

STUDENT- PARENT HANDBOOK

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL

Oklahoma Office of Juvenile Affairs

3812 North Santa Fe Avenue

Oklahoma City, Oklahoma 73118

May 15, 2015

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Regular School Year – 2015-2016
July 13, 2015 – June 22, 2016

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Regular School Year – 2015-2016
July 13, 2015 – June 22, 2016

FOREWORD

This booklet is for students and their parents. We developed it to help each student and his or her parent understand the educational program which Oklahoma Youth Academy Charter School offers. Opportunities are here for our students to prepare themselves for life in the complex society of our country and world beyond.

Students and parents will find information in this handbook useful in making a successful school year. Together, we can do this—students, parents and school faculty.

We intend to have a very good school year for our students, and we invite our students and their parents to make the very most of this experience.

—Oklahoma Youth Academy Charter School
and
—Oklahoma Office of Juvenile Affairs

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STUDENT AND PARENT HANDBOOK

WELCOME

Oklahoma Youth Academy Charter School (OYACS) welcomes you. We have created for you a school unique to Oklahoma. A *charter school* is a school that receives public funding but operates independently of the established public school system. OYACS's charter makes it possible for it to provide a school unlike any public school you may have known. You will find it different, challenging, exciting and, especially, enjoyable as you learn and succeed here.

We gladly receive you and offer our support to you for a productive school year. We intend to help you make your school experience a success. To do so, we seek your understanding of the School's manner of operation. In addition, we ask for your cooperation with us in maintaining an orderly environment for you and your fellow students. Schools, just as our nation, work best when freedoms are enjoyed by all and no individual infringes on the freedoms of others. In this guide for students and parents, we provide the manner in which students can best live and work throughout each school year. During your first hours of class on the first day of school, your teachers will give you an opportunity to hear and discuss these opportunities.

MISSION STATEMENT

Oklahoma Youth Academy Charter School (OYACS/School) exists to serve the unique academic, physical, social and emotional needs of students who are in critical periods of their lives. The School's mission statement is stated as follows:

Our mission is to provide an individualized education, which encompasses academic, social, emotional, and employment skills for highly challenged youth in a non-traditional setting. This will be accomplished by encouraging self-worth and determination in a supportive atmosphere with dedicated teachers and staff that will assist youth toward realizing their true potential.

BELIEF STATEMENT

We understand that you have unique needs and development, and we are dedicated to offering you a school environment which instills a sense of belonging, recognizes achievement, allows for exploration and positively rewards success.

You can learn but, likely, at different rates and by different strategies than other students. You can learn best when your education includes the cooperation of your parents, your school, your community and you.

You can succeed in OYACS because you will work in a positive school environment that promotes and recognizes your self-worth and your potential as an individual.

We have made OYACS for you. We hope you make it your school and enjoy the pride of this opportunity.

EDUCATION PROGRAM

Classrooms

Upon first entering your classroom, you will immediately sense a room different from other public school classrooms where you have been. You will see and recognize:

Yourself Being introduced into an environment that feels non-threatening, welcoming and seriously businesslike. Feeling comfortable enough to join and be part of the group.

A room for teaching and learning A subtly striking and colorful room that is clean, orderly, quiet, calm and well lighted. Walls and ceilings that are painted muted shades of calming colors. Colorful posters and educational aids on walls.

A teacher A male or female adult whose presence and manner identify the teacher and leader of the room. Style of dress is professionally casual. A prominently- displayed nametag informs the person's name and job title, for example, *Mr. Smith, Teacher*. Smiling in a professionally cordial manner, the teacher greets each student welcomingly and introduces herself/himself. Students will refer to their teachers and other School faculty members with a title and last name, such as, Mr. Smith or Mrs. Jackson. Faculty members address students in the same, courteous manner.

Classroom assistants Other male and/or female adults whose appearance is similar to that of the teacher but whom the teacher introduces as teaching assistant and staff assistant from the Office of Juvenile Affairs.

Several online tutors, unseen but soon to be introduced Subject-area tutors whom students can access via their computers and online conversations to obtain additional instruction so as to complete assigned learning objectives.

Fellow students No more than 9 other students.

Learning spaces for each student Places for each student to sit and stand while working—a desk with desktop computer monitor and keyboard, earphones with microphone, and additional desktop space for books and writing. Each student place noticeably separated a comfortable distance from other students.

Textbooks and Relevant Publications Standard, Oklahoma State Board of Education approved textbooks required for all public school students.

Presentation Board and Wall Display Screens A prominent wallboard that presents student learning objectives in terms that convey student actions needed for learning.

This is your school and your classroom. This is where you can learn and succeed.

Classroom Management

One plan for teacher management of student behavior will prevail throughout all classrooms. Procedures will be the same for each and every classroom with no deviations or interpretations by individual teachers.

On the first day of school each year, during the first hour of the day, each teacher will inform students of the manner in which she/he will manage the classroom. Topics will include types of instruction and learning; teacher and student responsibilities; and student use and care of learning materials, computers and the classroom itself. This same information will be part of initial orientations for incoming new students.

Student Placement for Individualized Learning

At the beginning of each school year or if you are newly entering the facility during the school year, you will participate in a pre-placement process to consider your prior achievement levels and prepare an individual learning plan for you. Included, also, will be reviews of your prior school records to seek other related information.

Instructional Program

All of your instruction will be student centered but teacher directed. Your use of technology in your education will be prominent. A full-year program for you will offer over 1,100 hours of instruction. Your instructional programs will come through certified teachers, teacher assistants, qualified online tutors and Odysseyware®.

The School will send reports to your parents describing your progress and will involve your parents in your success.

Your teachers will conduct appraisals of your participation and progress at least twice weekly. Student time on task, objectives mastered, grade levels gained, state-required tests passed and GEDs attained—all contribute to the effectiveness of the program in helping you succeed.

In addition, you will have opportunities for training and experience career and technology education. Your involvement will depend on the extent that you are able to participate.

English as a Second Language

If you have difficulty speaking, reading, writing or understanding the English language and these difficulties hinder your learning successfully in your classrooms, your teacher will recognize this and help you. OYACS has a program for English as a second language (ESL). It will be courses that teach social and academic language skills as well as cultural aspects of the English language necessary to succeed in school and contribute to society. These ESL courses are correlated to the Oklahoma Pass Standards for Reading, Writing, Speaking and Listening.

Instructional System

A teacher will manage, direct and monitor all learning activities in your classrooms and associated activities outside the classroom. It will blend teachers, students and technology through communication among you, your teacher and your on-line tutors.

You and each other student will have an assigned work area complete with desktop workspace, computer monitor and keyboard, earphones with speaker and access to online tutors. You will be able to communication online with the teacher and access your own record of performance.

Online tutors are subject-matter specialists skilled in tutoring and mentoring. They will be available to you and other students at scheduled days and hours. These tutors can be accessed by teachers, teacher assistants and students via *Odysseyware*® which has a real-time conferencing program. Online tutors will work with you when you need remediation or enhancements. Frequently, online tutors, teachers and teacher assistants will communicate about your progress online.

