

# Ethel M Reed Elementary School



## **Pre-K – 3rd Grades Student Handbook 2023-2024**

**Danielle Patterson, Principal**  
**615 South Broadway**  
**Holdenville, OK 74848**  
**(405) 379-6618**  
**Fax (405) 379-8100**

## TABLE OF CONTENTS

I. -----	INTRODUCTION-----	3
II. -----	STUDENT ACTIVITIES PROGRAM -----	3
III. -----	DAILY SCHEDULE-----	3
IV. -----	FOOD SERVICE PROGRAM-----	4
VI. -----	ATTENDANCE -----	4
VII. -----	EARLY DISMISSAL -----	5
VIII -----	BOOKS-----	6
IX. -----	EMERGENCY SCHOOL CLOSING-----	6
X. -----	INJURY OR ILLNESS AT SCHOOL -----	6
XI. -----	MEDICATION-----	6
XII. -----	IMMUNIZATIONS-----	7
XIII. -----	EMERGENCY DRILLS -----	7
XIV. -----	CONTROLLED CAMPUS -----	7
XV. -----	TRANSPORTATION-----	7
XVI-----	CLASSROOM VISITATION-----	8
XVII -----	PERSONAL PROPERTY -----	8
XVIII -----	SCHOOL DRESS-----	9
XIX. -----	FLOWERS, GIFTS, AND INVITATIONS-----	9
XX. -----	PARTIES-----	9
XXI. -----	FIELD TRIPS -----	9
XXII. -----	GRADES-----	9
XXIII -----	HOMEWORK -----	10
XXIV. -----	TESTING PROGRAMS -----	10
XXV. -----	PROMOTION AND RETENTION/READING RETENTION POLICY-----	10
XXVI-----	DISCIPLINE-----	11
XXVII -----	SPECIAL CLASSES AND ADDITIONAL SUPPORT -----	12
XXVIII -----	FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA) -----	13
XXIX-----	DRUG FREE SCHOOL POLICY-----	15
XXX. -----	THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 -----	15
XXXI. -----	CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS -----	15
XXXII. -----	STUDENT SEARCH POLICY -----	16
XXXIII -----	CIVIL RIGHTS COMPLIANCE STATEMENT -----	16
XXXIV -----	SEXUAL HARASSMENT POLICY -----	16
XXXV-----	PROHIBITING POLITICAL ACTIVITY DURING SCHOOL TIME-----	18
XXXVI. -----	BULLYING-----	18
XXXVII-----	HARASSMENT-----	18
XXXVIII -----	GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING	
XXXIX-----	COMPLAINTS ALLEGING DISCRIMINATION-----	21
XXXX-----	MOMENT OF SILENCE -----	26
XXXXI-----	MCKINNEY-VENTO HOMELESS ASSISTANCE ACT-----	27
-----	NO TABACCO/VAPING 24/7 POLICY -----	28

## I. INTRODUCTION

Welcome! The faculty and staff welcome you to this academic year. We are pleased that you are part of the Ethel Reed community. We anticipate your involvement and cooperation in making this year successful.

This handbook has been carefully prepared so parents and students will be aware of the procedures and policies concerning Reed Elementary. The mission of Reed Elementary is **BEST**, i.e., Building Exceptional Skills for Tomorrow. The faculty and staff join together in providing the best educational experience for your child. Please become partners with us as we strive for excellence in education.

## II. STUDENT ACTIVITIES PROGRAM

Reed Elementary School shall maintain a diversified and balanced program of co-curricular and extracurricular student activities designed to contribute to the educational development of our students. Efforts shall be made to foster an appropriate intellectual, cultural, and social climate; promote growth in student leadership and social interaction skills; and encourage special student interests. The program of student activities shall be an integral part of the comprehensive educational experience.

## III. SCHOOL DAY

The building is open and supervision begins at 7:30am. Students are not allowed to be dropped off at school before 7:30 a.m. Any student that arrives after 8:05 a.m. will receive a tardy slip from the office.

The School day begins at 8:00am and ends at 3:30pm.

If you need to talk with your child's teacher, the best time to call would be from 7:45 – 8:05am., after 3:30pm., or you can call and set up a time to talk with your child's teacher.

All messages and/or deliveries must be made prior to 2:00 to ensure that they reach students. Parents must check in at the office during these visits.

### Lunches

Kg.....	10:50
Pre-K.....	11:20
1 <sup>st</sup> .....	11:35
2 <sup>nd</sup> .....	12:05
3 <sup>rd</sup> .....	12:35

All students will be allowed ample time to eat. If not finished when the other classes leave for recess, they may stay and finish eating.

## IV. FOOD SERVICE PROGRAM

Holdenville Public Schools has been approved through a program called (CEP) Community Eligibility Provision to provide FREE breakfast and FREE lunch to ALL students no matter the family income level.

