

# **HOLDENVILLE**

**HIGH SCHOOL  
HOLDENVILLE, OKLAHOMA**

**2021-2022**

**Student Handbook**

**Grades 8<sup>th</sup> – 12<sup>th</sup>**

**Shawn Richmond, Principal**

**405-379-3387**

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## **HOLDENVILLE PUBLIC SCHOOLS MISSION STATEMENT**

The mission of Holdenville Public Schools is to provide a positive environment that will enable all students to be lifelong learners and responsible, contributing citizens in an ever-changing global society.

### **EXIT OUTCOMES:**

1. Exhibit development of communication, computational, and scientific skills commensurate with individual potential;
2. Exhibit critical thinking, decision-making, and problem-solving skills;
3. Exhibit knowledge of how to learn as a lifelong skill;
4. Exhibit a positive self-concept through valuing self and others.

### **FOREWORD**

The purpose of this booklet is to inform faculty, students and parents of the rules, regulations and policies that apply to the school setting. With this knowledge, it is hoped that all students will meet or exceed the expectations set forth and have a successful and enjoyable school year.

Reference to parents in this handbook refers to a student's parent or legal guardian

Reference to principal in this handbook refers to the school principal or the school staff member to whom the principal has delegated administrative responsibility.

### **CODE OF ETHICS**

- To develop school loyalty and spirit that will be recognized by everyone with whom I come into contact;
- To be known as one whose honor is trusted and who is capable of accepting responsibility;
- To be a true sportsman. To be able to lose the game, the contest, or an argument, but never to lose my courage or blame others for my shortcomings;
- To use my educational opportunity to the best of my ability so that I may be better equipped to do service for myself and others;
- To be able to scorn any personal success that I might achieve by unfair advantage over my school mates:
- To set my goals above the norm, realizing that the person who aims low seldom attains success;
- To act openly and honestly, to search for and uphold the truth;
- To strive constantly to control myself in thoughts, words, and actions;
- To be willing to give some time to any worthy cause or activity that may promote the welfare of the school, community, or state.;
- Finally, to strive for these high purposes, realizing that fulfilling them will help me become a better citizen.

### **Holdenville High School**

210 Grimes Street  
Holdenville, OK 74848  
405-379-3387  
[www.holdenville.k12.ok.us](http://www.holdenville.k12.ok.us)

### **Administration**

Randy Davenport, Superintendent

Shawn Richmond, Principal

### **School Board**

Ben Heath, President  
Kevin Arthur, Vice President  
DeWayne Maylen, Clerk  
Micah Mitchon, Member  
Kristina Wells, Member

## **DISTRICT INFORMATION**

### **Asbestos Inspection**

All buildings of Holdenville Public Schools were inspected for asbestos-containing building materials. A report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA Management plan. A copy of the AHERA Management Plan for each organizational unit is on file in the Office of the Principal of that unit, and the master AHERA Management Plan is on file in the Office of the Superintendent. These AHERA Management Plans are available for the public to review upon request to the building principal or superintendent. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented. Holdenville High School is an asbestos free building.

### **Counselor**

A counselor is available to answer questions about enrollment, course content, activities, graduation requirements, and college entry requirements. Students and parents are encouraged to visit with the counselors about any problem causing student's difficulty with school. Counselors have reference sources and materials available that may help students find answers to a variety of problems.

### **FERPA—Family Educational Rights and Privacy Act**

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.

### **Handbook Committee Review**

The student handbook is reviewed annually by a committee made up of teachers from the senior high, students, community members, counselors, and principals. Recommendations are made for change or continuance of policy.

### **Academic Integrity**

Integrity is defined by Merriam Webster as "firm adherence to a code of especially moral or artistic values." Academic integrity, therefore, can be defined as an adherence to the policies or values of the academic institution which the student is attending. It is the school's expectation that the students submit their own work in writing assignments, vocabulary worksheets, daily homework, quizzes, tests, and mandated state testing. Any student who fails to follow these expectations will receive a zero on the assignment in question. If any instance of plagiarism (the copying of another's work without attribution to the original author) is found, a copy will be made for the school's records, and a note placed in the gradebook. These zeros will not be changed.

### **Legal Notice**

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.

### **Student Immunizations**

State Statute 1210.191 (70 § 1991) as amended, states “No minor child shall be admitted to any public,

private, or parochial school operating in this state unless such child presents to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubella-rubella), mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease.”

It shall be the policy of Holdenville Schools, therefore, that parents or guardians of all children entering Holdenville Public Schools present a certificate of required immunization upon school entry or present evidence that the immunization process is in progress.

The law provides three kinds of exemptions to these immunizations. They include:

1. **Medical Contradictions**: A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child;
2. **Religious Objection**: A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to their religion;
3. **Parental Objection**: A signed statement, using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

According to this legislation, it is the duty of the school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them. Failure of school officials to adhere to this law constitutes a misdemeanor and is punishable by law. No grace period.

### **ATTENDANCE POLICIES**

#### **Absences**

Students are encouraged to be in attendance. The school discourages any absence except for personal illness, illness in the family requiring the student to remain home, death in the family, or dental or medical appointment. Students who must leave school during the day must secure permission from the principal's office. Students may only miss 7 times per class period in a semester. All absences excused or unexcused count against the student. Absences in excess of seven may be made up by attending designated make up days set forth by the principal during the semester. Special situations may be excused by the principal on a case-by-case basis, if brought to the principal's attention prior to the absence.

**School Activity Absences** are those caused by the student participating in an authorized school activity. This kind of absence is not shown on the attendance register and admits are not required.

#### **Admits**

1. Students are expected to get an admit in the morning before 8:00am. Due to circumstances, students may obtain an admit between classes. Only students with an excused admit will be allowed to make up work that they missed. It is the student's responsibility to bring in a Dr. note or have parent/guardian contact the school when absent.
2. At the discretion of the teacher, the teacher (1) may send student to office for an admit, (2) may admit student to class even when student is late.

#### **Attendance/Activity Participation**

Students must attend school full-time on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in

advance by the principal.

### **Attendance Policy**

In order to receive credit, a student must not miss more than seven days per semester in any course in which the student is enrolled. Attendance begins with the first day of class at Holdenville Schools. Absences in excess of seven may be made up by attending designated make up days or times, hour for hour. Exceptions can be made for verifiable lengthy illnesses of a serious nature, and when the student is hospitalized or under doctors' orders to remain at home. A lengthy illness shall be five (5) or more consecutive absences. However, a combination of absences due to illness, truancy, parental excuse, may result in failure.

- Parents of students with health problems that cause lengthy or excessive absences from school must meet with the principal to determine what arrangements may be made to best serve the student.
- Students will be expected to turn in work on the day of return if it was assigned previous to the excused absence.
- Students can receive work assignments on days absent by going to the school website. If internet access is not available, work may be requested by contacting the office prior to 10:00 a.m. Work requested from the office will not be available until after 2:00 p.m.
- For students to receive full credit, absences in excess of seven days per semester will be made up on the designated days determined by the principal, except in extreme cases a committee formed will review any extreme cases to make a determination on whether those circumstances were valid to prevent the student from being in attendance or making it to the designated make up dates.
- It is the parent or guardian's responsibility to notify the office by 9:00 AM on the day a student is absent stating the reason for the absence.
- The principal will be responsible for notifying teachers when this policy is to apply to a particular student, and it will not be enforced without proper notification and approval from the principal.

### **College Day for Seniors**

A maximum of three college days will be allowed for seniors to visit college campuses for the purpose of obtaining enrollment information, enrolling, getting financial assistance, etc. These days will not count toward the total allowed absences of seven per semester. This day must be pre-approved by the high school office. Proof of attendance must be presented to the attendance secretary upon return. Any additional days will be an excused absence but will count toward the total allowed absences of seven per semester. This additional visit must also be pre-approved by the high school office.

### **Driver's Exam Absences**

Students will be excused a maximum of two (2) times to take driver license examination. Proof of examination will need to be furnished to the admit writer in order to secure an excused absence. These days count toward the total allowed absences of seven per semester.

### **Make-Up Work**

1. Students are required to complete all work missed as the result of any excused absence.
2. It is the student's responsibility to ask each teacher for make-up assignments the first day the student returns from an excused absence.
3. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.
4. Students will have the same amount of time as their excused absence to complete and turn in make-up assignments. Activity absences will only receive one day to make-up missed work.
5. Assignments turned in on time receive full credit. Assignments not turned in on time receive a "0" in Wengage
6. Teachers are encouraged to follow the following late-work guidelines. Teachers may use their own guidelines and a copy must be posted in room and communicated to all students. A copy must be given to principal as well.
  - A. Students will have two (2) days from the original due date to turn in late assignments.
  - B. Assignments turned in one (1) day late receive 20% grade deduction, maximum.



- C. Assignments turned in two (2) days late receive 40% grade deduction, maximum.
  - D. Papers not turned in by the appropriate hour on the second day will receive a permanent zero in the grade book
7. When a student has received three zeros in a given class within a quarter, the teacher will contact the parent.

### **Tardies**

1. Unexcused Tardies will not be tolerated. All unexcused tardy will result in disciplinary action.
2. When students are tardy more than fifteen minutes, the office will designate a place for them to stay, and they will be counted absent.
3. The following schedule will be used for disciplinary action for excessive tardies.
  - A. 3 unexcused tardies – After school detention
  - B. 9 unexcused tardies – In-School-Suspension and for every tardy thereafter will be assigned to in-school-suspension

### **Ten-Day Activity Absence**

Extra effort will be used in developing extracurricular activity schedules so that they will occur outside of the academic day. Special effort will be made to avoid scheduling any activity on Tuesday, Wednesday or Thursday during the school day.

No student may miss more than ten days in a given year for school activities. The student and sponsors are responsible for planning absences in order that a student will not use their allotment and then miss activities.

State, national, and international competitions in which a student earned the right to participate do not count in the ten absences. Students on academic probation will not be allowed to participate in activities during academic time until they are removed from the ineligible list.

### **Truancy**

Any student who leaves school without permission, or who is absent without the parent's knowledge and approval, is considered truant and will be subject to disciplinary action.

Students who are truant will receive an automatic 20% deduction in grade on assignments/test due the day they are truant.

### **Withdrawal Procedures**

A parent or guardian must sign a withdrawal form from the counselor's office on the morning of the last full day of attendance. The student is responsible for all assigned teachers to sign the withdrawal form, turn in textbooks to each teacher, and return the completed form to the counselor's office at the end of the school day. All fines, fees, and debt, including lost textbook costs, must be paid before withdrawal may be complete or release of records made.

## **ACADEMIC INFORMATION**

### **Alternative Credit**

It shall be the policy of Holdenville High School to accept the following courses when taught on a high school level, and when taken by middle school students for high school credit:

- Algebra I or higher math classes
- HS Music
- HS Band

These classes, when appropriate, will be used in figuring the high school GPA and class rank.

### **AP and Honors courses are as follows:**

- All Advanced Placement courses for which college credit may be earned, as well as all Honors courses, are five-point course
- Any course taken concurrently through an accredited college or university during the student's junior or senior year. Course must be counted for college credit (non-remedial)
- All AP and Honors courses may not be offered every year.
- Any Student who has below 70% in an Honors or AP class at any time may be removed from that class.