OYACS will assist students of limited English proficiency by providing ESL instruction in grades 6-12. Instruction will be in listening, speaking, reading and writing at appropriate proficiency levels with little or no use of the native language. Teachers will accommodate ESL students in the regular education setting.

Textbooks

The School will furnish all textbooks for your use. You are responsible for taking good care of the textbooks checked out to you.

Achievement and Progress

Your teachers, counselors, teacher assistants and school principal intend for you to make your school education successful. While failure is possible, success will be probable.

SCHOOL YEAR and SCHOOL DAY

School Year

Your official school year of instruction will be 215 days in length and approximately 1,100 hours of instruction.

School Day

The School operates Monday through Friday. The Principal can operate Saturday School as needed for additional student learning and discipline. Monday-Tuesday and Thursday-Friday school days begin 7:30 AM and end 2:20 PM. Wednesday's school day begins 7:30 AM and ends 11:45 AM. Saturday school days are 8:25 AM - 12:00 PM (noon).

SCHOOL CALENDAR

OYACS School Calendar for the current school year is at Appendix A.

CLASS SCHEDULES

You and the other members of your Dayroom will attend school together. The class schedules for regular school days are at Appendix B.

CLASSROOM and SCHOOLWIDE BEHAVIORAL EXPECTATIONS

Comportment

Your comportment—the way you behave as a student—will greatly influence your success in school. Your teachers, teacher assistants and other School staff will treat you courteously and respectfully. You and your fellow students will

enjoy your School and your successes here when you display courtesy and respect to the School's faculty and to yourselves. By now, you know right from wrong, good versus bad conduct and obedience to the common rules of schools and our society. Teachers and their assistants will make you aware of the rules and guide you in following them. When you do not follow rules, teachers will inform you and explain why. If your misbehavior continues, the Principal will help you make positive adjustments.

Your learning and success in this school are of the greatest importance to you and your future. We will help you by creating and maintaining a school and classroom climate that makes this possible. You will receive positive reinforcement for your behaviors that contribute to your learning and good relations with the School's staff and your fellow students. If, however, you behave in any manner not suitable for reinforcement, your teacher and principal will assist you in examining your behavior and changing it as needed. The Principal may notify your parents and seek their cooperation in helping you behave positively. As this is going on, you will continue your learning, but it may be outside your classroom and in time-out locations in the School or designated places in the OJA facility.

Attendance

The attendance philosophy of OYACS is that your regular attendance at school is essential to your success. The amount of time you spend learning greatly influences not only the amount of your learning but also the speed at which you learn.

Dress Code

To maintain a setting that is conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities. We certainly want any visitor to our campus to leave with a good impression of our school. When school officials feel a student is not dressed in an appropriate manner, they will tell the student to correct the situation.

Authority of School Personnel

OYCAS intends to fill its responsibility of caring for, making safe, and educating its students. To ensure fulfillment of this responsibility, OYACS school personnel are given authority over students when they are in its responsibility.

As a student, you must understand that all OYACS staff members have authority over your health, well being and education. This authority applies not only during the school day but during any School-sponsored activity.

Support Personnel

Support personnel—you must treat these members of OYCAS with the same respect as is expected of you with teachers and administrators. Support personnel have the authority to correct student misconduct and must report student misbehaviors to the School's Principal.

Discipline

In Oklahoma Youth Academy Charter School, teachers will practice such discipline as would be exercised by a kind and judicious parent. When other efforts fail, teachers may report cases to the principal who will administer discipline suitable for the offense. **Discipline is designed to help the student refrain from repeating misbehavior. If the student cannot learn the value of following regulations, School officials must eventually excuse the student from attendance.** The principal will make a written report on each student receiving administrative discipline, file a copy and send a copy to the student's parent. In the report, the writer will describe the offense and the disciplinary action taken.

Student Detention

The purpose of student detention is to ensure a safe, orderly and secure learning environment. A school administrator or teacher may detain a student for disciplinary reasons under reasonable conditions and in an appropriate environment. Duration of the detention will be relevant to the age and maturity of the student. The teacher or administrator detaining the student will arrange for adult supervision during detention.

The Oklahoma Board of Juvenile Affairs recognizes the importance of ensuring that students who show a disregard for school rules and/or the health and safety of faculty and/or students are suspended from school. The Board also recognizes the importance of assuring that students who are eligible to continue their education in an alternative setting are identified and provided information on alternative-setting options. In this policy and Oklahoma law, the

terms *suspension* and *suspend* mean removal from attendance at any school. These terms do not mean placement in an alternative school, reassignment to another classroom, in-school detention or in-school alternatives to suspension. Alternative in-school placement, detention and similar in-school disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

Steps of Discipline Administered by the Principal

1. Informal talk
2. Alternative school (fewer than 5 days)
3. Conference
4. Alternative class (5 to 10 days)
5. Saturday school
6. Short term suspension
7. Lengthy suspension (long term)
 - ❖ Corporal punishment is not an option in any Oklahoma Youth Academy Charter School. Such punishment is not acceptable here.

Informal Talk

A school official—teacher, administrator or counselor—will talk to the student regarding how the student should behave. The school official may notify the student’s parent, if necessary.

Alternative School (fewer than 5 days)

Student will be responsible for all schoolwork. There will be **no exceptions!** The administrator will assign alternative school for unacceptable behavior.

Conference

One or more School officials will hold a formal conference with the student, note this in the student’s file and notify the parent. During this conference the student will agree to correct his or her behavior.

Alternative Class

Excessive discipline problems can bring about student placement in Alternative Class. The purpose of Alternative Class is the provision to students of an optional short-term, out-of-school suspension.

Saturday School

Supervised school service will be held Saturday mornings from 8:00 AM until 12:00 PM.

Rules of Saturday School are:

1. Be on time.
2. Bring something to work on, and work for the entire 4-hour period.
3. If students do not work the entire assigned time; the supervisor will reassign additional Saturday School until the original assignment is satisfied.

Suspensions Out-of-School

H.B. 2130 from the Oklahoma Legislature provides that a student may be suspended out-of-school for being guilty of any of the following acts:

1. Violation of school regulations,
2. Immorality,
3. Adjudication as a delinquent for an offense that is not a violent offense,
4. Possession of an intoxicating beverage, low-point beer, a wireless, telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities,
5. Possession of a dangerous weapon or a controlled dangerous substance and
6. Profanity used at school or school activities directed towards students or staff.

The administrator has discretion to administer the following suspensions:

- 1st offence – 3 days suspension
- 2nd offence – 5 days suspension
- 3rd offence – 7 days suspension

Short-term Suspension

Ten days or fewer suspension – the administrator will notify the student of all charges and give the student an opportunity to respond. The administrator will also notify the parent of the suspension. Suspension, also, removes the student from participating in or attending any school activities while under suspension. Short-term suspended students and their parent/guardian have a right to appeal a suspension decision to a committee composed of administrators, counselors and/or teachers. The Principal will inform a student with a short-term suspension and his/her parent or guardian of this right and the methods of submitting an appeal.