The Child Nutrition Program follows the meal pattern for the (HHFKA) Healthy Hunger Free Kids Act which requires Milk, choice of Vegetable and/or fruit, Grain/Bread, Meat or Meat Alternative. We strive to provide 2 healthy meals for each student every day.

If your child chooses to bring a lunch they may purchase a carton of milk for .30 cents. Any beverages brought from home must be caffeine free and no soda allowed. Students are not permitted to bring extra food/drink items unless they are bringing their own lunch.

Monthly menus are available on the Holdenville Schools web site at [www.holdenville.k12.ok.us](http://www.holdenville.k12.ok.us)

## VI. ATTENDANCE

The Oklahoma statutes say that children over the age of 5 and under age 18 shall attend school. Children attending kindergarten must be five years old on or before September 1<sup>st</sup>.

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

### Absences

1. Board of Education Policy: Any student found to be in attendance less than 90% of the days on roll in a class shall not "pass" that class without the specific approval by the Holdenville Board of Education. Homebound students are counted in attendance.
2. Administrative Guidelines: Any Student who exceeds seven days of absence per semester in a class will fail that class unless approved by the Board of Education. The principal will review the attendance record of all students in excess of seven. The principal will make a determination on whether or not to waive the seven-day rule. The principal and the Board of Education will review the overall pattern of absences and documentation submitted at the time of the absence. Out of school suspensions, homebound, and school approved activity absences are exempt from this guideline.

Students missing school for any reason are expected to obtain their work assignments and make up any missed work.

Students who are absent on the day of an after school event will not be able to participate in the event. Ex. Spring Sing, etc.

### Chronic Absenteeism

A student is considered chronically absent after missing 10 percent or more of school days. **This includes both excused and unexcused absences.** Chronic absenteeism is one of several indicators on the Oklahoma School Report Card, which is designed to give parents and communities an annual snapshot of student learning, progress, and achievement at the local level. Chronic absenteeism looks beyond truancy and average daily attendance to shine a light on how missing school days can affect an individual student's path to success.

**Perfect Attendance**

Students who have not missed any school days, came in tardy, or checked out early will receive perfect attendance.

**Make-up School**

Make-up school will be scheduled to allow students an opportunity to make up absences. These extra sessions will be scheduled after school from 3:30 to 5:00 p.m. It will take two after school sessions to make up one-day absence. (Kindergarten students will be required to attend one after school session.) Students attending make-up school must be on time and stay for the entire session. If a student is late or does not stay for the entire session, it will not replace an absence.

**Tardies/Early Dismissals**

Students will be allowed four tardies/early dismissals per semester with no penalty. The fifth tardy/early dismissal will result in one day of Academy. Tardies/early dismissals in excess of five will result in a review by the principal/ school attendance committee.

Students who arrive between 8:05 a.m. and 10:00 a.m. are tardy. Students leaving between 10:00 a.m. and 1:00 p.m. will be counted a half day absent. Students leaving after 1:00 p.m. will have a tardy/early dismissal.

All student attendance, absence and transportation information is compiled on a half-day basis with the exception of attendance, absence, and transportation information for half-day early childhood or kindergarten programs which are recorded on a full-day basis. A student must be in attendance for two-third (2/3) of the first half of the school day to be recorded present for one-half day; likewise, a student must be in attendance for two-thirds (2/3) of the second half of the school day to be recorded present for one-half day.

**Pre-Kindergarten**

Chronic Absenteeism may result in student dismissal from Pre-Kindergarten Program.

The Holdenville Board of Education recognizes that regular attendance of a child of school age is required by Oklahoma law and that the school is required to record all student absences and the reasons for them and to report excessive absences to the proper authorities. While the board considers regular school attendance essential for success in school, the board also recognizes that an occasional absence by students may be unavoidable. The board believes that proper communication between schools, parents and legal authorities in school attendance matters assists students to attend school on a regular basis and attains the maximum benefits from classroom education.

**Virtual/Distance Learning**

Daily attendance requirements must be met. Students must complete daily attendance online or will be considered absent.

**VII. EARLY DISMISSAL**

A request to have a student dismissed early from class should be sent with the student the morning of the dismissal. The parent, or authorized person, must report to the office and sign the child out.

**Parents or guardians must notify the school by 2:00 p.m. if someone other than them is picking up their child.**

## VIII. BOOKS

Students have free use of a variety of textbooks, library books, and workbooks. Proper care of these materials is expected. When a child brings school books home for study, please provide a safe, convenient place in which to keep them. A lost, stolen, or damaged book must be paid for, at replacement cost, by parents or guardians.

## IX. EMERGENCY SCHOOL CLOSING

In the event Holdenville Public Schools will be closed due to severe weather conditions, the official announcement will be heard over any OKC TV station, Reed Elementary Facebook page, and the Holdenville Public School All Call Notification System.