The following courses are considered 5-point courses

Forensic Science	Anatomy
Any AP/Concurrent Course	College Algebra
Accounting II	Chemistry II
Honors English I	Spanish III
Calculus	Physics
Trigonometry	

AP, Concurrent, and Honors courses will be used to calculate any and all Honors or recognition at the 5 point scale commencing with the freshman class of 2009-2010

### **Concurrent Enrollment**

- Seniors and juniors who meet the published criteria for admission may concurrently enroll in college and high school if they satisfy current enrollment statutes. Juniors may enroll at a maximum of 6 college hours per fall and spring semesters. Seniors may enroll in a maximum of 9 college credit hours per fall and spring semesters.
- Students in grades below eleventh may be considered for concurrent enrollment if they score at the 99th percentile on the ACT using Oklahoma norms.
- Any questions about qualifying and procedure should be directed toward the school counselor who will work with the college admissions office to determine placement.
- Students may not take more than 19 semester-credit hours at the college and high school combined.
- When a student is concurrently enrolled, a copy of the enrollment schedule and a copy of college transcript upon completion must be furnished to the high school in order to be properly released from school in the amount of time according to the enrollment hours
- Students concurrently enrolled are still obligated to the home high school for attendance. They are responsible for attending school six hours per day. That may be met by attending college courses.
- Failure to attend college courses may result in failure to meet district attendance regulations and disciplinary action may be taken.

Concurrently enrolled students must be enrolled and attend the equivalent of 6 hours of classes per day.

Seniors that are participating in concurrent enrollment or vocational school and are in good standing academically (2.5 GPA or better) and behaviorally that are on track to graduate their senior year will have the option of a six period day. (1<sup>st</sup> thru 6<sup>th</sup> hour / 2<sup>nd</sup> thru 7<sup>th</sup> hour)

### **ACT Waiver**

ACT fee waivers may be applied for based upon economic need. There are no other circumstances for which fee waivers may be obtained from ACT. See the counselor for specific guidelines. The fee waiver is available twice to a student during his or her junior or senior year.

### **ACT and/or SAT scores must satisfy enrollment requirements of colleges and/or universities**

Students who do not score nineteen (19) or above in a sub-test of the ACT will be required by State Regent Regulations to be tested. Should that student not make that institution's minimum score, the student will be placed in developmental classes for zero-level credit. See the high school counselor for additional information.

### **Eighth Grade Reading and Math Remediation:**

Students who fail to pass the Eighth Grade Reading or Math Test will be enrolled in an Applied Communication class or Remedial Math class until an Accelerated Reading or Math Assessment indicates that the student is reading at or above grade level.

### **Examinations**

- Comprehensive tests, nine weeks tests, semester tests, or benchmark tests will be given at teacher discretion.
- The exams must be taken when scheduled unless otherwise approved by the principal.
- Test content will be over the current semester only.
- Students who miss semester tests must make arrangements to make them up within two days of the end of each semester, unless exceptions have been made by the principal due to extenuating circumstances.

### **Fifth-Year Students**

All students who lack less than a full credit load to graduate and who would have graduated prior to current school year must make arrangements individually with the high school principal to develop a schedule for high school completion.

### **Gifted and Talented**

The Board approved Gifted and Talented Policy is available at all administrative offices.

### **Grade Classification**

Classification in school is based on units of credit earned above the ninth grade as follows:

- A sophomore must have earned at least six (6) credits.
- A junior must have earned at least twelve (12) credits.
- A senior must have earned at least eighteen (18) credits

### **Grading**

There will be an ongoing score that will reflect student achievement. Semester grades will be the ongoing score of daily work, assignment scores, and test. Nine weeks tests will not be counted for more than double the test score. Grades will be entered into the teacher's grade book as numerical values and then converted into letter grades at the end of each grading period. The following conversion table will be used:

Grade and Numerical Average    A+ 101-110    A 90-100    B 80-89    C 70-79    D 60-69    F Below 60

### **Course credit:**

NC (No Credit) will receive the same weight as a grade letter 'F' when figuring the GPA of a student.

No more than 5 daily points may be awarded by any teacher to students for each non-academic performance reward

### **Graduation Participation**

All fees paid and all obligations to the school must be met prior to receiving a diploma. Students who need more than one unit for graduation may not be permitted to participate in the graduation exercises. Students must meet the graduation requirements of the year they are receiving a diploma, attending school, and participating in the graduation ceremonies.

### **Graduation Requirements**

#### **College Preparatory / Work Ready Curriculum for High School Graduation**

Beginning with students entering the ninth grade, in order to graduate with a standard diploma from a public high school accredited by the State Board of Education, students shall complete the following

college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

**4 Units English**—To include Grammar, Composition, Literature, or any English course approved for college admission requirements

**3 Units Math**—Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and /or rigor above Algebra I and approved for college admission requirements.

**3 Units Laboratory Science**—Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

**3 Units History and Citizenship Skills**—Including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission.

**2 Units of the Same Foreign or Non-English Language, or 2 Units Computer Technology**—approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

**1 Additional Unit**—selected from the courses listed above or career and technology education courses approved for college admission requirements, and

**Plus 7 electives for a total of 24 credits.**

**All students by the state of Oklahoma must have an art credit, personal finance course, and CPR training in order to graduate.**

### **Core Curriculum For High School Graduation**

Students who entered the ninth grade prior to the 2007-08 school year shall enroll in the core curriculum for high school graduation.

**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 course 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 a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education, mathematics 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 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, and Animal Science; contextual science courses which enhance technology preparation whether taught at a comprehensive high school or technology center school when taken in the eleventh or twelfth 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, an 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United State History, United States Government, and Oklahoma History.

**2 Units or Sets of Competencies the Arts** – Which may include, but are not limited to, course in Visual Arts and General Music

**1 Unit Computer Technology**—If not met with above requirement

**Plus 7 electives for a total of 24 credits.**

## **HIGH SCHOOL DIPLOMAS**

A program awarding a Gold Diploma cover and special seal will be given to students completing a more rigorous program of students consisting of at least:

1. Four courses of math (must include Algebra I and II and Geometry and choose from the following: Trigonometry, Calculus, and College Algebra
2. Four courses of science (must include Biology I and three sciences at or above the level of Physical Science)
3. Two courses of same Foreign Language or, in lieu of Foreign Language, two additional courses of math and/or science. A course may not be counted more than once to meet Gold Diploma requirements.
4. Maintaining GPA of 3.5 or better.

Vocational-Technology classes offered by a comprehensive High School vocational-Technical program shall qualify for technology, science and mathematics units. Students enrolled in the program may use one unit of their six concentrated vocational-technical curriculum units for one unit of mathematics required by this section and on unit of their six concentrated vocational-technical curriculum units for one unit of science required by this section. Advanced placement classes in the subject area listed in sections 1, 2, and 3 of the above Gold Diploma requirements may be substituted on a course by course basis to satisfy the requirements for this distinction.

## **Honor Roll**

In order to be named to the Superintendent's Honor Roll, a letter grade "A" must be earned in every course taken. In order to be named to the Principal's Honor Roll, a minimum of 3.00 GPA on a 5-point scale must be earned. All honor rolls, top ten awards, class rankings and other awards at Holdenville High School will be figured on a 4.0 scale and beginning with 2009-2010 Freshmen a 5.0 scale.

## **Major Assignment Hand-In Policy**

An assignment will be accepted late for grading, but will be penalized 15% of the total points possible for the assignment for each day late, up to five (5) days. The twenty-four (24) hours that constitute a day will begin when the papers are collected from the other students in the class. The make-up work policy will apply.

If a student is absent on the day an assignment is due the assignment will be accepted for grading without penalty when the student returns, if the student has an excused absence. If the student has an unexcused absence, the paper will be considered late. The office may contact the student and go to the student's residence to get a major assignment due on the day of an absence.

## **Make-Up of Required Classes**

Credit may be accepted from other Oklahoma State Department of Education accredited institutions to make up course work attempted and failed at Holdenville Public Schools. Students who earn credit from other Oklahoma State Department of Education-accredited institutions to avoid taking specific classes while enrolled in Holdenville Public Schools may be in jeopardy of not receiving credit for such classes.

## **Proficiency Promotion**

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by proficiency testing. A student may earn and receive credit in any core course by taking a proficiency test and scoring 90% or better. The procedure for placement of students enrolling for the first time in the Holdenville School District shall be as follows:

1. Students entering grades nine (9) through twelve (12), after July 1, from a school not accredited by the State Board of Education shall be required to take a Comprehensive Test instrument in the subject areas pursued in the non-accredited school. Results of the examination will be used in determining the academic units for which a student is to receive credit. All examinations shall be coordinated by the receiving school. Copies of the exams given and the test results shall be kept on file for one year.
2. Students entering grades 1 through 8 shall be placed according to, but not limited to one or all of the following:
  - A. Results of criterion reference testing, or mastery, or district average, whichever is lower in basic skills in grades 1 through 8.
  - B. Proficiency Testing—All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by: proficiency examination, admission examination from private non-accredited schools, and admission examinations for enrolling home-schooled students.
  - C. Reviewing of student record—documentation from non-accredited schools that may include course work, text books, or other curriculum related material.
  - D. Standardized achievement test results.
  - E. An assessment prepared by Holdenville Public Schools.
3. Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Holdenville Public Schools Individual Education Plan placement team. These students will be required to satisfy the admission criteria which is appropriate for their ability.
4. All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated using the Grading Scale listed in this handbook.
5. In all cases the building principal's decision will be final and may not be appealed.

## **Repeat Classes**

Students will receive credit for successfully completing a class only one time. Students earning a higher grade by repeating the course will have the higher grade placed on the transcript, but in no instance will any grade be removed.

## **Report Cards**

Report cards will be distributed on Wednesday of the week following the ninth week of each grading period.

## **Student Assistants**

In order to qualify to be a student assistant one hour, a student must have a 2.5 grade point average or above. Students may be a student assistant for one class hour. A teacher may request a student aid by completing an official form. The principal must approve the request. No student will be an assistant or enrolled in a non-credit course unless approved by the building principal. The principal may make exceptions to above requirements.

The teacher and student agree to be responsible for the hour selected and meet all requirements of normal attendance and regulations. All regulations of tardy and attendance will apply to the student during the designated time as student assistant. Classroom and office student assistants do not have vending machine privileges during their hour as assistant.

## **Valedictorian ~ Salutatorian**

The valedictorian and salutatorian will be selected on the basis of grade point average only. The grading scale of A=5, B=4, C=3, D=2, F=0 will be used for Honors, AP, and concurrent courses beginning with the entering freshman of 2009-2010.

Both semesters of the ninth, tenth, and eleventh grades and the first semester of the twelfth grade will be used to determine all academic honors for seniors. The only grades considered will be those from solid subjects.

In order to be selected for one of these honors, a student must have attended Holdenville High School or schools annexed by HHS for at least three full semesters immediately preceding the time of selection. These selections will be made at the end of the first semester of the senior year. All Valedictorians and Salutatorians are eligible to give a speech at graduation.

Any student who is placed voluntarily or involuntarily in the Holdenville Alternative Education Academy will not be considered for this distinction. A student working on a class credit by arrangement through the Academy is not considered an Alternative Education student.

### **Valedictorian selection**

**Beginning with the 2019-2020 freshman class**, the following criteria will be used in the selection of Valedictorian

Any student or students who completes the seven semesters prior to the spring semester of their senior year with a cumulative grade point average of 4.1 or higher on a weighted average will automatically be considered Valedictorian.

Or

If no student or students in the graduating class does not have a weighted grade point average of 4.1 or higher, then the top grade point average in the graduating class will be the Valedictorian.

And

A student must be enrolled in Holdenville Public schools 3 consecutive semesters prior to the beginning of the spring semester of their senior year to be considered for Valedictorian.

### **Salutatorian Selection**

**Beginning with the 2019 – 2020 freshman class**, the following criteria will be used in the selection for Salutatorian.

Any student or students who completes the seven semesters prior to the spring semester of their senior year with a cumulative grade point average of 4.0 to 4.0999 on a weighted average will automatically be considered Salutatorian.

OR

If no student or students in the graduating class doesn't have a weighted grade point average of 4.0 to 4.0999 then the second highest weighted grade point average in the graduating class will be the salutatorian.