1. Letter sent home to the parent by the student with a returned signature required informing them of the right to appeal,
2. Notice to parent by phone and
3. Notice to parent by U. S. Postal Service.

Lengthy Suspension

The administrator may handle a lengthy suspension as summary punishment. In every case, a student must be informed of the nature of the infraction and given the opportunity to tell his/her side of why summary punishment should not be administered. The following are common examples of summary infraction:

1. Defiance of authority of the teacher or employee of school
2. Failure to identify self to a school employee
3. Willful disobedience
4. Profanity
5. Failure to follow instruction from staff member
6. Running in hall
7. Violation of published school regulations
8. Bus misconduct
9. Minor defacing or damaging of school property or personal property of others
10. Using tobacco products, drugs or alcohol on school grounds or school-sponsored activities
11. Habitual truancy or tardiness to class
12. Stealing
13. Fighting or exhibiting quarrelsome behavior
14. Unsatisfactory appearance or model of dress
15. Forgery of notes
16. Unbecoming conduct or annoying distractions.

Willful destruction of school property/teacher's property can and will result in detention or suspension.

Teachers and administrators must be convinced of the guilt of the accused student before subjecting the student to disciplinary action. Penalties must be commensurate with the offense and normally be of the following categories:

1. Penalties that may be assigned by an administrator or teacher:
 - a. Make up time other than during class
 - b. Extra work beyond regular class work
 - c. Punishment agreed upon by student and administrator
 - d. Loss of privileges including suspension from school activities.
2. Penalties that may be assigned only by administrators:
 - a. Alternative Class
Students will be placed in Alternative Classes for excessive discipline problems.
If a student sits in class and does not participate in classroom activities, the student will be placed in Alternative Class for the remainder of the day or until the administrator has made a decision to return the student to classes.
 - b. Ten days or fewer suspension (short-term suspension)
The administrator will notify the student of all charges, give an opportunity to respond and notify parent of the suspension. Suspensions of this nature also suspend the student from participation in or attendance at any school activity while under suspension.
 - c. Removal from class
If a student is disruptive within a class, a teacher may send him/her to the office, but the decision to suspend or permanently remove the student from the class will be an administrative decision rather than one made by the teacher.

- d. Lengthy Suspension
A lengthy suspension is in excess of 10 school days and may extend to the remainder of the semester or school year. If such suspension occurs during the second semester, the length of the suspension will include the first semester of the next school year. The Principal, upon determining the suspension, will notify the parents immediately. At this time, also, the Principal will set a conference to take place within 3 days. If the parents are dissatisfied with the outcome of this conference, they may request an evidentiary hearing with the Education Director within the first 10 days of the suspension. Parents have the right to appeal from this hearing to the Board of Education, if they so desire. Students are ineligible to compete in extra-curricular activities or to attend activities until the suspension is completed. The decision of the Board is final.
- e. Violence toward a classroom teacher
A student who has been suspended for a violent offense that is directed toward a classroom teacher will not be allowed to return to that teacher's classroom without the approval of that teacher. (70-24-101.3)

Major Infractions

Offenses in OYACS, the commission of which place a student in jeopardy of a lengthy suspension, can be one of the following categories:

- a. The offense would be a felony by the laws of the State of Oklahoma if such offense is a school related matter that affects the educational process.
- b. The offense would be a misdemeanor by the laws of the State of Oklahoma if such offense is a school related matter that affects the educational process.
- c. Offense is a repeated violation of school rules and of such significance that administrators determines lengthy suspension to be appropriate punishment.
- d. Verbal assault.
- e. Assault and/or battery: An assault is any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. (R.L. 1910, Section 2340) A battery is any willful and unlawful use of force or violence upon the person of another. (R.L. 1910, Section 2341).
- f. Sale, use, possession or being under the influence of alcoholic beverages, low-point beer or illegal drugs.
- g. Extortion, blackmail or coercion of fellow students.
- h. Repeated classroom disturbance.
- i. Participating in unauthorized or disruptive demonstrations on school property.
- j. Possession of firearms or dangerous weapons.
- k. Fighting.
- l. Defacing School Property.

Right to Appeal

The Principal, upon determining the suspension, will notify the parent immediately. At this time, the Principal will set a conference to take place within 3 days. Parents have the right to appeal from this hearing to a Discipline Committee, if they so desire. The decision of the Committee is final.

Steps to the Appeal Process

Suspension of 10 or Fewer School Days

The Board of Education of OYACS recognizes that student suspension of 10 or fewer school days (referred to as "short-term suspensions") generally involves less stigma and requires fewer formal due process procedures than are required for suspensions of greater than 10 school days (referred to as "long-term suspensions"). Appellate rights in short term suspensions are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators, counselors and/or teachers. The Board of Education observes the following policy and procedures dealing with short-term suspension.

Short-term Suspension

Right of Appeal

When a student has been suspended for a period of 10 days or fewer, the Principal will notify the student of all charges, give the opportunity to respond and notify parents of the suspension. At this time, the Principal will set a conference to take place within 3 days. If a student has been given a short-term suspension, that student's parent or guardian has a right to appeal a suspension decision to a committee composed of administrators, students, counselors and/or teachers. The Principal will inform a student with a short-term suspension and his/her parent or guardian of this

right and the method of submitting an appeal.

Method of Appealing

An appeal to a committee can be requested by letter to the Education Director of OYACS. This letter must be received within 3 days after the principal's suspension decision is received by the student or his/her parent or guardian. The suspension decision will become final and is not subject to appeal if a request is not timely submitted.

Upon receipt of the request, the Education Director will confirm or refute that the student's suspension falls within the category of suspension to which an appeal to the committee is authorized. If the Education Director determines that the period of suspension is greater than 10 school days or if for any reason, the short-term suspension is extended beyond 10 school days prior to the committee hearing, the procedure applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to a Discipline Committee.

Hearing of Appeal

The Education Director OYACS will appoint a review committee consisting of not fewer than 3 School District employees who will be certified administrators, counselors and/or teachers and at least 2 students. The Education Director will, also, designate the chairperson for the committee. No administrator or teacher who was a witness to the student's conduct is eligible to serve on this committee. The Education Director will schedule the committee hearing as soon as possible, during regular school hours and Monday through Friday.

The Education Director will give reasonable consideration to accommodate the schedules of the parent or guardian whenever possible. The Education Director will also notify (in writing) the student and his/her parent or guardian of the date, time and place of the hearing. The principal who issued the suspension decision will attend the committee hearing. Either party who chooses to have legal counsel at the committee hearing will give the other party 24 hours advance notice of that decision. Failure to give such notice will preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated and present any evidence that supports the principal's decision to suspend the student. The Chairperson will (1) ask the student and his/her parent or guardian if they understand the rule and charges against the student's conduct and (2) if they wish present any evidence that supports the student's position.

At the conclusion of the presentation of the evidence, the committee will retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee will also determine the reasonableness of the term of the suspension. The committee's chairperson will have the committee's decision confirmed in writing and a copy thereof mailed to the parent or guardian of the student, the principal and the Education Director of OACS.