## X. INJURY OR ILLNESS AT SCHOOL

If a student becomes injured or sick at school, the school nurse or a staff member will attend to him/her until the parent has been notified. Simple first aid will be administered.

When emergency medical attention is necessary, and neither the parent nor the person listed on the enrollment sheet can be located, the family physician will be called, or the child will be taken to the doctor or the emergency room at the Holdenville General Hospital. Authorization for such action will be on file in the school office. This is unless instructions have been given to the contrary.

According to state law, any child infected with a contagious disease such as pink eye, chicken pox, impetigo, COVID-19 or infested with head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice must be checked by the school nurse or present to the principal, a certification from a health professional or a representative of the State Department of Health indicating that the student is free of live head lice.

If a child is well enough to attend school, but the parent does not want the child to go outside during recess or P.E. a note should be sent to school indicating the parent's wishes.

## XI. MEDICATION

All medication and nonprescription medications must be brought to school by a parent or legal guardian. Medications CANNOT be sent to or returned from school with the student.

### **Prescription Medications**

Prescription medication must be in the original pharmacy labeled container that indicates the following: student's name, name of the physician, name and strength of drug, date and name of the pharmacy, dosage and directions.

### **Nonprescription Medications**

Nonprescription medication must be in the original labeled container with the following information: dosage and directions for administration, along with the student's name.

*Prescription* and *nonprescription* medications must be accompanied by an Authorization for Administration of Medication in School and School Activities form, provided by the school, signed by the parent or legal guardian or physician that indicates the following: purpose of medication, termination date, and time to be administered.

**Asthma/Inhalers**

Students who have been granted permission by the district may possess and use a prescribed asthma inhaler.

**XII. IMMUNIZATIONS**

Students who transfer from another school either within the state or from out of state will be conditionally admitted. Only a maximum of thirty calendar days will be given for the student to produce documentation of proper immunizations or be excluded from school. Students who have not been previously enrolled in school must produce a copy of the immunizations upon enrollment.

The Oklahoma State Department of Health currently requires that children attending school for the first time shall present certification from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles, mumps, rubella, poliomyelitis, hepatitis B, hepatitis A or is likely to be immune as a result of the disease.

**XIII. EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire, storm, intruder, and bus evacuation drills are scheduled during the first few days of each semester and periodically throughout the year. Students become familiar with the alarm and the regulations for a calm and rapid departure from the school building or into our storm shelter. During severe weather warnings, all staff will be seeking shelter and unable to answer doors and telephone calls.

**XIV. CONTROLLED CAMPUS**

A student at Reed Elementary is not to leave the school property after his/her arrival on the school grounds until the dismissal bell has rung or until he/she is delivered home by a school bus in the afternoon. Permission to leave either before school starts, during school, or at lunch may be given only by the parent, guardian, or principal. This permission will be granted only when the school is notified in writing or by phone. No child is permitted to leave the school with another individual without being checked out through the office. Students leaving with parent or guardian must be signed out in the office.

During the year, educational or recreational trips are scheduled to provide experiences beyond the school site. Travel is made by walking, bus, or private carrier. When these opportunities arise, permission forms signed by the parent are required. Without this, the child will not be allowed to make the trip. On school trips, students are required to ride the bus to the event but may ride home with their parents. A written note is required if a child is going home with anyone else.

**XV. TRANSPORTATION**

The Holdenville School District provides safe transportation for those students who are legally eligible to be transported to and from school. Loading and unloading from a bus must be made with caution. Proper behavior shall be maintained as safety is of the utmost importance. The driver of a bus is a school official and has the same authority in disciplining as a teacher in the classroom. A "Bus Violation Report to Parents" will report misconduct to the principal and the parent. This first note is a warning and must be signed by the parent as an indication that he/she has knowledge of the infraction. A copy is sent to the principal. The second note will bring disciplinary action and the possibility of suspension

from the bus for a designated period of time. The third note is subject to complete suspension. At this time, the parent must meet with school officials prior to the return of bus riding privileges.

Students are not allowed to ride a bus other than their assigned bus route or get on or off at a different house or place unless a written request or phone calls are received from the parent or guardian.

**\*Parent or guardian must notify the school office (405-379-6618) by 2:00p.m. for transportation changes.**

Bus Routes load and unload on Scott Street between Broadway Street and Creek Street. Parents transporting their children may park in the parking spaces along Broadway Street or in the parking lot across from Reed on Scott Street. Students are to cross at the corner between the cross marks. Drivers **must** remain in their cars, while staff members assist students to and from vehicles. Pre-K, 2<sup>nd</sup> and 3<sup>rd</sup> grade students riding in a private car will be dropped off and dismissed by staff on Creek Street. KG., 1<sup>st</sup> grade and sibling sets will be dropped off and dismissed by staff on Broadway Street near the flagpole.