And

A student must be enrolled in Holdenville Public schools 3 consecutive semesters prior to the beginning of the spring semester of their senior year to be considered for Salutatorian

Any Student who is placed voluntarily or involuntarily in the Holdenville alternative Education Academy will not be considered for these distinctions. A student working on a class credit by arrangement through the Academy is not considered an Alternative Education student

### **Honor Senior Recognition**

Honor Seniors will be selected at the end of the first semester of the Senior year. This distinction will be given to the top ten GPA's and ties. Honor Seniors will sit on the front row of the Senior group picture, be recognized at the Senior Awards Assembly, and the first seniors walking in during commencement. They will be ordered by class rank. Any student who is placed voluntarily or involuntarily in the Holdenville Alternative Education Academy will not be considered for this distinction. A student working on a class credit by arrangement through the Academy is not considered an Alternative Education student.

### **Alternative Education Credit Limit Policy**

Students entering the Holdenville Alternative Academy may earn unlimited credits until they reach current grade classification. Upon reaching grade level, students may earn credits up to the next grade classification. Students will not be able to earn credits beyond current grade classification without executive override from the principal. This override will be used only for extreme situations as deemed necessary by the principal.

### **CLUBS AND ORGANIZATIONS OFFICERS**

- Candidates for Class Office may volunteer or accept nominations for office
- Candidates for President, Vice-President, Secretary/Treasurer, and Sgt. At Arms must be high school students enrolled in that organization.
- No candidate may run for more than one office
- Election of candidates will be by secret ballot. A poll booth will be manned by a volunteer who will have a list of members' names eligible to vote in the election
- Voters will be given a ballot. Voter's name will be checked off as they vote. Votes will be counted at the end of the election period by at least 2 volunteers approved by the sponsor, and under the scrutiny of, if necessary, another teacher or high school official.
- Membership in the Club, participation, and holding an office is strictly voluntary. Membership will be garnered by a sign-up sheet at the beginning of the year. This list will be updated before the election if changes need to be made. The list will be the official roll for carrying out the voting process. Candidates for office who wish to volunteer should do so to the sponsor prior to the first general meeting for nominations or within a designated period afterwards
- The candidate with the most votes will be the winner
- Length of term in office and membership in the club will be to the end of the school year
- Members are free to terminate at any time, but should notify the sponsor or a club official prior to terminating

### **National Honor Society**

National Honor Society Membership in this organization is based on scholarship, leadership, citizenship, character, and service. Each class is not limited to a specific number of members. Our chapter is governed by our national and local bylaws, adopted on May 5th, 2021. Eligibility become a member is as follows:



#### Article IV, Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
  - b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Holdenville High School.
  - c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.7 on a 5.0 scale beginning with the sophomore class of 2021-2022. Individuals who were members during the 2020-2021 school year can continue membership as long as their GPA meets the previous 3.5 minimum average.
  - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- Additional information and rules regarding the Holdenville Chapter of National Honor Society can be obtained from the Chapter Bylaws of the Holdenville Chapter of Nation Honor Society, on file with the Sponsor. "

#### **Oklahoma Honor Society**

Oklahoma High School Honor Society Rules and Regulations 210:35-23-2:

1. The organization shall be known as either the Oklahoma Middle School or Oklahoma High School Honor Society;
2. The purpose of this society shall be to promote high standards of scholarship among the students in the schools of Oklahoma;
3. Every accredited middle school or high school in the state is eligible to organize a local chapter of the society;
4. Each chapter shall take the name of the local school. The full name of the local organization shall be "(Name of School) Chapter, Oklahoma (middle, junior high, or high school) Honor Society";
5. Ten percent of the middle school or high school enrollment, whichever is applicable, will be eligible for membership;
6. Only those students enrolled in grades included in the school are eligible for membership; The ten percent of the student body making the highest average marks in the school may be nominated;
7. Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based on a cumulative GPA from grades 9<sup>th</sup>-12<sup>th</sup>. The local chapter may be organized as soon as nominations are made. Nominations should be approved by the local school officials not later than March 15 of each year. A list of students nominated should be sent to the State Department of Education, Accreditation Section, on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing school exercises in the spring;
8. At the time the certificates are presented, there should be appropriate ceremonial exercises. This is usually done in connection with the commencement program or special awards assembly;
9. The local school officials shall have authority to make additional rules pertaining to school attendance, department, and student activities.

#### **Student Class Officers**

In the fall, a filing period for student offices for the current school year will be announced. The offices will include President, Vice-President, Secretary/Treasurer, and Reporter for grades eight through twelve. The filing period will last two days. The primary election will be held within four days after the close of the filing period. Voting will be by secret ballot. In all offices, a plurality is a winner. A run-off election will be held to resolve any tie.

Approval must be obtained before campaign posters may be displayed on the walls of the high school. Each candidate will be responsible for removing his/her signs within one day of the election.

To be eligible to run for class officer, a student cannot have been on the failing list more than once, including probation, in the previous school year. An elected class officer is subject to removal from office if the student's name appears on the failing list more than one time per semester, including probation listings. A student must have had a 3.0 in the previous semester.

### **Student Council Election & Duties**

The Student Council is an organization consisting of high school students who represent the entire high school student body, promote stronger school spirit, develop leadership, and conduct other activities as defined by their Constitution. Student Council elections are held each year under the direction of the Student Council Faculty Sponsor. The Student Council consists of five officers and ten members-at large from each high school class. The officers and members are responsible for coordinating activities with other school organizations and faculty, as assigned by the Student Council Sponsor.

Student Council elections include the election of the Student Council Officers (President, Vice President, Secretary, Treasurer, and Parliamentarian) and members-at large. Students desiring to run for office of President or Vice President must have been a previous Student Council member for two years. Student desiring to run for office of Secretary or Treasurer must have been a previous Student Council member for one year. Officers and members are elected by a simple majority vote. If no candidate has a majority of votes, a run off election shall be held. If less than ten students run for members-at-large from each class, upper classmen (Seniors and Juniors) will be allowed to elect more members for a combined total of twenty members, then under classmen (Sophomore and Freshman) will be allowed to elect more members for a combined total of twenty members.

Students desiring to run for officer or member shall complete an application with the Sponsor. The nomination process will continue for two days. The students will have one week to campaign. All campaign signs must be pre-approved by the Sponsor. There are no sticky labels allowed in the hallways. Each candidate will be responsible for removing his/her campaign signs within one day of the election. Nomination, campaigning, and voting for officers will be first, followed by the same process for members-at-large.

All voting will take place before or after school or during the lunch period in a designated area and appropriately supervised. Any student wishing to vote must sign his/her name before he/she will be given a ballot. All voting will be done through secret ballots. All ballots will be counted by the Sponsor. Ballots not filled out according to instructions will be discarded. All ballots from these elections will be kept for not less than two weeks after the elections. Nominees who were not elected have the right to a recount of the ballots in the presence of the Student Council Faculty Sponsor and the Principal.

Additional information and rules regarding Student Council can be obtained from the Constitution of the Holdenville High School Student Council, on file with the Sponsor.

### **Royalty Elections**

The selection of queen candidates, attendances, escorts, flower girls, and crown bearers should be considered seriously as these honors become cherished memories by those selected. To prevent some of the unfortunate misunderstandings that sometimes mar the festivities of queen coronations, the following guidelines are to be followed:

1. All candidates/attendants must have been enrolled at Holdenville High School for one full semester.
2. **Football Royalty**
  - a. Queen candidates and attendants will come from the high school student body
  - b. Queen candidates and attendants will be selected by vote by corresponding class

- members of the football team (example: sophomores vote for sophomores)
- c. Freshman, sophomore, and junior classes shall be represented by one attendant; the senior class will have three total Candidates
- d. Each candidate and attendant will select an escort from the football team
- e. If available, the escort will come from the candidate's and attendants corresponding class
- f. The queen will be one of the three senior candidates and be voted on by the high school football team

**3. Basketball Royalty**

- a. Queen candidates and attendants must come from the girl's high school basketball team
  - b. King candidates and attendants must come from the boy's high school basketball team
  - c. Freshman, sophomore, and junior classes shall be represented by one king and queen attendant; the senior class will have three total candidates
  - d. Candidates and attendants will be selected by vote by corresponding class members of the team (example: sophomore girls will vote for sophomore boys)
  - e. Each queen attendant and candidate will be escorted by the same grade level if available
  - f. King and queen will come from the senior candidates and will be voted on by the opposite basketball team
  - g. Queen candidates will be matched with king candidates at principal's discretion
- 4. No one may serve as a queen or king for more than one organization, including prom during any one school year. This includes but is not limited to football homecoming, basketball homecoming, band royalty, and prom.
  - 5. The flower girls and crown bearer are to be selected from the Holdenville Kindergarten Classes.
  - 6. If there are no senior boys or girls, the Queen or King will be selected from the junior class.
  - 7. A run-off election will be held in the event of a tie.

**GENERAL RULES**

**Activity Participation Policy**

No activity shall have rules that prohibit its participants from participating in other activities.

**Assemblies**

The auditorium should fill from front to back with no empty seats between students. Students are expected to be attentive and courteous at all times. Misbehavior during assemblies will result in disciplinary action.

Students are to be seated in the following arrangement:

Seniors — Front and Left	Juniors — Front and Right	Sophomores — Behind Seniors
Freshmen — Behind Juniors	8th grade—Behind Sophomores	

**Bell System**

The bells have been arranged so that the students will have five minutes before their first class, and five minutes between classes throughout the school day. Students are to be on time for their classes. Five minutes will not allow time for loitering, especially for those students who travel from building to building. The school day begins at 8:00 AM and ends at 3:30 PM. The senior high lunch period is from 10:50AM until 11:20AM. 9th and 8th grade lunch is 11:50PM to 12:15PM.

**Book Bags**

All student bags must be in student's possession at all times.

**CAFETERIA INFORMATION**

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 Milk or Bottle Water for .30 cents. Any beverages brought from home must be caffeine free and no soda allowed.

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

### **Class Schedule Changes**

At the beginning of each semester, all students must attend the classes in which they pre-enrolled. Counselors will consider class changes the first 3 days of school. No changes will be made after the first 3 days of school, except with Principal approval. Students are required to obtain a book clearance from dropped course before enrolling into a new course. One schedule change allotted.

### **Open Campus Policy**

8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students are not eligible for open campus privileges. For the purpose of this policy, the First Baptist Church across the street from the high school campus is considered on campus for any events they may have for students. 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students in detention will be held for ten minutes later than the students not in detention. No 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grade student may have Open Campus Privileges.

Parents and other adults who are on a student's sign out form may sign that student out for lunch in person in the office. That person must return the student to school in time for afternoon classes. The student may not walk back to school.

### **Closed Campus for Eighth, Ninth and Tenth Grade Students**

- Eighth, Ninth and Tenth grade students will not be permitted to leave campus at any time, unless they check-out through the principal or the principal's designee.
- Checking out will require proper notification from parents and signing out in the office. All of this must be done prior to leaving the building.
- Students must come directly to school in the morning and will not be allowed to gather or loiter at any location off campus before school starts.
- All school bus students will be required to ride their bus to school and will not leave after they arrive. In the afternoon, any student that rides a bus will be required to remain on campus until they board their bus.
- Students will not be released at noon except by a personal visit from a parent or guardian, and proper check-out procedure has been followed.
- Students will be returned to campus by their parents.
- Students will not go with other people at noon unless special situations occur and then only when prior approval has been given by the principal or principal's designee.
- The intent of closed campus is that students remain on campus and not be delivered to eating places and then come back to school on their own.
- Eighth, Ninth and Tenth grade students who violate this policy may forfeit forty-five (45) days of their future open campus privileges for each violation. Eleventh or twelfth grade students who assist 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grade students or provide transportation to eighth, ninth or tenth grade students during lunch will lose their open campus privilege for forty-five (45) days for each occurrence.
- Students will not be allowed on sides or behind the HS building during JH lunch.
-

## **Computer Technology and Information Access**

- Students will be allowed to use school technology for its intended purpose within the parameters designed. Information access will be limited to appropriate educational usage and may be restricted according to district guidelines.
- Each user and parent will be required to sign a contract specifying in more detail rules and guidelines for computer and internet usage. Attempting to access other student files or restricted levels of the network will result in disciplinary action.
- Using computers, computer technology, or information access for any purpose other than what the school deems correct and appropriate will meet with disciplinary action which may include any of the thirteen suggested alternatives.
- The availability, breakdown, unfamiliarity, or any other circumstance of school equipment will not be an excuse for late material.