The decision of the committee is final and is not subject to appeal.

Suspensions of More than 10 School Days

The Board of Education of the OYACS recognizes that student suspensions of more than 10 school days (referred to as "long term suspensions") generally involve more stigma and require more formal due process procedures than are required for suspension of fewer than 10 school days (referred to as "short-term suspensions"). Appellate rights in long-term suspensions are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to the Board of Education. The Board of Education observes the following policy and procedures dealing with long-term suspensions.

Long-term Suspension

Right of Appeal

A lengthy suspension is in excess of 10 school days and may extend to the remainder of the semester plus the next semester. The principal will notify the student of all charges, give the opportunity to respond and notify parent/guardian of the suspension. At this time, the principal will set a conference to take place within 3 days. A student who has been given a long-term suspension and that student's parent or guardian has a right to appeal a suspension decision to the OYACS Board of Education. The principal will inform the student with a long-term suspension and his/her parent or guardian of this right and the method of submitting an appeal. Students are ineligible to compete in extra-curricular activities or attend school activities until suspension is completed. The decision of the Board is final.

Method of Appeal to the School Board

An appeal to the School Board can be requested via letter to the Education Director of OYACS. This letter must be received within 3 days after the principal's suspension decision is received by the student and his/her parent or guardian. The suspension decision will become final and is not subject to appeal if the request is not timely submitted.

Upon receipt of the request, the Education Director will confirm or refute that the student's suspension falls within the category of suspensions to which an appeal to the school board is authorized.

Hearing of Appeal to the School Board

The Education Director of OYACS will schedule the hearing either at the next regular meeting or at a special meeting called for this purpose, if the situation warrants. The student will be allowed to continue in school until such hearing is held and final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process and the safety of school staff members or other students. In this case, a student may be prohibited from attending school until final disposition of the matter by the board of education. The principal of the school will make this decision. Either party choosing to have legal counsel at the Board hearing must give the other party 24 hours advance notice of that decision. Failure to give such notice will preclude the party's right to have counsel attending the hearing.

The Board will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulations which the student's conduct violated and present any evidence and witnesses that support the principal's decision to suspend the student. The Board Chairperson must ask the student and his/her parent or guardian if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of the evidence, the Board will retire to render a decision by a majority vote as to the guilt or innocence of the student. The Board will, also, determine the reasonableness of the term of the suspension. The Board's chairperson will have the decision confirmed in writing and a copy mailed to the parent or guardian of the student, the principal and the Education Director of OYACS.

The decision of the board is final and is not subject to appeal.

Harassment (Bullying)

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical or written harassment or abuse,
2. Repeated remarks of a demeaning nature,
3. Implied or explicit threats concerning one's grades, achievements, etc.,
4. Demeaning jokes, stories or activities directed at the student and
5. Unwelcome physical contact.

Principals will develop procedures providing for:

1. Prompt investigation of allegations of harassment,
2. Expedient correction of the conditions causing such harassment,
3. Establishment of adequate measures to provide confidentiality in the complaint process,
4. Initiation of appropriate corrective actions,
5. Identification and enactment of methods to prevent reoccurrence of the harassment and
6. Dissemination of this policy in writing to all staff and students.

Sexual Harassment/Battery

OYACS forbids sexual harassment or sexual battery of any student. The Board of Education will not tolerate harassment or battery by any of its employees and volunteers who work with OYACS students.

Sexual Harassment

For the purpose of this policy, sexual harassment includes:

1. Verbal or physical advances including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually oriented "kidding, teasing, double meanings and jokes."
 - (1) Talking about sexual matters, hugging, touching inappropriately, or
 - (2) Writing graffiti of a slanderous or sexual nature.
2. Making any oral, written, lewd or indecent proposal.
3. Asking, enticing or persuading a person to meet at a secluded, remote or secret place with unlawful and willful intent to commit a crime.
4. Any action not yet mentioned that is deemed inappropriate by definition or intent of law.

For the purpose of this policy, sexual battery includes:

1. The intentional touching, mauling, grabbing or feeling of the body or private parts of any person in a lewd and lascivious manner without the consent of that person.
2. Any action not yet mentioned that is deemed inappropriate by definition or intent of law.

Any incident of alleged sexual harassment or sexual battery will face disciplinary action up to and including the maximum allowed by law (2-semester suspension) and a formal report made to the appropriate law enforcement officials.

Sexual harassment or sexual battery can be a felony punishable by imprisonment from one year to life without parole.

Students should report any incident involving the above-mentioned actions to an administrator, the counselor or a teacher. If the student is not comfortable in reporting this, he/she can have a parent or friend report the problem.

The Oklahoma Youth Academy Charter School Board and administration fully intend for its school as a work place, a place of learning and a place of activities to be totally free from sexual harassment and/or sexual battery.

Make-up Work

All schoolwork that the student misses during a period of absence from school must be made up. The student is responsible for requesting make-up assignments when returning to school

Any examination or test which is announced during the student's presence in class or which is regularly scheduled must be made up on the day that the student returns to class. When the test is in progress the day the student returns to class, the student is responsible for taking the test that day.

Gang Policy

OYACS will not permit anything related to gangs. The word *gangs* include gang names, gang related clothing, gang related dress, gang signs or gang signals.

Search Policy

Protecting OYACS students from foreseeable injury and enforcing laws and rules is the duty and responsibility of OYACS administrators and staff. Thus, OYACS is justified in conducting reasonable searches that include student desks, work areas and attire.

The School Principal or an OJA administrator must authorize all searches. Basis for a search is reasonable suspicion with anticipated results of producing tangible objects allegedly stolen or considered illegal, illicit, disruptive or a general nuisance to the educational process. When a search is to be of a student's person, a School official or facility person of the same gender will conduct the search.

Drug, Drug Paraphernalia and Alcohol Policy

OYACS does not permit by students the sale, distribution, use or possession of non-intoxicating or alcoholic beverages, controlled substances, illegal drugs, marijuana or other materials expressly prohibited by federal, state or

local laws. This authority extends throughout the School's buildings, School property and School functions. In addition OYACS prohibits the sale, distribution or abusive use of prescriptions, patent drugs and imitation drugs. Further, OYACS deems it unlawful to use, possess or distribute *drug paraphernalia* as defined in federal and state laws. The School will report each violation to the OJA facility.

Policy on Reporting Students Who Are Under the Influence or in Possession of Non-Intoxicating beverages, Alcoholic beverages or Controlled Dangerous Substances

All School staff members are duty bound to report to the School Principal reasonable suspicion of a student's being under the influence of or having his/her possession: non-intoxicating beverage(s), alcoholic beverage(s) or controlled dangerous substance. The Principal will immediately notify the Education Director of the School and the appropriate officer of the responsible OJA facility.

Gun Free Schools Act

If a student brings a weapon to School or to a School activity, the School will expel this student from school for a period of 1 year at least—*weapon* being as defined in Section 921 of Title 18 of the United States Code. OYACS Education Director and the responsible OJA facility chief administrator may modify the expulsion requirement on a case-by-case basis.

