

Haskell Middle & High School Handbook 2017-2018



Haskell Public Schools Administration

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www.haskellps.org

MISSION STATEMENT

It is the mission of Haskell Public Schools to ensure that all students are provided opportunities in becoming, college, career and citizenship ready, while striving to set an example of excellence for those who follow them.

INTRODUCTION

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school, and to become an integral part of your school.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of today and tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which are able to prepare you to live a better life and take your place in today's society. Remember that your level of success in this school will be directly proportional to the amount of effort you provide.

WHO OWNS THIS SCHOOL?

Surprisingly, you do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the school system. Therefore, any damage done to our school system is paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the school by discouraging and reporting such activities by others. Remember most trouble starts as "just having fun".

Daily Operations

Attendance Policy – Grades 6—12th

90% rule— for a student to earn a credit in a subject, he/she must attend each hour of school 90% of the time each semester. All absences are classified as either documented, or undocumented. Students may acquire NINE (9) undocumented absences per semester. The following are examples of documented absences:

- **Doctor appointment—must provide note from physician with the date of the visit to the attendance office within **FIVE** days of returning to school
- **Funerals (Immediate Family)
- **Driver's License Examinations
- **School Activities
- **Absences due to court appearances may be excused at the discretion of the principal.

Neglect or Refusal to Compel Child to Attend School - 70 O.S. Section 10-105.

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school. Students not attending will be referred to the Muskogee County District Attorney.

Tardy Policy

If a student enters a class after the tardy bell, but within the first 15 minutes of the class period, the student is tardy. If the student enters after the first 15 minutes of the class period, the student will receive an undocumented absence. Students must be in their assigned seat when the bell rings or the student will receive a tardy. **Students who are tardy will be assigned a lunch detention.**

ATTENDANCE RECOVERY

The principal may hold up to four (4) Attendance Recovery Sessions (To be held Saturday only) the sessions will last from 8:00 am – 12:00 pm and will account for one (1) absence per session attended.

INCENTIVES – Must Have no Discipline Issues

Students who strive for perfect attendance will receive THE FOLLOWING OPTIONS CONCERNING SEMESTER TESTS:

- 0 ABSENCES AND AT LEAST a (C – 70%) exempt
- 1 absence and at least a (B – 80%) exempt
- 2-3 absences and at least an (A – 90%) exempt
- 2 tardies will equal an absence
- Students may choose to take the semester test in order to raise a grade.

Parent Notification of Unexcused Absence Totals

Parents/guardians will be notified by mail when their student has reached five undocumented absences and again when the student reaches nine undocumented absences. Please remember if a student has 10 or more unexcused absences, he/she will not receive credit for that class. *If a student reaches 10 unexcused absences, an absence report will also be filed with the Muskogee County District Attorney.*

Make-Up Work Policy

The general rule is that a student is allowed two days to make up assignments per day missed. Students who return to school and receive make-up work and then are absent again are expected to submit all previous work upon return to school. Assignments not submitted will be entered as missing which will calculate as a zero until the assignment has been submitted and graded. Long-term assignments/projects are due on the announced due date. If students are going to miss more than three days of school, please contact the building secretary to request assignments. If students are given assignments in advance, the assignments are due upon returning to school. Remember there is a direct correlation between good student attendance and academic success.

Residency

School Policy under O.S. Title 70 1-113 indicates that our district does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child.

Items for proof of residency include rental agreement in the guardians name, a deed, an electric bill, and water bill.

Protection of Pupil Rights

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect survey or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships

- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

Parent Bill of Rights

The school district complies with the Parents’ Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents’ Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

School Counselor

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with home, school and/or social concerns, or any question the student feels he/she may need to discuss with the counselor. Many problems concerning both school and one’s personal life can be helped by counseling. The school counselor will be able to help you with these problems.