## **Direct and Truthful Answers**

All students shall follow the directions of administrators, faculty and staff. Students are required to give any known information or evidence when questioned about incidents they have knowledge of or were witness to.

## **Disruptive/Inappropriate Behavior**

A disruptive or inappropriate act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the educational program of the school. The following activities are examples of behavior which will constitute disruptive and inappropriate acts:

- Demonstrations, Sit-Ins, Walk-Outs, Blockages
- Possession and/or use of drugs and/or alcohol
- Group Violence
- Disrespect or disobedience to school personnel or any visitor to school campus
- Harassment/bullying and/or intimidation, verbal or physical, of students or school personnel
- The use of obscene, lewd, or profane language (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or school property
- Violations of school rules and regulations
- Laser lights are strictly prohibited on school property or at school activities.
- All tobacco products and vapes regardless of nicotine or just flavor pods are prohibited.

Administration response to student misconduct is a matter directly influencing the morale of the entire student body. All disciplinary actions should be based on an assessment of the circumstances surrounding each infraction (student's attitude, seriousness of the offense, potential effect, etc.) This being the case, the principal shall have the latitude to vary from the schedule in administering punishment.

## **Dress Code**

To maintain a setting that is most 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. The following are not appropriate attire:

1. Sunglasses in the building, unless prescription
2. Caps, hats, or other head gear such as ear buds and headphones are not to be worn in any building on campus.
3. Shoes such as house shoes which do not have a hard sole are not permitted. Clothing considered as pajamas are not permitted.
4. Clothing designed to be worn as undergarments, such as undershirts, may not be worn as outer garments
5. Clothing with graphics or expressions not in good taste, that are sexually suggestive, promote immoral activity, or are disruptive to the effective normal educational setting

6. Clothing that advertises alcoholic beverages, and/or delineates the name or place of use of such
7. Clothing, jewelry, or accessories that pertain to the use or approval of illegal drugs or tobacco
8. Bare midriff, strapless, or see-thru garments, no tank tops for boys/girls, no spaghetti straps, and no off the shoulder tops.
9. Shirts must touch the top of the students jeans, shorts or skirt at all times.
10. No Muscle shirts or biker shorts as the primary garment
11. Tights may be worn IF the top is long enough to cover the person's bottom.
12. No modified shirts
13. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process; holes above the pocket area (mid-thigh) will not be permitted. Shorts or tights will need to be worn underneath.
14. Skirts, dresses, shorts, etc., must be of a modest length. A modest length will be considered no shorter than a dollar bill width above the top of the knee while standing.
15. All clothing will be worn in an appropriate manner at a level that does not expose undergarments.
16. The practice of "sagging" will not be allowed.
17. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.
18. Clothing for award assemblies or honor assemblies should follow the guidelines of the school dress code.

The principal or his designee will have the responsibility of determining what is or is not appropriate dress for the school setting. The principal's decision will be final. Teachers who find a student's mode of dress offensive will send them to the principal's office. Students determined to be in violation of the dress code will not be allowed to attend class and their absence will be unexcused.

For school dances, football and basketball homecoming, honor society induction, and graduation, the dress code will apply with the following exceptions: bare midriffs, spaghetti straps and strapless dresses will be allowed. At no time will see thru garments be allowed or the length of skirts, dresses and shorts modified.

### **Drugs**

The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer, and/or controlled substances is a violation of law. Use or possession of tobacco products or vapor products are prohibited. Students who violate this law may expect full disciplinary action and punishment by law.

### **Enrollment of Suspended Students**

No student will be enrolled at Holdenville High School until the term of a suspension from another school has expired.

### **Entering the Building**

Students will not be allowed to loiter in the hallways before school or during the lunch period. Students who want to study or come indoors may go to the cafeteria before school. Students who are not in the cafeteria must remain outside the building until the warning bells ring, before first period and when returning from lunch.

### **Firearms**

It shall be unlawful for any person, except a peace officer, to have in his or her possession on any public school property, or while in any school bus or school vehicle any firearm or weapon. Section 1273 AS.

Any person violating the provisions of this section shall, upon conviction, be guilty of felony punishable by a fine not to exceed \$5,000 and imprisonment for not more than one year.

Any custodial parent or guardian of a child under eighteen years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding \$200, or ordered to do community service not exceeding 40 hours or both such fine and community service (OS 21-1280). Threats or conspiring to bring a weapon to school will be treated as a serious offense and appropriate disciplinary action will be taken.

Due to the seriousness of guns in school and the threat of violence, fake or toy guns will not be tolerated. Because of the possibility of retaliation and further problems, fake/toy guns will be treated as a serious offense and the disciplinary action will coincide.

### **Food and Drinks**

1. Students will not be permitted to take food or drink into the classrooms.
2. Students are to respect the campus and lounge areas. All students should put soft drink cans and candy wrappers in appropriate receptacles.
3. Students who eat in the cafeteria should give special attention to clean their trash from their area.
4. Students should use the garbage cans in the parking lot and be aware not to litter their campus.
5. No food or drinks are allowed in lockers.

### **Gang Activity:**

No gangs, gang-related clothing, gang-related dress, or gang signs and signals will be permitted at Holdenville Schools or activities.

### **Graduation Exercises:**

The Graduation Exercise is a formal and serious ceremony that represents a milestone of accomplishment. Any student making gestures, noises, comments, or any type of behavior judged to be inappropriate will face disciplinary action. The seriousness of the action will determine the seriousness of the discipline.

### **Hall Conduct**

It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. Noise and confusion in the hallways will not be tolerated. Shouting, whistling, running, scuffling, etc. will result in disciplinary action.

### **Bullying and Harassment**

Holdenville Public Schools is committed to creating a safe and healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Holdenville Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

Bullying is aggressive behavior or intentional harm-doing. It can be physical, verbal, emotional, or sexual. Bullying is carried out repeatedly over time. Types of bullying behavior may include: name calling, racial slurs, shoving, crowding, hitting, kicking, pinching, threats of bodily harm, making fun of a person, telling mean jokes about someone, taking things without permission, etc.

Harassment is intimidation by threats of or actual physical violence; the creation of a climate of hostility or intimidation; or use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Cyberbully is bully using electronic devices to initiate repeated negative behavior toward a less-powerful person. Electronic name-calling, shunning and shaming are all forms of cyberbullying. So are spreading rumors, gossiping and making threats online. Schools are permitted to discipline students who engage in cyberbullying if it disrupts the orderly operation of school weather or not such action is taken on school premises or during school hours.

Bullying and harassment will not be tolerated anywhere at Holdenville Public Schools or at activities sponsored by this district. Retaliation against students who report bullying behavior of others will not be tolerated.

Students or employees who violate this policy will be subject to disciplinary action which may include suspension.

### **Hazing**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity 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 a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purpose of this policy, hazing is defined as activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled, dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

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 student and termination for employees.

### **Internet and/or Network Usage**

All Holdenville School students using the computer network or the internet will be required to sign a User Agreement. This agreement states the regulations and possible penalties for improper use of the system as well as the circumstances when the system is not operating properly. All students will sign an internal agreement in their English classes prior to accessing the internet.

### **Leaving Campus**

- Students who leave campus with parents for any reason during the school day must notify the office. Students must sign the check-out booklet in the office. Verification will be needed from a parent before the student will be allowed to leave.
- The absence will follow guidelines for all absences policies.

### **Library Media Center**

- The first and chief responsibility of the media specialist is to serve students and teachers promptly and accurately.
- The media center is automated, providing an on-line card catalog for students and teachers to search for books and other materials by subject, author, title, and keyword.
- The media center provides an online magazine database for students to search for research sources through hundreds of periodicals and journals



- The media center provides computers with internet access for research projects.
- Books are checked out for one week. Renewals for additional time are permitted.
- Books must be brought to the media center for renewal to provide the adjusted due date.
- Return all borrowed library materials to the circulation desk where they will be automatically checked in, making the book available for the next student. Putting books back in the stacks could result in lost library book fine.
- Reserve books, newspapers, magazines, and vertical file materials are to be used in the media center,
- If a book is lost or badly damaged, check with the media specialist or assistant for the replacement cost.
- Library media center materials are selected using the board approved "Selection Policy."
- Copies of the board approved Selection Policy is available in the media centers and administrative offices.

### **Lockers**

A locker is assigned to each student at the beginning of the year. Students are encouraged to put a lock on their locker. Key or combination locks are allowed. Students using a lock must provide the office with a key or combination. The school is not responsible for stolen items. Lockers are subject to inspection by authorized school personnel. Students are to keep their lockers neat at all times. Lockers are not intended for use as trash receptacles and no food or drinks are allowed in lockers. Locker doors are not to be slammed and must be kept closed. Students are not allowed to put stickers or posters on their lockers.

### **Medication**

- All students shall notify the principal and/or the principal's designee of prescriptive or non-prescriptive medication they wish to take.
- Upon written notification from the parent or guardian, the principal and/or the principal's designee may administer prescriptive or non-prescriptive medications.
- Upon the administration of medicine, the following shall be recorded:
  - Name of student taking the medication
  - Date the medication was taken
  - Name of school employee administering medication
  - Type or name of the medication administered
- These records are kept as part of a student's permanent record. Students should be advised they should not be in possession of medication or give medication to fellow students. The only time medication should be taken is in accordance with the above-mentioned procedures. Medication must be in its original container, properly labeled.

### **Personal Property**

Even though the school provides lockers, storage areas, and stores equipment or other personal belongings, the responsibility for these items remains with the owner. The school cannot be responsible for any personal items at school.

### **Petitions**

Circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner, and place. Restrictions as follows:

- No distribution or circulation shall be made to students while students are attending class, lab, assembly, or other curricular-related function;
- No student shall distribute or circulate material while the student is attending a class, lab, assembly, or other curricular-related function;
- No distribution or circulation shall be made in hallways during class changes;
- No attempt shall be made to have a student sign a petition or receive a publication against the will of that student;
- Distribution or circulation of any material that substantially interferes with school operations

shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations;

- The building principals are held responsible for all activities that take place in their respective buildings. It is, therefore, required that a copy of all publications and/or petitions be presented to the principal prior to circulation. If the principal determines the material is likely to cause a disruption, the principal may deny the distribution or circulation of petition.