Students with disabilities have relevant procedures for application in cases of violation of this policy. These procedures appear in *POLICIES AND PROCEDURES FOR SPECIAL EDUCATION IN OKLAHOMA*, and OYACS will follow these procedures regarding the suspension of a special student.

Oklahoma State Department of Education requires assurance of this policy's being observed. Hence, OYACS will provide to the Oklahoma State Department of Education the following information:

- Description of the circumstance surrounding the incident,
- Name of the school concerned,
- Number of students expelled from the school and
- Type of weapons concerned.

Tobacco Products

OYACS's Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities.

Therefore, OYACS prohibits smoking, chewing or any other use of tobacco by staff, students and public on, in or upon any school property 24 hours a day, 7 days a week, including non-school hours. This applies to all School sponsored events.

Telephone Use

OJA permits no form of telephone or cellular phone possession or use by the youth in its custody. OYACS enforces this requirement in all activities for its students. As students engage in classroom instruction and use online courseware, they have occasion to communicate with online tutors. This is structured and controlled student-tutor interaction and not considered as telephone or cell phone use.

Public Display of Affection

Cordiality and friendliness are encouraged at OYACS to make a pleasant environment. Publicly displaying affection, however, is not acceptable behavior. Students as well as faculty may not show affection publicly while at school or school-sponsored activities.

Signs

Students must get permission from the Principal before posting any signs. Then, their posting of signs must conform to the rules stated by the Principal.

Carving on and Defacing School Property

Respect for property of self and others is a principle supported by OYACS. A person's character is defined in part by how she/he treats others and their property. This respect for property includes not carving on or defacing School property or causing destruction to it.

Wireless Telecommunication/Electronic Devices

Oklahoma Statute Sec. 24-101.1.Title 70 as amended reads, “School districts are required to adopt rules regarding student possession of a wireless telecommunications device.” OYACS Board of Education promotes an environment for instructional learning that is safe and secure. The Board and its administration support the following guidelines for wireless telecommunication devices in OYACS:

While at OYACS, no student shall possess or use personal electronic devices to include cell phones, flip phones, camera phones, walkmans, video cameras, Ipods or any other types of electronic devices.

OYACS instruction for students includes online communication with academic tutors for purposes of enriched and remedial learning. Such communication is not affected by this policy.

ACADEMIC AFFAIRS

Graduation Requirements and General Regulations

OYACS observes the State Board of Education high-school graduation requirement of 23 units.

Course Requirements

Unit requirements for graduation are as follows:

- 4 units of **English** to include English I, II, III, IV;
- 3 units of **math** which include Algebra I and
- 2 other units of **math** taught with content and rigor equal to or above Algebra I*;
* Computer Science courses count as math units.
- 3 units of **science** to include Biology I and
- 2 other units of **science** taught with content and rigor equal to or above Biology I**;
** Qualified agricultural science classes may count beyond Biology I (Animal Science, Horticulture, Natural Resources, and others may count if Agri-Science is completed as a prerequisite).
- 3 units of **social studies** to include one (1) unit of U.S. History, one-half (1/2) unit of Oklahoma History, one-half (1/2) unit of Government, and
- 1 unit of other **social studies** taught with content and rigor equal to or above Oklahoma History;
- 2 units or sets or competencies of the **Arts** (visual art and general music)***; and
*** These high school competencies are at 7th and 8th grade levels.
- Enough additional **elective** units to total 23.

A student must have completed 23 units in order to be graduated from OYACS.

Intramural sports are co-curricular activities and non-academic. Participation in intramural sports does not count in graduation requirements.

Terms Defined

- *Carnegie Unit* is 1 credit for the successful completion of a course that meets 40 minutes a day, 5 days per week for at least 36 weeks or the equivalent of 120 clock hours within the school year.
- *Sets of Competencies* are skills and competencies specified in *Oklahoma Priority Academic Student Skills* or other skills and competencies adopted by the State Board of Education.
- *Rigor* is a level of difficulty that is appropriate for the grade level and that meets state and national standards.
- *Contextual methodology* is academic content and skills taught by using in real-world problems and projects in ways that help students understand the application of knowledge.

OYACS strongly suggests that Juniors and Seniors take the Pre-Scholastic Aptitude Test (Pre-SAT), which will be administered each year by the School counselor.

Grading System

You will earn grades or marks according to the level of achievement you demonstrate in each academic course:

A = 90 - 100	C = 70 – 79	F = 0 - 59
B = 80 - 89	D = 60 - 69	

Honors Classes

These advanced-level courses are:

- Math--Trigonometry, Algebra III, Pre-Calculus, Math Analysis
- Science--Chemistry, Physics, AP* Biology, AP Zoology, AP Botany [*AP is Advanced Placement.]
- Social Studies AP, AP U. S. History, AP European History
- English--AP English III, AP English IV or any upper level AP Class

All Concurrent Enrollment Classes must be the offerings of accredited colleges or universities. A student may only count up to

- 6 college hours as Honors Classes per semester if the college classes taken are equal to 1/2 high school credits each per semester or
- 3 college hours if the college class is equal to one 1 high school credit per semester.

Oklahoma Honor Society

OYACS may nominate the top 10 per cent of the junior and senior high school enrollment for membership in the Oklahoma State Junior High Honor Society and the Oklahoma State Senior High Honor Society. The State Honor Society is determined following the first semester of a school year. Membership basis is work done the 1st semester of the current school year and the 2nd semester of the preceding school year.

National Honor Society

Student eligibility for membership in the National Honor Society is a scholastic average of 3.4 grade point average beginning with the sophomore year. In addition, the student must complete all requirements for admission to colleges and universities. The School will recognize and give a special award to each student who achieves membership in the National Honor Society.

Oklahoma Requirements for Graduation from High School

College Preparatory/Work Ready Curriculum for High School Graduation (Title 70 O.S. § 11-103.6) requirements began with students entering 9th grade in 2006-2007.

Accordingly, in order to be graduated from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level.

A core curriculum for high school graduation is available in lieu of the requirements of the college preparatory/work ready curriculum for high school graduation. A student may enroll in this core curriculum upon written approval of the parent or legal guardian of the student. See the following section entitled "Core Curriculum for High School Graduation."

To meet graduation requirements, OYACS may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles.

Guidelines for Concurrently Enrolled Students Requirements for Concurrent Enrollment

- Juniors ACT 21, SAT 980 or GPA 3.5
- Seniors ACT 19, SAT 900 or GPA 3.0

plus

Minimum ACT sub scores of 19 to enroll in corresponding curricular areas

Concurrent Enrollment for College Credit

The 2009 Regular Session of the Oklahoma Legislature passed Senate Bill 290, which became effective July 1, 2009. This bill amends 70 O.S. § 628.13.

“When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.” [Quoted as written in original document.]

