before or after school and at lunch in designated areas including: the Commons, soft seating, outside, and in the South Gym during lunch. When listening to music, students **MUST** have headphones and the music should not ever be loud enough to be heard by others.

During class time, cell phones are expected to be put away unless teachers have instructed usage.

SAFETY DRILLS

Evacuation/relocation drills will occur periodically throughout the school year. This is for student safety and welfare and should be taken seriously.

GRADUATION CAPS AND GOWNS

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

GUEST PASSES

During the school year a student may request for their assistant principal to sign a guest pass to attend functions at other schools. The assistant principal will only sign if the student is currently in good standing at NHS. Criteria that will be examined to determine approval include but are not limited to attendance, tardies, fighting, and behavior referrals. No outside guests are permitted at NHS who are enrolled in other high schools. No outside guests are permitted in the building for social reasons.

GUIDANCE DEPARTMENT

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

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

Norman High has a Student Advocacy Coordinator. NPS takes the emotional, physical and mental well-being of students seriously. The SAC will be available to support students finding themselves in a crisis or traumatic situation. The SAC will be located in the Main Office. Any student in need of help should contact a teacher, counselor, administrator, or the SAC immediately.



HALL PASS POLICY

An E-Hall pass must be issued and recieved before leaving the classroom. A student who is in the hallway during class times will be asked to show the permission lanyard and/or their e-hall pass. Students who leave class without permission are considered “out of their assigned location” and will receive disciplinary action.

LIBRARY / LEARNING COMMONS

Two librarians and a library secretary are available in the Library Learning Commons (LC) to assist you with your learning needs. Learning Commons hours are Monday-Thursday 7:30-4:30 and Friday 8:45-4:15.

Circulation Policy:

- Learners may check out books for four weeks. Overdue notices will be sent via school email. The library does not assess fines, but learners are responsible for returning items in a timely manner. If a book is checked out for a class assignment, please remember to return the book when the assignment is complete!
- Reference materials (marked with yellow spine labels) are for LC use only.
- Research databases are available 24/7 via the NHS Library website at tinyurl.com/normanhighlib. Passwords needed to access databases outside of school are linked on the website.
- Ebooks and audiobooks are available 24/7 via Sora. Learners can access Sora by downloading the app from the app store on a mobile device or by visiting <https://soraapp.com/>. Learners will select “Norman Public High Schools” and then login with their student ID as the username and 9876 as the password.
- Material requests: Suggestions for books, ebooks, audiobooks, DVDs, databases, or equipment can be submitted via the Google Form on the library website or by speaking with one of the librarians.
- Interlibrary Loan: Learners can borrow materials from any NPS library by searching the Library Catalog and clicking on “Place Hold.” Learners log in using their student ID number and 9876 as the password. Please see a librarian for additional help.

LC Policies:

The NHS Library Learning Commons should be a place where learning, inquiry, and making take place. With this in mind, learners who are using the library LC should be engaged in studying, reading, collaborating, or researching.

- School rules will be enforced by the library staff.
- Learners must have their student ID to check out materials.
- If learners come to the library during class time, they must have an approved e-hallpass and should check in with library staff at the circulation desk when they arrive and when they leave.
- Learners who do not have an assigned class (concurrent/blended) may use the library without a pass, but should sign in using the QR codes posted around the library or with library staff at the circulation desk.
- A student printer is available at the Tech Bar.

MakerSpace:



The Makerspace is open to all students during designated open hours. Students who want to tinker, learn a new tool, or work on personal projects are welcome to use the Makerspace during Open Hours. Students working on a class assignment may use the Makerspace during non-open hours, with permission from library staff and an e-hallpass from their teacher. Anytime a student uses the makerspace (except with a class), they need to sign in on the sign-in sheet by the door. If a student would like to learn a new tool with the help of a librarian, they can submit a request using the Google Form on the makerspace section of the library website.

Technology Problems:

iTech Student Assistants are available each hour at the Tech Bar in the Library Learning Commons to assist with any laptop needs.

Please see the Norman High Library Learning Commons or the library staff for more information.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any property belonging to them. Items that are extremely valuable or have high sentimental value should never be brought to school. Found articles should be taken to the main office. Many times articles are turned into the office and the owners are never located. Students should write their names on all books and put identification marks on their personal belongings. Articles turned into the office will be disposed of if not claimed within a reasonable time.

NEWSPAPERS/FLIERS/POSTERS DISTRIBUTION

All student newspapers, fliers, posters, t-shirts, etc., which are distributed on any school campus, must be approved by the head principal prior to distribution.

PERSONAL PROPERTY

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

PROM

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

ROLLERBLADES/SKATEBOARDS

Skateboards may be used as transportation to school but must be stored on the rack in the main office upon arrival. The use of skateboards, rollerblades, and skates for recreational purposes are **prohibited on school property** 24 hours a day, 7 days per week.



STUDENT IDs

School safety is our most important priority. It is essential that our entire faculty/staff be able to quickly and easily identify NHS students. Student IDs are mandatory and must be worn at all times above the waist.

The STUDENT ID is required for:

1. Campus access and attending classes and events
2. Checking out materials from the library.
3. Checking out textbooks.
4. Hall Passes
5. Picking up transcripts, driver license form, and other forms from the Registrar.
6. Admission to school activities and/or to obtain a student admission price.
7. Admittance to designated school activities (i.e. special assemblies and performances) and all school dances.
8. Identifying students at any time.

Students are given one free ID at the beginning of the school-year. Any additional ID will cost \$5 and may be purchased in the book store.

STUDENT RESOURCE OFFICER

Student Resource Officers (SROs) are always available at Norman High School. They offer assistance to students who report thefts, vandalism, threats, etc. Our campus officers observe and monitor any potential hazards or safety concerns.

Student Resource Officers are employees of the Norman Public Schools and work in conjunction with the administration in many capacities.

TEXTBOOKS / BOOKSTORE

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

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

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



NORMAN HIGH SCHOOL

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

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

VISITORS

Visitors to campus must check in at the Main Office. They must wear a visitor's badge and an office aide, counselor, or administrator will escort them. Students from other schools may not visit classes with friends. Visitors to the campus must abide by the same rules of conduct as do the students and staff. in



REFERRAL SERVICES FOR STUDENTS

SERVICE	PHONE NUMBER
AIDS Hotline	1-800-535-2437
American Cancer Society	1-800-227-2345
Baby Steps	405-360-2717
Center for Children & Family	405-364-1420
Center for Disease Control	1-800-232-4636
Child/Adult Abuse Hotline	1-800-352-6513
Cleveland County Health & Guidance	405-321-4048
Crossroads Youth & Family	405-321-0240
Department of Human Services	405-573-8300
Juvenile Intervention Center	405-360-4827
Juvenile Services	405-360-4310
Job Corps, Guthrie	405-282-9930 or 800-733-5627
Juvenile Shelter	405-321-0240
Moore Norman Technology Center	405-364-5763
Norman Alcohol Information Center	405-321-0022
Norman High School	405-366-5812
Drugs Hotline & Drug Reach-out	1-800-522-3511
Teenline	1-800-852-8336 2:00 p.m.- 6:00 p.m.
Women's Resource Center-Crisis	405-701-5540 or 405-364-9424
Safeline: Emergency/Suicide Prevention	1-800-273-8255