### **Policy on Promotion/Retention and Pass/Failure of a Course**

- The Holdenville Public School Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to promote or retain students in the school district, and to establish a uniform procedure to be followed in cases where retention is appropriate.
- This policy also establishes an appeal procedure for parents who may decide to challenge the decision to retain a student at his/her present grade level or to fail a student in a particular course.
- As used in this policy, “promote” or “promotion” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student’s permanent record that he or she has successfully completed his or her current grade level.
- As used in this policy, “retain” or “retention” means to withhold a student from advancing into the next higher grade level following the end of the school year and to indicate on the student’s permanent record that he or she has not successfully completed the requirements of his or her current grade level.
- As used in this policy, “not passed in a course” or similar wording, means the student is assigned a failing semester grade in a course of study and that failing grade will be recorded on the student’s permanent cumulative record.
- Each school site will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor, the principal, when available, and additional personnel who may be assigned by the principal or superintendent when appropriate.
- Supportive evidence must be presented to the student and parent or guardian regarding retention. This evidence must be based on:
  1. Testing that actually covers the subject matter presented to the student.
  2. Assignments directly related to the subject matter being taught.
  3. Consideration will also be given to the student’s level of maturity (physical, mental, emotional, and social) and to the student’s attendance record, although these matters will not bear the same weight as stated above in items 1 & 2.
- The student and the parent or guardian must be made aware of the possibility of the student’s impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student’s parents or guardian will be mailed a written notice. School staff will make every effort to help the student improve his or her academic standing.
- Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the superintendent, and the relevant principal.
- Parents may request reconsideration of a retention decision or a decision not to pass a student in a course by taking the following steps:

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent’s receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

**Second Level of Appeal:** The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification, the principal's decision will be final and non-appeal able.

**Final Level of Appeal:** The parent or guardian may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent or guardian will be notified in writing of the date, time, and place of the School Board meeting at which time the decision will be reviewed. The Board's decision will be final and non-appeal able.

If a parent or guardian disagrees with the Board's decision, he or she may prepare a written statement stating the reasons) for disagreement. That statement will be placed in and become a part of the student's permanent cumulative record.

### **Reporting Substance Abuse**

The Board recognizes the complexity of problems that may be associated with student substance abuse. The concern is for the well-being and best interest of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of low-point beer, alcoholic beverages, or controlled dangerous substances. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances that caused the student to appear to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal will immediately notify the superintendent of the report. The principal will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing. A copy of this policy will be delivered to each teacher and administrator of the district and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the Board of Education.

### **School Day**

Students should not be on school property before 7:45 AM unless special arrangements are made with the building principal. The school day begins at 8:00 AM and ends at 3:30 PM. The senior high lunch period is from 10:50 AM until 11:20 AM. Grades 8th and 9th lunch period is from 11:50 AM until 12:15 PM

### **School Trips**

This school will sponsor no overnight class trips.

### **Senior Announcements**

Senior announcements will be selected each year by a committee consisting of the Senior Class Officers and the Student Body President.

### **Letter Jackets and Sweaters**

Students may purchase letter jackets after they have successfully completed a sport and earned a letter in the following activities: football, basketball, baseball, cheerleading, band, softball, track, golf, speech, cross country, wrestling, or academic team. Students who order jackets will be responsible for the total cost.

There will be one style of letter jacket ordered through Holdenville High School with the athletic sales representative chosen to make orders for letter jackets. Any student wishing to order a different style

jacket or sweater must do so on their own without school involvement.

### **Sexual Harassment, Battery**

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.

#### Definition:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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 or 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, all district employees (including administrators, teachers, and support staff) and all 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 an employee. This includes visitors, parents, contractors, consultants, and vendors.

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

1. Verbal harassment or abuse: derogatory comments, slurs, jokes, epithets, and sexually suggestive slang.
2. Pressure for sexual activity: continuing to express sexual interest after being informed that the interest is unwelcome. (reciprocal attracting between peers is not considered sexual harassment)
3. Unwelcome touching or sexually offensive pranks: bra snapping, skirt "flip-ups", pulling down someone's pants/ shirt and pinching.
4. Unwelcome non-verbal activities: leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures, or cartoons.
5. 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.

#### II. Reporting, Investigating, and Sanctions

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

1. Students who feel that 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 administration 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 circumstances, the nature of the conduct, and the context in which the alleged conduct occurred would be investigated and resolving complaints of sexual harassment. The superintendent may designate others to assist in the investigative process.

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.

### III. Coverage

A. This policy applies to all students, 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.

### IV. Retaliation Prohibited

The 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.

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

### **Solicitation**

Students will not be permitted to promote or participate in raising funds for any organization or purpose not associated with the school and sanctioned by the principal.

### **Student Insurance**

Student insurance is made available to students as a convenience for the student. The school does not profit from the sale of student school insurance. The school neither encourages nor discourages students in taking school insurance, with the exception of those students enrolled in football.

### **Student Search Policy**

Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, searches based on reasonable suspicion may be conducted. Searches may extend from the person to his/her personal items, including automobiles, handbags, purses, or other belongings. Searches of students and the personal property of students will

be made when there is reasonable suspicion the search will produce items that a student is not to have at school, according to school policy or discipline code. This may include weapons, alcoholic beverages, controlled dangerous substances, tobacco products, and stolen or missing property reasonably suspected to have been taken from another student, a school employee, or the school during school activities. Searches of a student's person are to be done by a member of the teaching or administrative staff who is of the same sex as the student. All student searches must be authorized by an administrator and should be done in the administrator's presence and in privacy. No strip searches of students are to be conducted by school personnel.

- School personnel will detain, and if necessary, restrain the student and secure personal effects until the police arrive. If items that were stolen, considered illegal, illicit, disruptive, or a general nuisance are found, parents will be immediately notified and appropriate disciplinary action will be taken.
- Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.
- Any student who refuses to be searched or refuses to allow his/her property searched will be detained and his/her parents will be contacted. Further refusal to permit search by student and/or parent could result in suspensions. If sufficient cause exists to warrant a search, the police and court system will be utilized.

### **Substitute Teachers**

Substitute teachers provide a service to the school district and administration in the absence of a regular classroom teacher. Students are expected to follow the directions left by the regular teacher and then work on additional assignments when finished. Students who disrupt class, show disrespect, or create other problems when substitutes are in charge should expect disciplinary action.

### **Tape Players/Recorders/Radios/MP3 Players/IPOD's/CD Players**

Students are not to use tape-players, recorders, radios, MP3 players, IPOD's, Cell phones, or any other electronic devices anywhere on campus from 8:00am to 3:30pm except during lunch in which students may use these devices in the cafeteria or commons areas. They are not allowed in the hallway during lunch. These items may be used when on activity trips, but use will be confined to the bus and will not be allowed in any building, contest, field or gymnasium. Students violating this rule will face disciplinary action. Possession of any material with inappropriate content will result in disciplinary action for the student in possession as well as the supplying student. The school will not be responsible for lost damaged, or stolen personal equipment. Recorders for education use in class are permitted. Students using recording devices such as camera or phones to record incidents such as fights will receive the same punishment that offenders will receive.

### **Teacher Authority**

Students must remember that all school personnel of this school system have authority over them. This not only applies during the school day, but also at any school-sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the mornings until they return to that residence, or a length of time equivalent to that return.

### **Telephones**

- Students will not be permitted to leave class to make phone calls, nor will the students be called from class to take incoming calls.
- Students will be given messages of an Emergency Nature Only. The school will not take messages to students from employers.
- Students are advised to take care of all personal business before coming to school and are

- not to ask for permission to use school phones unless it is an emergency.
- Students needing to make emergency phone calls must do so from the principal's office only and only after receiving permission.

### **Textbooks**

All textbooks will be furnished by the school system, and each student is responsible for the care of his/her textbook. In the event a textbook is lost or defaced, the student to whom the book was checked out is responsible for the replacement cost of the textbook.

No transcripts or grades will be released until all textbooks have been turned in or replacement cost has been made to the school.

### **Tobacco Use**

Students are not permitted to use or be in possession of any tobacco or vapor product in any classroom, on the school campus, or while participating in school sponsored activities. This includes travel to and from and while in attendance at school activities.

This regulation is state law.

- First offense of possession: 3 days of In-School-Suspension
- Second offense of possession: 2 days Out of school suspension and 3 days ISD
- Third or more offenses: 5 plus days of Out of school suspension possible

### **Visitors on Campus**

All visitors to the school campus must check in at the principal's office. If visitors do not have legitimate business at school, they have no business at school. There are to be no student visitors in the school.

### **All Telecommunications Devices**

Students may have a wireless or I-Phone on school property or at school functions, but it shall not be turned on during school hours except during lunch or in life threatening situations. Students who violate this policy will face the disciplinary steps listed below.

- 1st Offense—After school detention
- 2nd offense—In School Suspensions (administration discretion)

Electronic Paging Devices: Electronic paging devices will not be permitted on the school campus at any time.

## **SAFETY & TRANSPORTATION**

### **Activity Trip Transportation**

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must present a written request to the principal, including a telephone number for verification purposes, by 2:00 PM on the travel date. Parents may sign their own children out at any event. If a parent chooses either of these options, the school is not responsible for the student's return trip. The person a student rides home with is the responsibility of the parent.

### **Bus Transportation**

- All buses used in the Holdenville School System meet the requirements and follow the regulations of the State Department of Education
- In order to prevent serious accidents, students are expected to conduct themselves on buses in the same manner as a classroom
- Students who ride the bus to and from home and while on school trips should be careful about loading and unloading

- Always wait for the bus to come to a complete stop before beginning to load or unload
- Students must not depart from the school bus until it reaches his/her school or destination
- Students are under the supervision of the bus driver. The driver is a school official and has the same authority as teachers
- No student is to depart from the bus until it reaches the student's destination

### **Bus Video Policy**

Bus transportation by the district is a privilege, not a right, and it will be extended only to students who display good conduct while preparing to ride, riding or leaving the bus. An additional condition for riding district buses is parental consent to the release of videotapes that would otherwise be prohibited for reasons of privacy. Before a student is allowed to ride a district bus, the district must have obtained a parent's written consent for the release of any such videotapes.

### **Driving Regulations**

Driving will be limited to licensed drivers only. It is the position of the Holdenville School District that students are allowed the privilege of driving to and from school. That privilege may be revoked for just cause. With this in mind, it shall be the policy of the Holdenville Schools that any student who has been found guilty by law enforcement officials of speeding or unsafe driving in the proximity of any local school campus shall be governed by the following disciplinary provisions:

- 1st Offense: Ten (10) days suspension of driving privileges to and from school;
- 2nd Offense: Twenty (20) days suspension of driving privileges to and from school;
- 3rd Offense: Suspension of driving privileges to and from school the remainder of the current semester or thirty (30) school days, whichever is greater.

When a student's driving privileges have been suspended, the only way that student may attend school is by bus or if they are brought to school by another person in a vehicle other than their own.

If a student drives a borrowed vehicle in violation of the above policies, the owner of the vehicle shall be held responsible until the identity of the driver is ascertained. Owners of vehicles need to be aware of their liability in this area when loaning vehicles. Appropriate disciplinary action will be taken against the driver by the driver's principal.

### **Driving**

1. Reckless driving will not be tolerated. A 15 mph speed limit is in effect on the school campus at all times. Repeated violation of reckless driving will be subject to turn over to law enforcement and off campus privileges revoked. Students will have to give their keys to the office when arriving and pick them up at end of school day.
2. Any vehicle parked on Holdenville Public Schools property will be subject to random search for dangerous or controlled substances and violations of the firearms policy.
3. Students will not be allowed to drive their cars to classes away from the senior high building; an exception is for students driving to designated locations for athletic practice.
4. Only seniors are allowed to park in the senior parking lot. No students are allowed in faculty and cafeteria designated parking areas.
5. Students will not be allowed to sit in their cars or loiter in the parking lot.
6. Cars should be kept locked.
7. Cars playing obscene or loud music will not be tolerated.
8. All students that drive to school must fill out driving form in the office and purchase a parking permit.

### **Fire Drills**

The signal for fire or a fire drill will be intermittent ringing (several short blasts) of the bell for at least 30 seconds. The following procedures are to be followed in case of fire or fire drill. First, wait for teacher instructions and then walk in an orderly fashion to assigned exit. Exits will be posted in each individual classroom. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear is given. All clear will be two short blasts of the bell.