Oklahoma State Department of Education (OSDE) has reviewed and approved for academic credit the following higher education courses commonly taken through concurrent enrollment:

College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit High School Botany
English Composition I	½ unit English IV
English Composition II	½ unit English IV
Introduction to Chemistry	1 unit High School Chemistry
Chemistry I	1 unit High School Chemistry
American History Survey to 1877	½ unit High School U.S. History
American History Survey from 1877	½ unit High School U.S. History
Introduction to Geography	½ credit H.S. World Geography
American Federal Government	½ credit H.S. American Government
Introduction to Speech	½ credit High School Speech

OYACS will transcript college-class credits earned at OYACS. However, the student has the option not to count the credit in the student’s GPA. If a student chooses to substitute a college class for a high school requirement, that grade will be in the student’s OYACS transcript.

Equivalent Time

Each 3 credit hour college course exempts the student from 2 consecutive class periods at OYACS.

For example: If the student enrolls in a 3 credit hour college night class, that student could be exempt from periods 1 and 2 or periods 6 and 7 at OYACS. If the student enrolls in more than one 3-hour college class, that student could be exempt from AM or PM classes at OYACS.

Oklahoma Higher Learning Access Program (OHLAP)

OHLAP – Curriculum Requirements

College Preparatory

17 unit OHLAP – Core – Must have 2.5 GPA or above; over-all GPA must be 2.5 or above.

Core Curriculum for High School Graduation

Students who entered the ninth grade prior to the 2006-2007 school year enrolled in the core curriculum for high school graduation. Beginning with students entering the ninth grades in the 2006-2007 school year, in order to be graduated from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

- 4 Units or Sets of Competencies Language Arts –
 - 1 Grammar and Composition, and
 - 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.
- 3 Units or Sets of Competencies Mathematics –
 - 1 Algebra I or Algebra I taught in a contextual methodology, and
 - 2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability;

Computer Science I;
 Computer Science II;
 Mathematics of Finance,
 *Intermediate Algebra; * contextual mathematics courses which enhance technology preparation whether taught at (1) comprehensive high school or (2) technology center school when taken in 11th or 12th grade, taught by a certified teacher, and approved by the State Board of Education and the independent school district board of education;
 Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in 11th or 12th grade on approval of the State Board of Education and the independent district board of education; or
 Other mathematics courses with content and/or rigor equal to or above Algebra I.

- 3 Units or Sets of Competencies Science –
 - 1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life physical, or earth science or technology which may include, but are not limited to the following courses:
 - Chemistry I
 - Physics
 - Biology II
 - Chemistry II
 - Physical Science
 - Earth Science
 - Botany
 - Zoology
 - Physiology
 - Astronomy
 - Applied Biology/Chemistry
 - Applied Physics
 - Principles of Technology
 - Qualified agricultural education courses including but not limited to
 - Horticulture
 - Plant and Soil Science
 - Natural Resources and Environmental Science, and
 - Animal Science;
 - Contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in 11th or 12th grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
 - 3 Units or Sets of Competencies Social Studies –
 - 1 United States History,
 - 1/2 to 1 United States Government,
 - 1/2 Oklahoma History and
 - 1/2 to 1 which may include, but are not limited to, the following courses:
 - World History
 - Geography
 - Economics
 - Anthropology
 - Other social studies courses with content and/or rigor equal to or above United States History, United States Government or Oklahoma History.
- 2 Units or Sets of Competencies in Arts, which may include, but are not limited to, courses in Visual Arts and General Music.
- 8 Electives.

23 Total Credits (Units or Sets of Competencies). OYACS requires 23 total credits for graduation.

Career and Technology Education also offers academic credit options, such as, Computer Science allowed for high school math credit, qualified Agriculture Education courses for high school science, math and science, and Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor.

Admission to Oklahoma Public Colleges and Universities

Minimums: ACT and SAT Scores, High School Grade-point Averages and Class Ranks

- Comprehensive Universities University of Oklahoma and Oklahoma State University
 - Minimum ACT composite Standard Score of 21 or
 - Minimum SAT score 990 or
 - Minimum High School GPA of 3.0 and Class Rank in top 33%
- Regional and Special Purpose Universities
 University of Central Oklahoma, East Central University, **Northeastern State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University, Southwestern Oklahoma State University, Cameron University, Langston University, Oklahoma Panhandle State University, and University of Science and Arts of Oklahoma
 - Minimum ACT Composite Standard Score 19 or
 - Minimum SAT Score 870 or
 - Minimum High School GPA of 2.7 and Class Rank in top 50%
- Two-Year Colleges
 Carl Albert State College, Connors State College, Eastern Oklahoma State College, El Reno Junior College, Murray State College, Northeastern Oklahoma A & M College, Northern Oklahoma College, Oklahoma City Community College, Tulsa Junior College, Western Oklahoma Junior College, OSU Technical Branch, Oklahoma City and OSU Technical Branch – Okmulgee
 - Minimum ACT Composite Standard Score – no minimum required or
 - Minimum SAT Score – no minimum required or
 - Minimum High School GPA and Class Rank – no minimums required

*Revised test ** Northeastern State University: ACT 20, SAT 900 or GPA 2.7 and Class Rank 50%

SAFETY & EMERGENCY

Emergency Phone Numbers

<u>Emergency</u>	911
<u>Office of Juvenile Affairs</u>	405- 530-2800
<u>DHS</u>	800-522-3511
<u>Abuse Hotline</u>	800-522-3511
<u>School Office Number</u>	_____
<u>24-hour Suicide Helpline</u>	800-784-2433
<u>Oklahoma Poison Center</u>	405-271-5454
<u>County Sheriff</u>	_____

Fire and Fire-Drill Procedures

Fire drills are advance preparation in case a fire actually occurs. All School staff and students will take these drills very seriously and consider them as valuable learning experiences. If there is an actual fire, the procedures will be exactly the same as during drills.

Exits and Emergency Exit Routes

The fire marshal for the OJA facility will designate the exit and emergency exit routes for the entire facility, including the School. Visible and legible signs in hallways and classrooms will give instructions, exit routes and directional arrows. It is the responsibility of each teacher to inform students regularly of nearest exits and emergency exit routes.

Signal for Fire Drill/Real Fire – Continuous, Slow, Alternating Bell Sounds

At the sound of fire alarm, teachers will

- Take their class roll books, inform students of the exits to be taken from the school, guide students in vacating the room with deliberate speed and proceeding through the assigned exits.
- Lead their students in walking outside the building to places suitable and safely away from the buildings, clearing the building by at least 20 yards.
- Call class rolls to ensure all assigned students are present or accounted for.
- Inform the Principal of any students not present at this roll call.
- Remain there with assigned students until hearing the all-clear bell ringing.

Signal for All Clear – 2 Long Bell sounds

Upon hearing the all-clear bell, teachers will

- Inform their students of the all-clear signal and guide them back into the building and classrooms from which they came.
- Call class roll again.
- Inform the Principal of any missing students.
- Resume classroom order and activities in place before the drill.

Real Fire - No All Clear Signal

If there is an actual fire, the Principal and OJA fire marshal will direct proper actions by giving audible instructions to teachers and students as to what to do and where to go.

Disaster Drill Procedures

Tornado Procedure

- Signal for Tornado drill: Quick Alternating Bell
- Instructions
Students get their personal belongings; then, go quickly to the School's designed shelter and assemble inside along the hallways as directed by the School official on duty there.