Students are permitted to ride their bicycles to school and park them in the bicycle rack at the front of the building. Students are to dismount their bicycles upon entering the campus area and walk their bicycles to the rack. The same applies when leaving the school grounds. They are to mount their bicycles after leaving the grounds. Bicycle riders and walkers are dismissed after the last bell rings at approximately 3:30p.m.

The principals and other administrators of Holdenville Public Schools fully support practices in bicycle safety by all students. This especially includes the wearing of protective headgear by riders. We believe that we must do all we can to prevent serious head injuries to people who ride bicycles. Therefore, we encourage students to wear helmets if they ride bikes to any of our school sites.

## **XVI. CLASSROOM VISITATION**

Reed teachers welcome visits from parents. Parents wishing to have a conference with a teacher are encouraged to phone the school at 405-379-6618 to schedule an appointment. Scheduling in advance avoids disrupting the class routine. Any visitor must check in at the office before disrupting a teacher. Non-enrolled students may not visit the classroom.

## **XVII. PERSONAL PROPERTY**

**For the identification and protection of personal property, articles such as coats, jackets, sweaters, gloves, lunchboxes, etc. should be labeled.** Personal books should also contain the child's full name. When children bring toys to school, they run the risk of having playthings broken or stolen. Knives, lighters, toy guns, hard balls, and bats pose a safety problem and are not allowed. On occasion a teacher may grant permission for toys to be brought into the classroom. Until this time, the school encourages students to refrain from bringing toys from home. No Personal I-Pads, Personal Gaming devices, etc. should be brought to school. If they are brought to school they will be taken from the student and given to the principal. Parents will have to pick up these items at school. They will not be returned to the student. Student use of cell phones during school hours is prohibited. Cell phones brought onto school property **MUST** be turned in to the office and will be returned at the end of the school day. The school does not assume responsibility for lost/damaged cell phones or electronics devices. For the safety of the children, no backpacks with rollers are allowed.



## **XVIII. SCHOOL DRESS**

Students are expected to dress properly at school. Clothing, which displays words or gestures that are detrimental to the educational process, will not be allowed. Shorts can be worn during warm weather, but must be an appropriate length. Tank tops/sleeveless shirts should fit properly and meet the top of shorts or pants and should fit close to the arm pit without allowing excess skin showing on the sides. No halter tops will be allowed. Shorts are encouraged to be worn under dresses. No cleats, rubber or metal, and skate shoes should be worn to school as they mar the floor and can cause injury to other students. Hats or other headgear may not be worn inside the school building during the regular school day. **No open-back shoes should be worn due to safety on the playground.**

## **XIX. FLOWERS, GIFTS, AND INVITATIONS**

In order to minimize disruption of the educational process and to maintain an atmosphere of safety and security, all flowers and gifts delivered to Holdenville Schools must be pre-arranged through the building principal. All individuals, including parents, visitors, and vendors must report to the school office before contacting students or employees. Due to safety issues, balloons are not allowed on the busses. If your child is sent a balloon, prior arrangements must be made to have the student picked up from school. Invitations are not to be distributed at school. Any exceptions should be cleared with the principal.

## **XX. PARTIES**

We will have 4 parties and a Fall Carnival. Refreshments are allowed in the classrooms during the four parties. These parties will be held in conjunction with Halloween, Christmas, Valentine's Day and Easter. Any other exceptions should be cleared with the classroom teacher and principal. No homemade refreshments should be brought to school; only bakery or store bought. Schedules of special events will be sent home with your child.

## **XXI. FIELD TRIPS**

Students must ride the bus to the destination. They may ride home with their parents. The teacher must be notified in person or by a note if another adult is going to take their child with them after the field trip. Parents may not ride the bus to the field trip destination.

## **XXII. GRADES**

Holdenville Schools require reporting of student progress six times a year; four progress report packets and two semester report cards. In addition, classes are dismissed to enable parents and teachers to converse about student progress. The parent/ teacher conference days are scheduled during the months of October and March. Teachers welcome parents as partners in guiding children educationally, emotionally, and socially.

Grading Scale:

A (Excellent)= 90-100, B (Good)=80-89, C (Satisfactory)=70-79

D (Needs Improvement)=60-69, F (Unsatisfactory)=below 60

## **XXIII. HOMEWORK**

Homework is an important part of a child's education. This is a time when he/she can reinforce skills previously learned. Attending to lessons brought home from school keeps parents aware of the curriculum. Please ask if your child has homework and insist that it be completed and returned on time. If it appears your child has an excessive amount of homework assignments to complete, check with the teacher. He/she may be allotted ample time during the class period but does not use the time wisely.