## **Tornado Drills**

The signal for an approaching storm or tornado will be a continuous intermittent ringing of the intercom for at least 30 seconds. All students in the main building and exterior buildings will enter the band hallway area that is centrally located on the school campus. All students are to remain with their teacher until the all-clear is given. All-clear will be two short blasts of the intercom.

## **Intruder Drills**

One drill each semester

## **OKLAHOMA SECONDARY SCHOOLS ATHLETIC ASSOCIATION**

### **OSSAA—Rules for Athletic and non-Athletic Activities**

#### **Age, Physical Exam, and Parent's Consent Certificate**

Any student who reaches their nineteenth birthday before September 1st will not be eligible to participate in competitive athletics. No student shall be eligible to represent his/her school until there is a physical examination and parental consent certificate on file in the principal's office. The physical examination certificate shall be completed on a form prescribed by the Athletic Association and the examining physician shall certify as to his or her findings that the pupil is physically fit at that time to participate in various athletic sports for the current school year. One or both parents or legal guardian thereafter shall sign, certifying the student has their consent to participate in athletics.

## **Attendance**

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible.

After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

## **Semester Grades**

A student must have received a passing grade in any five subjects counted for graduation that he or she was enrolled in during the last semester he or she attended fifteen or more days of school. This requirement would be five school credits for the 7th and 8th grade students.

If a student does not meet the minimum scholastic standard, the student will not be eligible to participate during the first six weeks of the next semester they attend.

Any student who does not meet the above mentioned scholastic standard may regain eligibility by achieving passing grades in all subjects enrolled in at the end of a six week period.

## **Special Provisions**

A 12th grade student may maintain eligibility if the student is passing the classes required for graduation. The number of classes may be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college course to meet the minimum number of four subjects needed to maintain eligibility. These subjects may be a combination of high school and college courses equivalent to four high school units which are accepted by the Oklahoma State Department of Education. Physical education and athletics may not be included in the four requirements.

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain eligibility for achieving the scholastic standard at

the end of the three week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships include illness, injury, death in the family, or natural disaster.

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of the spring semester.

Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Special education students who are enrolled in special education classes and have an Individual Education Plan and have been certified by the principal as doing a quality of work, may, with the approval of the Board of Directors, be accepted as eligible under this rule.

### **Student Conduct**

A student whose conduct or character at school is under discipline, or whose conduct or character outside of school reflects discredit upon the school shall be ineligible until reinstated by the principal.

A student who is disqualified during a game or contest because of flagrant or un-sportsmanlike conduct shall be ineligible until reinstated by the principal. Students ineligible under these rules are not eligible until reinstated by the principal.

If a student who is ineligible under these rules transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.

A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the Board of Directors.

It is recommended that a disqualified student forfeit the right to participate in at least one (1) contest before the student is reinstated by the principal.

Any student who is disqualified for cursing, fighting, or striking a person with a fist or object shall not be allowed to participate in the next two (2) games.

No person shall enter a contest under an assumed name.

Any pupil who is a member of a fraternity, sorority, or secret society in violation of the State law of Oklahoma, or the regulations of any local Board of Education, is not eligible. Any school violating this rule will be subject to suspension for a period of one (1) year.

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

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period.

- The ineligibility periods will begin on Monday and end on Sunday. (Grades will be updated by 8am on Fridays and ineligible reports will go out on Fridays for the next week)
- A student who lost eligibility under the provision must be passing all subjects to regain eligibility.

- A student regains eligibility under Rule 3 with the first class of the new one-week period.
- Passing Grade means work of such character that credit would be entered on the permanent record were the semester to close at that time. Eligibility requirements pertain to all Holdenville School activities, regardless of whether or not they are competitive or local performances.

## **DISCIPLINE**

### **Alternative Punishment**

In administering discipline, consideration will be given to alternative methods of punishment. In all disciplinary action, the administration should be mindful they are dealing with individual personalities.

When feasible, the administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

### **Behavior or Conduct Which May Result in Student Suspension**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the district for:

1. Violation of school regulation;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense;

For the purpose of this Section violent offense shall include those offenses listed as the exceptions to the term nonviolent offenses as specified in Section 571 of Title 57 of Oklahoma Statutes. Violent offense shall include the offense of assault.

4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, (pagers), or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the district's policy related to firearms.

In the event of a suspension for any of the reasons listed on the previous pages, an education plan shall be applicable for acts which fall within parts above. However, no education plan shall be necessary for acts which fall within PART "E" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requires an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

### **Disciplinary Action for Distribution**

Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (two semesters). Reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try to distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

### **Disciplinary Action for Possession of Drugs or Alcohol** (as defined by Oklahoma statutes)

If any high school student is in possession of or under the influence of drugs or alcohol at school or during a school function, the following will occur:

- **1st Offense:** The student will be placed in O.S.S. or the Alternative School for thirty (30) days with minimum of ten days at Level I. Loss of Extracurricular. The First Offense may be reduced by 50% if the student:
  - A. Has impeccable attendance, behavior, and academic work while attending the Alternative School;
  - B. Satisfactorily participates in a drug & alcohol rehabilitation program at J.S.U; or approved agency
  - C. Passes a minimum of two (2) consecutive weekly drug/alcohol tests administered by J.S.U. or approved agency
  - D. Students that test positive for drug or alcohol must attend a counseling session with a certified counselor for drug/alcohol.
- **2nd Offense:** The student will be placed in the Alternative School for ninety (90) days. Loss of Extracurricular.
- **3rd Offense:** The student will be placed in the Alternative School for one hundred eighty days (180) days. Loss of Extracurricular

### **Disciplinary Action with Intent to Distribute**

Intent to distribute will be determined by the quantity of contraband in a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The term contraband as used in this policy includes any dangerous or controlled substances as defined by Oklahoma statutes or alcoholic beverages of 2.0 alcoholic content or more.

The first offense for intent to distribute will be punishable by suspension from school for ninety (90) days or for the remainder of the current semester, whatever is greater. The appellate procedures for this suspension will be the same as any other type of student suspension.

### **Disciplinary Code**

The disciplinary policy is to correct the misconduct of individual students and to promote adherence by each student to the policies and regulations of the school district.

In order to provide quality education for all students attending Holdenville Public Schools, Holdenville Schools will not tolerate disruptive acts that interfere with the tranquility of the school environment or the safety of its students. Furthermore, Holdenville Public Schools will not tolerate acts of vandalism to school property. Students, while enrolled in the Holdenville School system, shall be under the jurisdiction and shall be accountable to school personnel. This jurisdiction shall include attendance going to and from school activities and attending such activities.

### **Disciplinary Reports**

In the event that students get into trouble at school-sponsored activities, a disciplinary report will be filled out on the student or students. These reports will be kept on file in the principal's office.

### **District's Obligation**

Before the district, through its designated representatives, recommends out-of- school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out of school suspension. Students identified as disabled under the Individuals with Disabilities Educational Act

or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

### **Education Plan for Suspended Students**

Students who receive out-of-school suspension will receive an education plan for core subjects in which the student is currently enrolled. The work will be consistent with P.A.S.S. objectives for successful completion of competency in the core areas. Assigned work must be completed and turned in upon return to school. Credit will be awarded for completed work.

### **Failing List Protocol**

Students on the failing list for the second week and beyond will not be eligible to attend any school activities including prom if they are on the list at the time of the event.

Students who are ineligible will be required to go to after school tutoring a minimum of once a week until they are off the failing list. Tutoring is offered Monday, Tuesday, Wednesday, and Thursday. If the student does not attend tutoring one week of lunch detention will be given.

Failure to serve any of the assigned study opportunities will result in in-school-detention.

### **Gun – Free Student Suspension Policy**

It is the policy of Holdenville School District that any student who is determined to have brought a weapon to school under the jurisdiction of the school district shall be suspended from school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district.

For the purposes of this policy, the following definitions shall control:

The term weapon means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

The term chief administrative officer means the Superintendent of Schools or the Board of Education of the school district.

The term determined to have brought a weapon to school under the jurisdiction of the school district means any student being in possession or control of a weapon on property owned, leased, or rented by the school district, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school district sponsored function regardless whether such function is conducted on school property. Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this school district to refer to the appropriate criminal justice of juvenile delinquency system any student who has violated this policy.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the school district's policy for out-of-school suspension of students. To the extent that this policy is inconsistent with any other policy of this school district, then this policy shall control.

### **Immediate Out-Of-School Suspension Without a pre Out-Of-School Suspension Conference**

A student may be suspended out-of-school without the above pre out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, school property, or a continued substantial disruption

of the educational process.

In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

### **In-School Placement**

In-School placement will be used as an alternative method of discipline for certain offenses at the discretion of the principal.

When a student is placed in in-school placement, the student will:

1. Report to the placement room immediately after arriving at school;
2. Take breaks at different times from those regularly scheduled and only when permission has been obtained from the principal;
3. Eat lunch at a time different from the rest of the student body set by the principal or his/her designee;
4. Students are responsible to get assignments from his/her regular teachers before and/or after school. This work will count for credit.
5. Remain in the suspension room until released by the principal or his/her designee after the dismissal bell in the afternoon;
6. Not be allowed to attend or participate in extra-curricular activities as outlined by the rules of the activities association;
7. Defacing or damaging school property while in ISP will result in out-of-school suspension.

Any misbehavior, talking, or failure to do assigned work will result in strict disciplinary action, as this is an extra effort on the part of the school to have this type of alternative discipline. Failure to complete in-school placement or follow regulations of such will result in out-of-school suspension. In-school placement will be figured as out-of-school suspension when determining the progressive nature of a student's discipline record. ISP will receive credit for any classroom work completed.

### **Indecent Actions**

Any acts, expressions, comments, or other actions, either written or expressed, that are considered indecent, threatening, and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

### **Knives**

No knives of any kind or size are allowed on the school campus.

### **Long-Term Disciplinary Removal**

The school district may implement the disciplinary removal of a child with a disability to an interim alternative setting for a period of 45 calendar days or less if the child, as a manifestation of the child's disability.

- (A) Carries a weapon to school or to a school function under the school's jurisdiction; or
- (B) Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the school district's jurisdiction.

The child's individualized education plan or accommodation plan team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the school district places the child will:

- (A) Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current I.E.P. or A.P. that will enable the child to meet his or her I.E.P. or A.P. goals; and
- (B) Includes services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur.

The school district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and school district policy as soon as possible after the decision to

take disciplinary action is made.

### **Long-Term Out-of-School Suspensions in Excess of Ten Days**

Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to a committee of school persons and the Board of Education. At the student and/or parent or guardian's option, the appeal may be made directly to the Board of Education.

Method of Appeal to a Committee: An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than ten school days, the procedures applicable to long-term out-of-school suspensions must be followed.

Out-of-school suspensions shall include an individualized plan for out-of-school suspensions that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension. Google Classroom may be utilized to turn in work.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art requirements by the Oklahoma State Department of Education for high school graduation in grades nine through twelve.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is re-admitted into school.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday.

Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school 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 and witnesses that support the principal's decision to suspend 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 evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools

When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education.

If no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

### **Method of Appeal to the Board of Education**

- An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
- If no appeal is received within two days after the decision of the committee is received the by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education requires the student and parent or guardian to file the written request for appeal within two days of the principal's decision.

**Hearing the Appeal:** The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent or guardian and student will have the right to an 'open" or "closed' hearing, at their option. Reasonable effort will be made to accommodate the work schedule of parents.

### **Out-Of-School Suspension**

An Out-of-School suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten school days. A short-term out-of-school suspension shall be a period of ten or fewer school days.

In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school district's Gun Free School policy. Out-of-school suspensions should have a definite commencement and ending date.