If students are unable to leave the building because of the tornado, they must seek shelter in the hallways or center of the building. Students and teachers must stay in this area until the "All Clear" signal is given.

Lockout & Lockdown Drills and Procedures

Lockout

Threat or hazard outside of the building

- Students Return to inside of building. Do business as usual.
- Teachers Recover students and faculty from outside building. Increase awareness. Do business as usual. Take roll and account for students

Lockdown

Threat or hazard inside the school building

- Students Move away from sight. Maintain silence.
- Teachers Close and lock classroom door. Turn off lights. Move away from sight. Maintain silence. Wait for First Responders to open door. Take roll, and account for students.

General Procedure

Staff members are to stop any stranger and inquire as to his/her business in the building. All visitors must check in with office.

- If intruder is in the hall, staff calls office or escorts stranger to office.
- If in a classroom, staff sends a student to office for help or to use telephone.
- At the sound of shots fired, staff evacuates students to safest position away from the intruder.

Steps of Action

Depending on the situation, the Principal will take appropriate action. In the event of an unwanted intruder on campus, the Principal will follow these procedures:

- Call police.
When calling, advise if a weapon present; give description of the person: clothing, gender, race, etc.
- Designated personnel lock outside doors.
- Take students into protected classrooms.
- Check restrooms and vacant rooms.
- Lock classroom door, if possible
- Move students away from doors and glass.

Personnel Roles

Principal	If necessary, help evacuate students. Ensure all doors are locked.
Secretary	Call police, if directed by an administrator. Notify other buildings on campus.
Teachers	Stay with and protect students, provide first aid and take roll. Lock doors and windows, shut blinds or shades, move students away from windows.
Other Staff	Provide first aid, assist evacuation and lock outside doors.

Response to Signals

Code: **RED**

- Lock down the building.
- Teachers take roll
- If at noon or when students are outdoors, all students go to the School's designated shelter

Code: **GREEN**

- All Clear
- Staff and students return as they were before the announced alert.

Evacuate *Need to move students and faculty from one location to another*

- Students Leave stuff behind. Form a single or double line. Be prepared for alternatives.
- Teachers Take emergency backpack with class list(s). Lead students to evacuation location.
- Take roll, and account for students.

Shelter *Hazardous Materials (hazmat), Tornado, Bomb*

- Methods Seal the room. Drop, cover and hold in silence
- Students Use appropriate method.
- Teachers Take roll, and account for students.

Violence Endangerment

Student Out of Control or Aggressive Behavior

- Ask for support from facility staff.
- Move other students away from disruptive student.
- Alert office.
- Talk to student in a calm manner.
- Do not attempt to restrain student, unless you have had specific training.

Weapon in Classroom

- Alert Facility staff.
- Alert School office.
- Office will call 911.
- Take measures to protect students as necessary.
- Do not struggle to get the weapon.
- Document event in writing.

Unknown, Angry or Potentially Violent Visitor

- All faculty be aware of anyone who is not part of the school community,
- Faculty asks unidentified or suspicious visitors to return to office.
- Call office for clarification or assistance with unknown visitor.
- Principal determines if emergency procedures are required.
- Principal calls 911 if deems necessary.
- Principal documents event in writing.

Drug-free School Policy Statement

In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well being of students, employees, and community as a whole, OYACS provides all students with a drug and alcohol education and prevention program.

Use, possession and/or distribution of illicit drugs and alcohol are wrong and harmful.

Standards of conduct for OYACS students prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol by students on School premises or as part of any of its activities.

The School will imposed sanctions on students who violate the above standard of conduct. Sanctions will be consistent with local, state and federal laws, up to and including probation, suspension and expulsion as well as referral for prosecution. The School may require completion of an appropriate rehabilitation program as a prerequisite to re-entry in School after the offense.

OYACS will make available information about drug and alcohol counseling and rehabilitation and re-entry programs. Such is available from the office of the Principal.

Standards of conduct and disciplinary sanctions as outlined in this policy will be parts of the School's notification to parents and students.

The Drug Free School and Communities Act Amendments, P.L. 101-1226 requires that each state and local educational agency must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Federal regulations are available through the School's principal.

The School will make available to each student and parent/guardian a copy of the *Student Handbook* for OYACS, which includes the OYACS policy relating to adoption and implementation of drug prevention for students.

Student Photographs

OYACS has the right to publish students' photographs in the school yearbook and school newspaper as well as on the School's website. If a parent or adult student does not wish for the student's photograph to be published in any school publication, the parent/student must present written notice thereof to the School's principal.

The School will permit no other photographing of students or distribution of students' photographs without prior, written approval of the parent/guardian or adult student.

ORGANIZATIONS and ACTIVITIES

Student Yearbook

A student yearbook will document the people and events of each school year. The yearbook will be typical of those in public high schools.

A production committee, consisting of student volunteers and a teacher sponsor, will produce the yearbook. At the beginning of each school year, the Principal will solicit student volunteers for membership on the Yearbook Committee. The Principal will appoint one teacher to be the sponsor. Then, the Principal and sponsor will select from the pool of volunteers no more than 10 students. To be eligible, a student must have a passing average in all academic classes and a prior school record of being hard working, cooperative, dependable and well behaved. The teacher sponsor and

student committee members in cooperation with the Principal will decide on yearbook's theme, format, components and color scheme. All work by the yearbook committee must be done at School. The School will provide support needed in production: costs of expense, materials, equipment and the like.

Student Newspaper

A student newspaper will chronicle the news of OYCAS during each school year. Early in the first year of OYACS, the Principal will convene a committee of teachers, students, and others for the purpose of forming the OYACS newspaper and its yearly operations. From this work, the Principal will cause to be developed a set of operating procedures that will guide the newspaper committees of the current and future years. While the founding committee will develop minimum criteria for membership on this committee, it is expected that it will contain such student credentials as having a passing average in all academic classes and a reputation for being hard working, cooperative, dependable and well behaved.

All work on the newspaper will be done at School. The School will provide support needed in production: costs of expenses, materials, equipment and the like. At regular intervals throughout the school year, the Newspaper Committee will distribute newspapers, free of charge, to all students and faculty.

Intramural Activities

OYACS encourages all its students to engage in intramural activities and competitions among their fellow students. These will be sports and scholastic activities available in addition to regular curriculum and classroom studies. Intramurals will take place only among students of the School and only within the confines of the School and OJA facility. These activities being non-academic in nature, graduation credit will not accrue from participation. Sports activities will emanate from student interests and may include soccer, football, baseball, and softball as well as others considered feasible for OYACS setting. Likewise, scholastic activities may include essay writing, poetry writing, music writing, debate and extemporaneous (unrehearsed) speaking.

The nature and extent of OYACS's intramural program is yet to be. During the first semester of the first school year, the Principal in coordination with OJA's Coordinator of Education will set in motion a project to form the OYACS intramural program. Once confirmed and approved by OJA, the intramural program will become active and its salient features inserted here in this student handbook.