## **XXIV. TESTING PROGRAMS**

Evaluation of student progress is an ongoing instructional process. Personally identifiable information is collected on all Pre-Kindergarten students to assess readiness prior to entry into Kindergarten. Screening activities may include vision, hearing, motored ability and health along with school readiness. State mandated tests are administered to third grade students. A group aptitude test is also given to students in the second grade. A copy of the results is given to parents. Proficiency based testing is also provided by Holdenville Public Schools. Upon written request of a student, parent, guardian, or educator, a student will be given an opportunity to demonstrate 95% proficiency in one or more areas of the core curriculum in reading, math, science, social studies, language arts, and fine arts. Assessment date(s) will be announced annually. There are occasions when students need further testing beyond the scope available from the school. A written permission form must be signed by the parent prior to testing.

## **XXV. PROMOTION AND RETENTION**

The Holdenville Board of Education has adopted guidelines for promotion and retention. Many factors are considered before a recommendation is discussed with the parent. Although a mutual decision between school officials and the parents is preferred, the final decision rests with the school.

### **Reading Retention Policy**

The Reading Sufficiency Act of 2005 states that beginning in 2008 all students must be reading on a third grade level by the end of the third grade year before advancing to fourth grade. For this reason, students in grades Kindergarten through second grade will be retained if not achieving the following reading levels.

Kindergarten, First and Second grades must pass the STAR or DIBELS test approved by the Oklahoma State Department of Education.

The tests will be given in late April or early May. Students who are not at Benchmark on these tests will be required to attend the Holdenville Summer Reading Program for Kindergarten, First and Second Grades. Third Grade students who do not pass the tests will be required to attend the Summer Reading Academy. After students have attended these programs they will be given the STAR and DIBELS test upon completing the Summer Reading Programs. If they pass they will be promoted to the next grade level. If they do not pass the tests, students will be retained in the current grade. Students who did not pass can be retested in early August if parents have opted to work with their student or have taken them to get remediation over the summer. The same promotion and retention policy will apply according to the August test results.

The same procedures listed previously for appeal of student retention are in place and the Board of Education will make the final decision.

**Third grade retention/promotion will be based on the most current version of the third grade law.**

## XXVI. DISCIPLINE

Reed Elementary teachers recognize the importance of discipline in the educational structure. Although it is not listed as a subject, training in deportment develops self-control, character, orderliness, and efficiency. It is the key to proper consideration for other people.

We also recognize that we are working with students and they occasionally make mistakes. It is our desire that Reed students form a correct attitude toward discipline thus making the school an effective learning place. A teacher spending a large part of the day correcting discipline problems cannot have an effective teaching day. Therefore, you as parents can be assured that no student will be allowed to disrupt the learning of others. Each site has rules and consequences. There exists a general code of conduct for students. It states that any student who is on school property, who is in attendance at school or any school sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools shall be subject to the disciplinary procedure set out in this handbook, including suspension and/or expulsion. You will be receiving a copy of your child's classroom discipline policy. This will inform you of the expectations for appropriate classroom behavior and the consequences following misbehavior. Listed below are the expectations for common areas at Reed Elementary and the issuing consequences. Please read carefully and discuss these with your child.

### **General Rules for Common Areas:**

1. Ask permission before leaving the playground for any reason. Permission will not be granted to get toys or playground equipment forgotten prior to going to the playground area.
2. Use playground equipment properly.
  - Slide on the slide sitting down. Move away immediately upon completion of a slide.
  - Swing singly, moving forwards and backwards, not side to side or spinning around. Do not jump from the swing.
  - Be aware of students below when dismounting the jungle gym or monkey bars.
  - Stay off all fences and gates.
  - Do not play near the building and patio area. Each child must be in view of the teacher.
  - No dangerous play, fighting or tackling. All will be disciplined.
  - Wear shoes at all times on the playground.
  - No metal combs, knives, guns, or other dangerous objects.
  - No drinks, food, candy, or gum on the playground unless approved by the principal.
  - Stop playing when the bell rings and line up (Do not line up early).
  - Do not stop for water when returning from recess. Each teacher will supervise a break after recess.
  - Do not throw sand or rocks. Both will be disciplined.
  - Settle differences peacefully.
  - Do not play tag/chase on the playground equipment.
  - No cartwheels or flips.
  - No balls should be brought from home to school.

### **Rules of behavior for Common Areas at Reed Elementary:**

- Follow directions
- Stay in assigned areas
- Use equipment and facilities correctly

- Do not endanger the safety of others (fighting, using dangerous objects, Etc.)
- Respect property of school and other students

### **Discipline Plan Consequences for Common Areas**

- 1<sup>st</sup>- Loss of playground privileges for the remainder of the period
- 2<sup>nd</sup>- Loss of playground privileges for the next day
- 3<sup>rd</sup>- Principal/ teacher/ student conference

Consequences considered: Conference with parents, after school detention, corporal punishment, suspension or expulsion.

### **Severe Clause**

Any of the first three steps may be eliminated in the following cases:

- The student repeatedly breaks the same rule.
- The student commits a serious misconduct that would endanger and/or threaten the physical well-being of students and/or staff members, or misconduct that should deviate from accepted moral conduct, or overt defiance of staff member, or illegal acts.
- Students who are suspended more than one time will be expected to meet with the district counselor for sessions to discuss the issues they have been suspended for and to learn alternative methods to deal with the suspension issue.