Out-of-school suspensions shall include an Individualized Plan of Education for out-of-school suspensions, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student was enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the Oklahoma State Department of Education for high school graduation in grades nine through twelve.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into the school.

Students will make up the time absent from their regular classroom, minute for minute, in Saturday School or other time assigned outside normal school hours, except for students assigned to alternative school.

Suspended students may not be on school property or attend school activities until re-admitted to class.

All suspensions and alternative in-school placements shall include forfeiture of the student's right and privileges as a student, including attendance and/or participation at any school-sponsored activity. The only appeals for disciplinary actions are those listed for short-term out-of-school and long-term out-of-school suspensions.



## **Out-Of-School Suspension or Disciplinary Removal of Children with Disabilities**

This policy applies to the out-of-school suspension or other disciplinary removal from the classroom of a child with a disability.

“Disciplinary removal” refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the school district for a prescribed course of education.

For purposes of this policy, the following definitions apply: “Controlled substance” means a drug or other substance identified under schedules I, II, III, IV, or V in Section 202©. Substances Act 21 U.S.C. 812©.

“Illegal drug” means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health professional, or that is legally possessed or used under any other authority under the Controlled Substances Act or any other provision of federal law. “Substantial evidence” means beyond a preponderance of the evidence.

“Weapon” means a dangerous weapon as defined by 18 U.S.C. 903 (g) (2), specifically, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

## **Pre-Out-Of-School Suspension Conferences**

When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense as set out in Oklahoma Statute Title 57 and 571, the principal shall conduct an informal conference with the student.

At the conference with the student the principal shall discuss the student’s conduct that was a violation of the policy, rule, or regulation.

The student shall be given a full opportunity to explain and discuss his or her conduct.

If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

The principal shall attempt to notify the parent by phone and will notify in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent unless their presence disrupts the safe environment of the school.

## **Procedure for Student Out-Of-School Suspension Review Hearing Before the Board of Education**

The Board President should: Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating his/her name. Ask whether the parents/student wish the hearing to be open to the public or executive session. The offer of an open hearing and their response will be made a part of the minutes of the meeting. If parents/student requests a closed hearing, a motion to go into executive session per their request should be made a vote taken.

The Board President should advise the parents/student: That they are entitled to legal counsel, if they desire it. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine. That the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence that they may wish, subject to cross-examination by legal counsel for the administration. That the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session. That the parents/student may ask any questions about the procedure.

1. Following the presentation of above, all administration witnesses and documents should be presented subject to cross-examination.
2. Parent/student may call any witnesses and present any documents subject to cross-

- examination.
- 3. After each witness is presented, school board members may ask the witness any questions.
- 4. Parent/student closing statement.
- 5. Administration's closing statement.
- 6. Deliberation in private.
- 7. Return to open session and vote.
- 8. After adopting a motion making certain findings of the fact, the Board must make a motion to affirm or revoke the out-of-school suspension.

**Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal**

No more than ten days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the school district will convene a meeting of the students I.E.P. or A.P. team. The team will:

- (A) Conduct a functional behavioral assessment of the child and decide if a behavioral intervention plan is necessary, or
- (B) if the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior, and
- (C) Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

Making a manifestation determination: If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is a manifestation of the child's disability, then the school district cannot suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is not a manifestation of the child's disability, then the school district may suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior.

The I.E.P. or A.P. team may determine that the child's behavior was not a manifestation of his/her disability only if the team:

- (A) First considers as to the behavior subject to disciplinary action, all relevant information, including.
  - (1) Evaluation and diagnostic results including results or other relevant information supplied by the child's parents;
  - (2) Observations of the child, and
  - (3) The child's I.E.P. or A.P. Placement
- (B) And then determines that:
  - (1) As to the behavior subject to disciplinary action , the child's I.E.P., or A.P. placement was appropriate:
  - (2) The special education services, supplementary aids and services, and behavior intervention strategies were provided in compliance with the child's I.E.P. or A.P.
  - (3) The child's disability did not impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action;
- (C) The child's disability did not impair his/her ability to control the behavior subject to disciplinary action.

If the I.E.P. or A.P. team determines that the child cannot be suspended out-of-school or a disciplinary removal implemented as discipline for the behavior it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons.

School district personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

Continuing Educational Services: The school district will provide appropriate educational and/or related

services during long-term out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related Services during long-term out-of-school suspensions to a child with a disability, under the term of out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his/her disability. The child's I.E.P. or A.P. team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the school district's policy and procedures for out-of-school suspension of children with disabilities.

**Stay Put:** If a child's parent disagrees with the I.E.P. or A.P. placement team's determination that the child's behavior was not a manifestation of his/her disability or with any decision regarding placement, the parent may request a due process hearing. The school district will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the school district has demonstrated that the child's behavior was not a manifestation of his/her disability in compliance with the standards set out in Section 6 of this policy.

When a parent requests a due process hearing regarding:

- (1) the school district's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;
- (2) an interim alternative education setting imposed by a hearing officer; or
- (3) the teams' manifestation determination.

The child will remain in the interim alternative setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the school district agree otherwise. If a child is placed by the school district in an interim alternative educational setting for a drug or weapon offense or imposed by a hearing officer and school district personnel, propose to change the child's placement after expiration of the placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement, unless the following exemption applies. If school district personnel maintain that it is dangerous for the child to be in current placement during the pendency of the due process proceedings, the school district may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative setting or in another appropriate placement the hearing officer will use the standard identified in section 9 of this policy.

**Emergency Disciplinary Removal:** The school district may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the school district has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in an injury to the child or others, and will also;

- (A) Consider the appropriateness of the child's current placement;
- (B) Consider whether the school district has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and service; and
- (C) Determine that the interim alternative educational setting meets the standards identified in Section 4 of this policy.

### **Racial/Ethnic Incidents**

Using racial or ethnic terms, signs, or signals, determined inappropriate by the school, will be considered as such and will be dealt with in a disciplinary action.

### **Records and Reports**

The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with

the plan.

### **Short-Term Out-of-School Suspensions**

The Board of Education recognizes that student out-of-school suspensions of ten or fewer school days (referred to as short-term) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions greater than ten days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved for the district's discretion.

Right of Appeal: A student who has been suspended out-of-school for a period of ten or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy to students who have been suspended for a period of greater than ten school days.

A student who has been given a short-term out-of-school suspension and that student's parents have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting the appeal.

Method of Appeal to a Committee: An appeal can be presented by completing and returning an appeal request form (available at the superintendent's office) to the superintendent within two school days after receiving the out-of-school suspension decision of the principal.

If a completed appeal request form is not received within two school days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was not a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

The Superintendent of Schools shall schedule the committees hearing as soon as possible during regular school hours Monday-Friday. Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school 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 and witnesses that support the principal's decision to suspend 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 evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student.

The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools. The committee may not modify the terms of the principal's decision. The decision of the committee shall be final and non-appealable.

## **Short-Term Out-of-School Suspension Or Disciplinary Removal**

The school district may suspend out-of-school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability.

The school district will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The school district will notify the child's parents of the disciplinary action and all applicable procedural safeguards under state and federal law, and school district policy as soon as possible after the decision to take disciplinary action is taken. No credit will be awarded for students suspended out of school.

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases.

The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term out of school refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses.

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspensions and do not require or involve the due process procedures set forth herein.

Any student subjected to an out-of-school suspension may also be referred to the First Offenders Program of the Hughes County Juvenile Services unit, or other counseling program.

## **Student Suspension**

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases.

The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

The term Out of School refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses. Alternative placement, detention, and similar disciplinary options or correctional measures are not considered by law to be Out of School Suspensions and do not require or involve the due process procedures set forth herein.

Any student subjected to an Out of School Suspension may also be referred to the First Offenders Program at the Hughes County Juvenile Services Unit or other counseling program.

## **HALL OF FAME INFORMATION**

### **Athletic Hall of Fame**

The Hall of Fame award is to be awarded to the best all-around girl or boy athlete who graduates from Holdenville HS each year and participates in sports offered by Holdenville HS. A Plaque will be presented to the athlete and their picture will be hung in the HOF Room at HHS.

To be considered as a candidate for the Hall of Fame, a student must have accumulated a minimum of 800 points from the listed schedule of points. Those who are participants in a sport offered by HHS and are recognized as athletic All-State by the Oklahoma Coaches Association are automatically entered into the Hall of Fame. In the event the All-State athlete is not the same individual as the high-point candidate,

more than one girl or boy may receive the Hall of Fame award.

Students who transfer from other schools will be allowed to count only those points earned as an athlete as HHS. No student will be eligible for the award who does not attend their entire senior year at HHS.

The selection committee will be composed of the high school principal, athletic director, and the head coaches of the varsity sports.

The selection committee will have the option of selecting additional athletes to the Hall of Fame each year as they deem appropriate, provided the student achieves the minimum points required. Additional athletes selected must be approved by a two-thirds vote of the committee.

Any other post-season awards received after the awards banquet will be considered if it determines another Hall of Fame entry. Any athlete already selected that year will not be affected.

If a failed drug test is received automatic dismissal of Hall of Fame.

### **Schedule of Points**

- 50 points per sport each year the student letters. Only letters earned in grades 10-11-12 are to be counted, but post-season honors will be counted from the 9<sup>th</sup> to the 12 grade. Cheer letters can only be considered if the team competes in OSSAA contests.
- 100 points for each honor that includes All-Conference, All-District or Conference track champion.
- 125 points for each honor that includes All-Region, Regional track champion and All-Star by class.
- 150 points for Honorable mention All-State and this includes a third place finish at the state track meet.
- 175 points for 2<sup>nd</sup> Team All-State and this includes a second place finish at the state track meet.
- Members of a track relay team will receive points for their honors, but will not be put into the Hall of Fame.
- Any individual who received Athletic All-State recognition for individual achievement is automatically placed into the Hall of Fame. Members of a relay team who receive All-State honors as a team will not become members of the Hall of Fame as a team.
- Any student accumulating 800 will be considered to be voted upon by the Hall of Fame committee. Any student accumulating 1200 points is automatically placed in the Hall of Fame.
- The Hall of Fame award will be presented at the All-Sports Banquet each spring.

### **Academic Hall of Fame**

A student's picture will be placed in the Academic Hall of Fame by meeting one of the following criteria:

Criteria can be seen at the High School Office as of September 15, 2017

- A student must have scored a 30 or above on his/her composite score of the National Test Date ACT
- OR
- A student accumulates 120 points or greater at scholastic meets for their high school career, grades 9<sup>th</sup>-12<sup>th</sup>.

Points are awarded as follows:

5 points for each meet attended, 8 points for 1<sup>st</sup> place, 5 points for 2<sup>nd</sup> place, 3 points for 3<sup>rd</sup> place, 2 points for 4<sup>th</sup> place, and 1 point for 5<sup>th</sup> place. An additional 10 points will be added to each top 5 placing that is earned at the State Scholastic Contest.

In addition to the above listed requirements, a student must maintain a GPA of 4.0 or above on the 5.0 scale for four consecutive semesters at Holdenville High School and be on track to meet Gold Diploma requirements.

Underclassmen who qualify for Academic Hall of Fame will be inducted their senior year.

If a failed drug test is received, automatic dismissal of Hall of Fame. Students that have received out of school suspensions/in school suspensions that exceed 5 days will be excluded from Academic and Athletic Hall of Fame.

## **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 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 bully 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, 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.***

**DAA-P-1**



# **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 ○ confirm or deny facts; ○ indicate acceptance or rejection of the Grievant's requested action; and ○ 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 noninstructional 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.