STUDENT SCHOOL LEADERSHIP

Student Officers

The School encourages student leadership among the members of each unit. Officers may be president, vice president and secretary. As needs arise, other officers may be activated, such as, sergeant-at-arms.

Requirements

A student wishing to run for unit office must have:

- Cumulative GPA of 2.0 or better and
- Attended OYACS the previous semester.

Applications for unit officers are in the Principal's Office.

Selection Process

Students will select their respective unit officers each school year by popular vote. At the Principal's designated date, the students may vote. The process will resemble voting processes used in free public election of officers, such as mayor and city council. Following the polling and counting of votes, the Principal will announce the voting results. Officers so elected will serve for the school year in which elected. They are, however, eligible for election in the next year's elections.

Duties and Responsibilities

Each year, the Principal will appoint a faculty member to serve as his/her liaison for officers and elections. The job of this liaison will be to train newly elected officers in their duties and responsibilities as well as disseminate the Schools rules and regulations for unit officers, including, rules for conducting meetings. This liaison and others so appointed by the Principal will serve as advisors and sit in on all meetings in which officers perform their duties.

PARENTAL INVOLVEMENT

Parents are essential members of the OYACS team which makes each student succeed in school. OYACS will communicate with parents regularly, involving them in student-related decisions, encouraging their involvement in parent-teacher relation and soliciting their participation in school-community affairs.

Parent-teacher Association

OYACS will form an organization composed of parents, teachers and staff for the purpose of facilitating parental participation in the School. During the first year of OYACS operation, the Principal will engage teachers and parents in the formation of the OYACS PTA. Once completed, information thereon will be in this student-parent handbook.

Parents Rights

To be added later.

Parent-teacher Conferences

Information to parents will be periodic and as occasions arise throughout each school year. The School will schedule and hold formal conferences with parents at least twice per year. Planned in advance, the subject will be the student's performance and progress in school. Conference settings may vary according to parents' accessibilities to the School. If near to the School, the choice may be at School. If afar, the choices will be telephone and video or a combination with teachers in School and parents at home. The School will keep records of these conferences, attendees and outcomes. To ensure the ability for these communications to occur promptly, parents are requested to report to the School changes in their contact information, such as, name, address, phone, e-mail. Each time a teacher or other School official communicates with a parent, the person making the contact will repeat this request for contact information.

Open House

Annually, the School will open its house to parents, relatives, friends and community members. The Principal will serve as the host, and the faculty will be the service associates. The objectives will be to display the School and inform visitors of its operations, its instructional program and its changing features. In order to maintain security of the OJA facility, attendance will be by invitation only. Students may name their parents, relatives and family members they wish to have visit. The Facility Superintendent will designate the areas of the School that can be visited and will assign OJA personnel to these areas as insurance that strict security is present throughout the open house.

Early in the first semester of each school year, the Principal will collaborate with the Facility Superintendent and the Office of Juvenile Affairs and plan the activities of the first open house. Once conducted, the Principal and OJA's Education Director will formalize in writing a guide to hosting open houses. Thereafter, an appropriate overview will be a part of this handbook.

STUEDENT COMPUTER AND INTERNET USAGE AGREEMENT

In order for you to use computers and Internet service in Oklahoma Youth Academy Charter School (OYACS/School), you and your parent must agree that you will follow the provisions of OYACS's Board of Education (Board) policy and the School's policies and procedures for acceptable use of the Internet, electronic mail or other forms of direct electronic communications. These policies and procedures and your agreement to abide by them are principally for your protection from harm that may arise from your use of

any of these forms of online communication. OYACS representatives will provide age-appropriate training for students who use the OYACS's Internet facilities. Your usage agreement will be in effect at all times during your tenure as a student in Oklahoma Youth Academy Charter School.

GOVERNANCE and ADMINISTRATION

Board of Education

The Oklahoma Board of Juvenile Affairs governs the Oklahoma Office of Juvenile Affairs and the Oklahoma Youth Academy Charter School. The Board's members are:

Dr. Donnie L. Nero, Chairman	Honorable Kristin Jarman	Michael Willis
Dr. Stephen Grissom	Tony Caldwell	
Mark Hixson	Scott Williams	

Administration

T. Keith Wilson, Executive Director, Oklahoma Office of Juvenile Affairs
John Pugh, Education Director, Oklahoma Youth Academy Charter School
Leticia Sanchez, Principal, Southwest Oklahoma Juvenile Center Campus
Bradley Buxton, Principal, Central Oklahoma Juvenile Center Campus

Professional Learning Community (PLC)

OYACS will form and operate a Professional Learning Community committee, consisting of teachers, students, community members and others selected for their interest and value to the committee. It will extend classroom practice into the community. And, it brings community personnel into the school to enhance the curriculum and learning tasks for students by engaging students, teachers and administrators simultaneously in learning. The focus will be on learning rather than on teaching, working collaboratively and expecting accountability for results. It can enhance a shared vision for running the school in which everyone makes a contribution.

VISITORS

The School and its host OJA facility will observe strict rules regarding visitors. No visitor is permitted beyond the first secure entry area until cleared by the OJA staff. Each visitor must obey the rules of the OJA facility and conduct him/herself properly throughout the entire visit in the School.

CONCLUSION

As a student in this school, you will find that if you become active in your classes and try to learn, you will. You can be successful. Put your effort with ours, and you will succeed. Then, you will be happy with yourself for having worked hard to achieve this goal.

APPENDICES

A OYACS Calendar for School Year 2015-2016

B Class Schedules

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OYACS School Calendar 2015-2016

Blue = No school (NS)

Green = Professional Development Day (PD)

Yellow = Holiday

2015

Purple = Snow Day (SD)

Tan = School Begins

Red = End of Session

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						15

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					21

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					15

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	14	107

21

2016

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

February						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
						20

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						17

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		16

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Federal Holidays 2015/16

Jul 4 Independence Day

Nov 11 Veterans Day (NS)

Jan 18 MLK Day (NS)

Sep 7 Labor Day (NS)

Nov 26 Thanksgiving Day (NS)

Feb 15 Presidents' Day (SD)

Oct 12 Columbus Day

Dec 25 Christmas Day (NS)

May 30 Memorial Day (NS)

Jan 1 New Year's Day (NS)

Significant Dates 2015/16

Jul 13 First day of School

Dec 21-31 Christmas Break

Mar 14-18 Spring Break

Aug 10-11 Professional Development (PD) Jan 29 PD

May 13 End Regular Session

Oct 14 PD Feb 16 PD

May 16-Jun 22 Summer School

Nov 23-27 Thanksgiving Break

Jun 22 Last Day of School

APPENDIX B - CLASS SCHEDULES

Both OYACS campuses observe the same schedule for regular school days:

School Schedule

Block 1		7:45 AM – 9:00 AM
Block 2		9:05 AM – 10:20 AM
Block 3		10:25 AM – 11:40 AM
****Lunch****		11:45 AM – 12:45 PM
Block 4	*Advisory*	12:45 PM – 1:45 PM
Block 5		1:45 PM – 3:00 PM
Block 6	*Physical Ed.*	3:00 PM – 4:00 PM

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