Students who have had frequent discipline issues prior to the Fall Carnival, Spring Field Day, trips, or after school events may not be allowed to participate. This will be a decision that is discussed and made by both the teacher(s) and the principal. Parents will be notified of the decision.

Students who make verbal threats or use inappropriate gestures such as: killing someone, shooting / stabbing someone, making a gun with hand / paper will be disciplined. The teacher will talk to their class about the inappropriateness of this kind of talk and gestures.

Discipline Consequences for verbal threats / inappropriate gestures:

- 1<sup>st</sup> Students will get recess detention. Parent will be notified. (documented)
- 2<sup>nd</sup> Student will be sent to the principal. After school detention or corporal punishment will be given. Parent will be notified and will choose which punishment to be given. (documented)
- 3<sup>rd</sup> Student will be suspended for two days. The student will be seen and talked to by the school counselor. (documented)
- 4<sup>th</sup> Student will be suspended again with more suspension days added. (documented)

## **XXVII. SPECIAL CLASSES AND ADDITIONAL SUPPORT**

### **Computer Lab**

Students in kindergarten through third grade utilize the computer lab weekly to reinforce reading and math skills with individualized lessons to meet their instructional levels. During these classes, the students learn the basic operations, concepts, and terminology of operating a computer and stay abreast with the advancements in technology.

### **Learning Disabilities Lab**

The LD program provides educational reinforcement for those students who are determined by a placement team to have a learning disability. An individualized education plan is written for each child placed in the program.

### **Reading and Math In Class Program**

In addition to the regular teacher, Reed Elementary provides students with support in reading and math from teacher assistants.

### **Speech and Language Therapy**

Students suspected of having developmental delays in communication skills or receptive and expressive disorders, which adversely affect educational performance, are individually assessed by the speech pathologist. Parents must give permission prior to this evaluation. An individualized education plan is written for each child placed in the program.

### **Gifted and Talented**

The term “gifted and talented children” means those children identified as having demonstrated abilities of high performance capability and needing differentiated or accelerated education or services. The students in Reed Elementary will be provided a differentiated educational program in the area of giftedness when they meet specified criteria. Written parental consent must be obtained before individual evaluation or placement of a student in the gifted/talented program.

### **Library**

The library is designed to be a supplemental resource for students and teachers. Students visit the library with their class or individually. The library media specialist is available to assist students in book selection and to teach the various library skills. The library has a wide variety of books from which students may check out for periods of one week. A fee of \$.05 a day is charged for overdue books. Students who have lost or damaged library books will not be allowed to continue to check out books from the library until the replacement cost has been met.

## **XXVIII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 (“Eligible Students”) certain rights with respect to the student’s educational records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the Holdenville Schools receives the request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of Special Education records will be supplied free of charge.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask Holdenville Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student’s privacy rights.

If Holdenville Schools 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 advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent. The Holdenville Public School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information" and it will disclose that information without prior written consent. (as permitted by P.L. 99-31):

1. The Student's name
2. The names of the student's parents or lawful custodian;
3. The student's address;
4. The student's telephone listing;
5. The student's date and place of birth
6. The student's dates of attendance;
7. The student's grade level (i.e. first grade, tenth grade, etc.)
8. The student's participation in officially recognized activities and sports;
9. The student's degrees, honors and awards received;
10. The student's weight and height, if a member of an athletic team;
11. The student's photograph; and
12. The most recent educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holdenville Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Holdenville Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Holdenville Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

Within the first three weeks of each school year, the Holdenville School District will publish in the Holdenville News the above list, or a revised list, of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) that they refuse to permit the school district to release or publish information designated as directory information about their student.

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over the people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing if necessary.

4. The right to report violations of the FERPA to the United States Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protections given parents under the FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

## **XXIX. DRUG FREE SCHOOL POLICY**

The following is a statement of policy for Holdenville Public Schools:

1. 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, the Holdenville Board of Education has implemented a developmentally based drug and prevention program for grades K-3, 4-6, and 7-12.
2. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.
3. Standards of conduct that are applicable to all Holdenville School students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
4. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph "3" above, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution.
5. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.
6. Standards of conduct are outlined in paragraph "3" and disciplinary sanctions in paragraph "4" will be a part of notification to parents and students:  
\*\*\*The Drug Free Schools and Communities Act Amendments, P.L. 101-226, required that state, as well as local educational agencies, 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 can be examined through the school office.)

Student or parent/guardian signature certifies receipt of the STUDENT HANDBOOK which includes the Holdenville School Policy relating to adoption and implementation of a drug prevention program for students. Student Handbooks can be viewed online at [www.holdenville.k12.ok.us](http://www.holdenville.k12.ok.us) or a hard copy can be requested through the Reed Elementary office.