## **HOLDENVILLE HIGH SCHOOL CHEERLEADER & MASCOT GUIDELINES**

### **VISION STATEMENT**

Cheerleaders, as visible symbols of spirit leaders, are responsible for conveying Wolverine spirit to the community, fans, faculty, and students of Holdenville through positive attitude, sportsmanship and leadership.

### **COACH STATEMENT**

Cheerleading is a very rewarding activity. These guidelines have been set forth to allow fairness for **ALL** cheerleaders while having a rewarding experience.

### **TRYOUTS**

1. Tryouts for cheerleaders/mascots will be held on the same day in the spring for the following school year.
2. A pre-tryout meeting will be conducted to review cheerleading guidelines.
3. A signed parental/student tryout permission form is required before tryout material is taught.
4. Cheerleading candidates must be enrolled and currently in attendance in Holdenville Public Schools.
5. If you are on the ineligible list you will not be allowed to tryout.
6. Tryout dates and judges will be selected by the coach and administration. The judges will be an impartial panel from a college or university spirit squad.
7. A **mandatory** tryout clinic will be held before tryouts.
8. Tryout attire includes a solid white t-shirt, solid blue or gold shorts and choice of shoes. No printing, pictures, logos, etc. are allowed on any clothing.
9. Tryouts are closed to spectators. Only participants, judges, coaches and administration will be allowed in the gym during tryouts.
10. The cheer squad will be made up of a maximum of twenty (20) members with 2 alternates. A score of at least 60% must be attained to make the squad.
11. There will only be one mascot.
12. Senior cheerleaders and mascots will automatically make the squad and will not have to tryout if the below conditions have been met.
  - a. Met all eligibility requirements.
  - b. Made the spirit squad every year, freshman through junior year.
  - c. Successfully completed each year, freshman through junior year.

### **GENERAL GUIDELINES**

1. Cheerleaders will perform/cheer at designated events. For example but not limited to cheer camp, pep assemblies, football games, basketball games, pep rallies, etc.
2. Practices are mandatory.
3. Cheer camp is required and expenses are the responsibility of each squad member. Not attending summer camp will result in automatic dismissal of the cheerleader.
4. A 'Bench' system will be used for infractions of guidelines or standards. See section titled **Consequences of Behavior**.
5. All cheerleaders are subject to OSSAA regulations concerning academic progress. Grades must be kept current and cheerleaders/mascots must not find themselves on the ineligible list. Submit all assignments to teachers and be responsible. Eligibility will be determined by the OSSAA

standards on a weekly basis. Cheerleaders/mascots must be eligible at the end of the current school year to participate the first 6 weeks of the following school year. If not eligible for the next year, the cheerleader/mascot will be released from the squad.

6. If a cheerleader becomes academically ineligible during the season, they will not be allowed to cheer at games or pep assemblies, but they are still required to attend practices and perform all duties. Academic ineligibility counts as an unexcused absence.
7. In the event that a cheerleader must relinquish their position on the squad, it will be at the sponsor's discretion to fill the opening with the next highest score from the tryout list if the score is above the 60% range. If this date is too late in the season the position will not be filled.
8. If a cheerleader is in ISD (In School Detention) on game day, they will not cheer. A game missed due to ISD, is an unexcused absence. Cheerleaders must be in good standing on game day to participate in pep assemblies or games.
9. Being a cheerleader is an honor. Cheerleaders need to be committed to upholding and maintaining the ideals and standards of being a Holdenville Wolverine Cheerleader.

### **CONDUCT GUIDELINES**

1. Cheerleaders are expected to act properly at all times. A report of misconduct will result in a disciplinary conduct conference and possible suspension from the squad.
2. Cheerleaders are expected to be in front of the stands/bleachers during assigned events with refreshment breaks **ONLY** during half time.
3. Cheerleaders are expected to be an example of good conduct, spirit and sportsmanship. Anything less could result in permanent removal from the squad.
4. Cheerleaders shall exhibit enthusiasm for the school.
5. Cheerleaders shall have a neat appearance.
6. Cheerleaders are to wear the defined/assigned uniform when at school or attending events.
7. Cheerleaders act as role models by setting good examples and showing respect for school and others **on and off the field/court**.
8. Cell phones should be turned to silent or off while cheering and during practices. If the sponsor sees it or hears it during these times, it will be taken to the office and may be picked up the next available school day.

### **UNIFORMS**

1. Uniforms will be worn on game days and scheduled events **ONLY**. During games the uniform, shoes, bows, etc will be determined by the sponsor.
2. Uniforms are to be kept neat and clean. The cheerleader is responsible for the upkeep of the uniforms issued.
3. Lost or damaged uniforms must be paid for by the cheerleader.
4. Uniforms must be returned at the end of the season. You will not be able to walk at graduation or tryout for cheerleader if your uniform is not returned in good condition.
5. Unnatural hair color is not allowed. Jewelry is not allowed.

### **TRAVEL**

1. A cheerleader must travel to away games on the transportation provided by the school. A cheerleader may be checked out from riding the transportation provided by the school only by the parent/guardian signing the cheerleader out at the **end of the final game**.
2. Any exceptions to the above must be made through the office with the principal before 3:00 p.m. on game day. No phone calls or parent/guardian notes will be accepted at the game to release cheerleaders to ride home in anything other than the transportation provided by the school.
3. Once the cheerleaders are dismissed at the school, parents/guardians are responsible for their child.

### **INSURANCE AND PHYSICAL EXAMINATIONS**

1. All cheerleaders must have a physical on file before the first practice. If severe injury occurs, cheerleaders must have a doctor's written permission to resume cheerleading activities.
2. Signed risk sheet to stunt must be on file before a cheerleader can participate in stunting activities.

### **SAFETY**

The safety of all is the highest concern. To ensure the safety of all cheerleaders, activities should be performed **ONLY** in the presence of the coach. Proper techniques will be used at all times.

### **COMMUNICATION**



Communication is the key to a successful program. Always speak directly to the coach prior to the event. **If you have another school event scheduled, do not assume the coach knows. Do not tell another cheerleader to tell the coach!!!** This is the first step to adult responsibility!!! Contact the coach yourself!!! Do not have your parent/guardian contact the coach; fulfill your own responsibilities as a Holdenville cheerleader.

### PRACTICES

1. To reduce distractions and possible injuries, all practices are closed.
2. Cheerleaders are to report to the practice area at the designated time in the proper attire.
3. Tardy to practice will result in additional conditioning following practice. Additional conditioning will be equal to the minutes tardy. Chronic tardiness (3 tardies) will result in the benching system.

### CONSEQUENCES OF BEHAVIOR

1. An event is described as a game, pep assembly, practice, pep rally, fund raising activity, poster making session, etc. Once an activity is scheduled it becomes an event. Any other school function/activity or doctor's note does not apply to this rule.
2. If a cheerleader/mascot schedules a cheerleading practice or performance without the coach's knowledge they will be immediately removed from the squad for the remainder of the school year.
3. If the cheerleaders/mascot shows up to an event and the coach is not in attendance, there will be no practice, stunting or performing. If the squad practices, stunts or performs without the coach present the entire squad will be benched for the next three games.
4. If a cheerleader misses 3 practices, events or activities they will be removed from the squad.
5. Arriving late to a practice 3 times will count as 1 absence.
6. Benched is a consequence of an infraction of standard behavior outlined in the cheer guidelines. The cheerleader will sit, in full uniform, with the coach or in a designated area, for the duration of the assigned benching.
7. Ineligible cheerleaders due to OSSAA standards are benched.
  - I. First event missed results in being benched for the next performance event.
  - II. Second event missed results in being benched for the next two performance events.
  - III. Third event missed results in dismissal from the cheer squad.

### BENCHING

Cheerleaders may be benched for the following behaviors:

1. Absence whether prearranged, excused or unexcused from an event or activity. In addition if a cheerleader misses an event or practice due to an illness, a doctor's note will be required to assure the coach that the cheerleader is capable of returning to full cheerleading requirements.
2. Leaving practice, event or activity early without prearranging (1 day in advance) with coach/sponsor.
3. Serving ISD.
4. Unproductive behavior; uncooperative, disrespectful, use of inappropriate language or rude to ANY fan, school official, sponsor or each other.
5. Leaving an event without checking out by parent/guardian signature.
6. Failure to wear proper attire to school, events, activities or pep assemblies.
7. Wearing jewelry.
8. Allowing anyone to wear your uniform.

(Any of the above infractions may be reviewed by the coach first and then referred onto administration on a case by case situation for the consequences deemed appropriate. This review will not be automatic and the situation has to be unusual in circumstance.)

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\*Behavior infractions may not be limited to those listed above.

\*Behavior infractions may result in other consequences.

\*Cheerleaders must communicate **directly** with the coach.

\*Severe infractions not mentioned above (i.e. fighting, drug use, arrest, conviction of a crime, etc.) will bypass benching and could result in dismissal from cheerleading

### TRANSFERS

If a cheerleader is to transfer in from another school, they may be considered to join the squad if they transfer in before the beginning of the upcoming school year. The cheerleader must provide a score sheet and a letter from the administration from the previous school stating they made the squad for the upcoming school year. All decisions will be made at the discretion of the cheer coach and or the principal.

**Amateurism** Amateur competition is a bedrock principle of college athletics and the NCAA. Maintaining amateurism is crucial to preserving an academic environment in which acquiring a quality education is the first priority. In the collegiate model of sports, the young men and women competing on the field or court are student's first, athletes second.

The NCAA membership has adopted amateurism rules to ensure the students' priority remains on obtaining a quality educational experience and that all of student-athletes are competing equitably.

All incoming student-athletes must be certified as amateurs. With global recruiting becoming more common, determining the amateur status of prospective student-athletes can be challenging. All student-athletes, including international students, are required to adhere to NCAA amateurism requirements to remain eligible for intercollegiate competition.

In general, amateurism requirements do not allow:

- Contracts with professional teams
- Salary for participating in athletics
- Prize money above actual and necessary expenses
- Play with professionals
- Tryouts, practice or competition with a professional team
- Benefits from an agent or prospective agent
- Agreement to be represented by an agent
- Delayed initial full-time collegiate enrollment to participate in organized sports competition

Additional information regarding NCAA amateurism rules is available at:

<http://www.ncaapublications.com/productdownloads/CBSA.pdf>

[http://web3.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](http://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)

[www.ncaa.org/amateurism](http://www.ncaa.org/amateurism)

## **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/fags/title-x-part-c-mckinney-vento-homeless-education-frequently-asked-questions> and <http://www.serve.org/nche>.

## 2021-2022 SCHOOL CALENDAR

August 12, 2021	First Day of School
September 6, 2021	Labor Day NO SCHOOL
October 11 & 12, 2021	Parent/Teacher Conf. 4pm to 7pm
October 13, 2021	End of 1 <sup>st</sup> 9 Weeks
October 14, 15 & 18, 2021	Fall Break NO SCHOOL
Nov 22 - 26, 2021	Thanksgiving Break NO SCHOOL
Dec 17, 2021	End of 1 <sup>st</sup> Semester
Dec 20, 2021 - Jan 3, 2022	Winter Break NO SCHOOL
Jan 3, 2022	Professional Day NO SCHOOL
Jan 4, 2022	Students Return
Jan 17, 2022	MLK DAY NO SCHOOL
Feb 21, 2022	Professional Day NO SCHOOL
March 8 & 10, 2022	Parent/Teacher Conf. 4pm to 7pm
March 10, 2022	End of 3 <sup>rd</sup> 9 Weeks
March 11, 2022	NO SCHOOL
March 14 - 18, 2022	Spring Break NO SCHOOL
March 25, 2022	Snow Day NO SCHOOL
April 15, 2022	Good Friday NO SCHOOL
April 29, 2022	Snow Day NO SCHOOL
May 6, 2022	Snow Day NO SCHOOL
May 12, 2022	Student's Last Day