## **XXX. THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986**

The Asbestos Hazard Emergency response Act of 1986 requires that all buildings in our school district be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at Reed Elementary and at the superintendent's office located at 210 Grimes Street, Holdenville, Oklahoma.

## **XXXI. CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS**

It is the policy of the Holdenville Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate

written instruction should also be filed with the school. All staff is instructed to refer any questions to the appropriate building principal or the superintendent. Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent/ teacher conferences (not necessarily in the same conference).

## **XXXII. STUDENT SEARCH POLICY**

A search of a student or student's property shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons, and their property, or recovering of stolen property.

## **XXXIII. CIVIL RIGHTS COMPLIANCE STATEMENT**

The Holdenville Public Schools, District I-035 hereby gives notice that they do not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district complies with federal and state regulations for implementing Title VI, Title IX, and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Students or employees who have complaints of discrimination should direct them to the official assigned to investigate such allegations. Inquiries concerning application of this policy maybe referred to the Superintendent at 210 Grimes, Holdenville, OK.

## **XXXIV. SEXUAL HARASSMENT POLICY**

(Students, Employees, and Third Parties of the District)

It is the policy of the Holdenville Public School District to maintain learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as discrimination on the basis of sex. Therefore, Holdenville Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass.

### **I. Definitions:**

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any of the following occur:
  1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity; or
  2. Submission to or rejection of such conduct is used as a basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual, or
  3. Such conduct has the purpose of effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile or offensive education or employment environment.



- This policy applies to all students, to all district employees (including administrators, teachers, and support staff), and third parties of the district. Third parties of the district are defined as any individual who enters the school premises who is not a student or employee. This includes visitors, parents, contractors, consultants, and vendors.

II. Sexual harassment can occur staff to student, student to staff, staff to staff (male to male, female to female, female to male, and male to female). Sexual harassing behavior as defined above may include, but are not limited to the following:

- A. Verbal harassment or abuse: derogatory comments, slurs, jokes, epithets, and sexually suggestive slang.
- B. Pressure for sexual activity: continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attracting between pairs is not considered sexual harassment.)
- C. Unwelcome touching or sexually offensive pranks: bra snapping, skirt “flip ups”, pulling someone’s pants/ shirt and pinching.
- D. Unwelcome non-verbal activities: leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures or cartoons.
- E. Suggesting or demanding sexual involvement as a means to control, influence, or affect the career, salary and/or work environment of another employee or to affect the educational opportunities, grades, honors, programs, or activities available to students at or through the school.

III. Reporting, Investigating, and Sanctions

A. It is the policy of the Holdenville Public School District to encourage anyone who believes they have been subjected to sexual harassment to come forward with such claims to report alleged acts of sexual harassment.

1. Students who feel they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or school administrator. If the student’s immediate teacher or administrator is the alleged offender, the report will be made to the next level of supervision or administrator or to any responsible adult person. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.
2. School district employees who feel they have been subjected to sexual harassment are encouraged to report the incident(s) to the site administrator, or to the superintendent if the site administrator is the harasser. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.
3. School district employees and third parties are responsible for reporting alleged violations of this policy in accordance with the district’s sexual harassment complaint procedures.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstance, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, verbal warning, written reprimand, mandatory harassment training, transfer, suspension, demotion, or termination of employment subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include but not limited to, verbal and/or written warning or reprimand, counseling, mandatory harassment training, community service, or suspension consistent with the student discipline code.

#### IV. Coverage

A. This policy applies to all students, to all district employees (including administrators, teachers, and support staff) and third parties of the district. Third parties of the district are defined as an individual who enters the school premises who is not a student or employee. This includes visitors, parents, contractors, consultants, and vendors.

B. This policy applies to students and employees in connection with the entire academic, educational, extra curricular, athletic, and other programs of the school whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

#### V. Retaliation Prohibited

This district will discipline any covered individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint.

Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment.

Reference: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq. Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688.

### **XXXV. PROHIBITING POLITICAL ACTIVITY DURING SCHOOL TIME**

Except when running for a school office, no student shall use school time or resources to promote political purposes. No petitions or other documents for such purpose shall be developed or circulated during school hours.

### **XXXVI. BULLYING**

It is the policy of the Holdenville School District that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

A student or employee will subject no student to bullying, hazing, harassment or any other form of persecution whether connected to a fraternity or organization or not.

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his/her power unfairly and repeatedly to hurt someone else.

For the purpose of this policy, violence is defined as any word, look, sign or act that hurts a person's body, feelings, or things.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

### **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act

inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at 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.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or

participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

1. Verbal, physical, electronic 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;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious 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. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING COMPLAINTS ALLEGING  
DISCRIMINATION**

**DEFINITIONS**

**Discrimination Complaint:** A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, disability or age in its employment, programs and activities or does not provide equal access to the Boy Scouts and other designated youth groups. (including harassment and retaliation). Every effort should be made to have the complainant provide the following information:

1. Name, address and telephone number or other means of contacting the complainant
2. The specific location and name of the entity delivering the program service or benefit.
3. The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
4. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, religion, disability, age or that the school does not provide equal access to the Boy Scouts and other designated youth groups.)
5. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
6. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and board.

**Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, national origin, sex, religion, disability or age in its employment, programs and activities or does not provide equal access to the Boy Scouts and other designated youth groups (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

**Title VI, Title IX, 504/Title II, and Age Act Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

Section 504/Title II Coordinator – Special Education Director (for questions or complaints based on disability concerning students) and Section 504/Title II Coordinator – Special Education Director (for questions or complaints based on disability concerning employees, patrons and other adults)

210 Grimes Street  
Holdenville, OK 74848  
Telephone: 405-379-5483

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age) Coordinator – Special Education Director  
210 Grimes Street  
Holdenville, OK 74848  
Telephone: 405-379-5483

**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with

responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### **PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

### **FILING, INVESTIGATION, HEARING AND REVIEW PROCEDURES**

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent. Complaint forms are available from the offices of the District's Coordinator or Superintendents Office. Complaint must be submitted within 30 days of the alleged violation.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's

ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing, within 5 days and request an appeal to the Superintendent of Schools. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator will notify the Superintendent of Schools, in writing, within 5 days after receiving the appeal. The Superintendent will hear the appeal within 30 days from the date of notification. Within 5 days of the meeting, the Superintendent will issue a decision.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

## **GENERAL PROVISIONS**

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.



**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, or age in its employment, programs and activities and does not provide equal access to the Boy Scouts and other designated youth groups.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Retaliation:** The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed

by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II Coordinator – Special Education Director  
210 Grimes Street  
Holdenville, OK 74848  
Telephone: 405-379-5483

**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Individuals may also contact :

The US Department of Education  
Office of Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
Office-816-268-0550 Fax-816-823-1404  
email – ocr.kansascity@ed.gov

adopted 8-8-2011

revised 4-9-2012

revised 6-11-2012

### **MOMENT OF SILENCE**

It shall be the policy of this Holdenville Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held at the start of the school day, after the flag Salute.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at <http://sde.ok.gov/faqs/title-x-part-c-mckinney-vento-homeless-education-frequently-asked-questions> and <http://www.serve.org/nche>.

## NO TOBACCO/VAPING 24/7 POLICY

The Holdenville Public School Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (second-hand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility or on the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the school.

Therefore, effective August 11, 2008 smoking, chewing, vaping or any other use of tobacco by staff, student, and members of the public is prohibited in or upon any school property 24 hours a day, seven days a week.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including, but not limited to, the following:

a. All interior portions of any building or other structure used instruction, administration, support services, maintenance or storage. This also includes, but is not limited to, areas normally reserved for the exclusive use of faculty or support staff.

b. All school grounds and buildings over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

c. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product package for smoking and vaping.

3. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

All students, faculty, and staff are responsible for adhering to this policy. Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to adhere to the policy or leave the premises. Students who violate this policy will be disciplined according to our policy. Penalties for students are stated in the student handbook.

(Federal law does not allow any facility for educational services to have designated smoking areas.)

This district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

## 2023-2024 SCHOOL CALENDAR

August 10, 2023	First Day of School
September 4, 2023	Labor Day NO SCHOOL
October 9 & 10, 2023	Parent/Teacher Conf. 4pm to 7pm
October 13, 2023	End of 1 <sup>st</sup> 9 Weeks
October 12, 13 & 16, 2023	Fall Break NO SCHOOL
Nov 20 - 24, 2023	Thanksgiving Break NO SCHOOL
Dec 19, 2023	End of 1 <sup>st</sup> Semester
Dec 20, 2023 - Jan 3, 2024	Winter Break NO SCHOOL
Jan 3, 2024	Professional Day NO SCHOOL
Jan 4, 2024	Students Return
Jan 15, 2024	MLK DAY NO SCHOOL
Feb 19, 2024	Professional Day NO SCHOOL
March 12 & 14, 2024	Parent/Teacher Conf. 4pm to 7pm
March 15, 2024	End of 3 <sup>rd</sup> 9 Weeks
March 15, 2024	NO SCHOOL
March 18 - 22, 2024	Spring Break NO SCHOOL
March 29, 2024	Good Friday NO SCHOOL
April 5, 2024	Snow Day NO SCHOOL
April 12, 2024	Snow Day NO SCHOOL
April 19, 2024	Snow Day NO SCHOOL
April 26, 2024	Snow Day NO SCHOOL
May 3, 2024	Snow Day NO SCHOOL
May 9, 2024	Last Day of School