Enrollment: Grades 6-12

Students may be admitted to high school upon presentation of a certificate from an accredited eight-year elementary school, middle school, and junior high school or upon presentation of a transcript from another accredited high school. Health records must be current and presented at enrollment time to be filed in the principal's office. New students to Haskell High will report to the principal’s office for enrollment.

All schedule changes must be completed within the first ten days of the semester. Changes must be approved through counselor’s office.

2016-2017 BELL SCHEDULE

Middle School

Monday, Tuesday, Thursday & Friday

MS -Wednesday

8:25 Enter Hallways		8:55	Enter Hallways
8:30 to 9:20	1st hour	9:00-9:45	1 st Hour
9:25 to 10:15	2nd hour	9:50-10:30	2 nd hour
10:20 to 11:10	3rd hour	10:35 -11:15	3 rd hour
11:10 to 11:40	Lunch	11:20-11:50	Advocacy
11:45 to 12:35	4th hour	11:50-12:20	Lunch
12:40 to 1:30	5th hour	12:25-1:05	4 th hour
1:35 to 2:25	6th hour	1:10-1:50	5 th hour
2:30 to 3:20	7th hour	1:55-2:35	6 th hour
		2:40-3:20	7 th hour

High School

Monday, Tuesday, Thursday & Friday

HS- Wednesday

8:25	Enter Hallways	8:55	Enter Hallways
8:30 to 9:20	1st hour	9:00-9:45	1 st hour
9:25 to 10:15	2nd hour	9:50-10:30	2 nd hour
10:20 to 11:10	3rd hour	10:35-11:15	3 rd hour
11:15 to 12:05	4th hour	11:20-11:50	Advocacy
12:05 to 12:35	Lunch	11:55-12:35	4 th hour
12:40 to 1:30	5th hour	12:35-1:05	Lunch
1:35 to 2:25	6th hour	1:10-1:50	5 th hour
2:30 to 3:20	7th hour	1:55-2:35	6 th hour
		2:40-3:20	7 th hour

All students will enter the annex through the north and south doors, not through the gym.

Hall Pass

No student should leave a classroom during class periods without a hall pass. The teacher that excuses the student should issue this pass.

Students must have a hall pass written and signed by the teacher to leave the room during class. This excuse will be dated and have the time. The slip will state the student's destination.

Telephone Use (918) 482-5221 High/Middle School

The telephone in the principal's office **and classrooms** are for school business. Students will not be called from classes to answer a telephone call except in case of extreme emergency. Therefore, parents are requested to refrain from making unnecessary calls during school hours.

Visitors

ALL VISITORS, INCLUDING PARENTS AND VOLUNTEERS, MUST REGISTER WITH SCHOOL OFFICIALS, STATE THE PURPOSE FOR THE VISIT. CHECK-IN MUST BE THROUGH THE PRINCIPAL'S OFFICE.

The principal or designee will have the right to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. There are no lunch visits allowed without prior approval from an administrator.

Parents who schedule an appointment and are accompanied by an administrator may visit their student's classes for a short period (approximately 10 minutes) to observe their child. This visit must be scheduled in advance. Parents are not there to observe teachers. Only the principal is authorized to grant approval. The principal, in consultation with the teacher, shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education of their children. The visitor regulations pertain to all areas of the school.

Vending Machines

Vending machines are available for student use between classes, at lunch and at the end of the day. Students are responsible for having change needed for purchases at vending machines. The school will not provide change for students to use the vending machines.

Student Appearance

Students are expected to be well groomed and neatly dressed at all times. Any form of dress or hairstyle that is contrary to good hygiene or which is distracting, disruptive, or detrimental to the purpose or conduct of the school will not be permitted. **When a student is out of dress code the parent or guardian will be contacted and given the opportunity to bring appropriate clothing to school. If a parent or guardian cannot come to the school, the student will be sent home and can return once the student has corrected the violation. The student will be counted ABSENT – Unexcused unless the principal determines otherwise. Exception or modification of a provision of the dress code may be authorized by the building principal or designee for a specific school-related activity on a single-event basis.**

Clothing Articles NOT Allowed:

TOPS

1. Thin, revealing, or see through tops
2. any top exposing the shoulder, back or midriff area—tops must be at least four inches at the shoulder
3. shirts that have had the sleeves cut off

Bottoms

1. Pants may not “sag”.
2. All bottom attire must be at a length that comes to mid-thigh (as determined by administrator) – **no sport shorts with sliders** –
3. No boxer shorts showing.
4. Holes above the **mid-thigh** (as determined by administrator) must not show any skin.
5. Leggings/**Tights/Yoga Pants** can be worn under shorts/skirt/dress as long as the shorts/skirt/dress that comes to mid- thighs.

Shoes

Most types of street shoes are acceptable, except those with wheels. **House shoes are not acceptable**

Accessories

1. Hats and caps must not be worn inside any building.
2. Blankets are not considered an article of clothing and they will not be allowed in the building.

General

1. Only bottled drinks with screw on caps allowed in the building. – **No cups with lids allowed.**
2. Visibly offensive or distracting tattoos must be covered.
3. No attire will be permitted that shows disrespect to the American flag or that can be construed as gang related. Clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages illegal chemical substances, drug related items, or other items or activities that are illegal for the general population of minors are not allowed

Graduation Dress Code

The Graduation Ceremony is a school activity and all policies and procedures apply. Graduating seniors will adhere to the appropriate dress code under the gown. This will include: **MALES**—collared shirts, preferable with tie, dress pants or slacks, dress shoes, or boots. **FEMALES**—dresses, skirts, dress pants, appropriate shirts/blouses, dress sandals, shoes or boots. No shorts or flip-flop sandals will be permitted.

Lockers

Lockers will be furnished for each student. Lockers may be inspected by school personnel and police at appropriate intervals. We request that students keep lockers locked.

Closed Campus

The Haskell Board of Education, in the interest of improving the educational environment and student safety, has adopted the following policy concerning closed campus:

1. Students may not leave school premises during the school day except with prior authorization to the school from the student's parents or legal guardian.
2. During the lunch period a student's parent or legal guardian must report to the attendance office in order to check his/her child out of school for lunch.
3. Students who are late returning from lunch will be tardy and will be subject to school policy concerning tardiness.
4. Students who leave school premises without parental and administrative authorization will be subject to discipline. Students must follow the proper check out procedure before leaving campus.
5. Any student who has a medical appointment at lunch will be required to furnish a physician's note upon return to campus.

Check Out Procedure

Students needing to leave during the school day must check out at the office. Students will only be dismissed during the school day if school official talks to the student's parent/guardian. **Students may only be checked out by a parent or individual on their pick up list.** Notes, or texts, from home will not be sufficient for dismissing a student.

Student Cell Phone Policy

Haskell Public Schools Policy Regarding Student Possession of Wireless Communication Devices:
O.S.§24-101.1 The Board of Education of each school district shall establish and implement rules regarding student possession of a wireless telecommunication device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules shall provide that a student may possess a wireless telecommunication device upon the **PRIOR** consent of both a parent or guardian and school principal or superintendent and shall

specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules.

The Board of Education promotes an instructional environment that is both safe and secure. Therefore, the district establishes the following rule of the use of wireless communication devices.

- 1) Wireless communication devices will not be allowed in sight on the school premises during the school day from 8:00-3:20, but may be kept in the student's car in the parking lot or the student's backpack. (4:30 if in after school detention)
 - 2) A student found to be in use of a wireless communication device contrary to this policy or using a wireless communication device contrary to this policy shall be disciplined, including suspension from school by the school principal for a period not to exceed the current school year semester and the succeeding semester. The Discipline matrix will be as follows.
 1. 1st offense - 2 days Lunch Detention
 2. 2nd offense - 2 days After School Detention
 3. 3rd offense - 1 day Saturday School
 4. 4th offense - 3 days OSS
 5. 5th offense and beyond – at the discretion of the Principal
 - 3) School personal shall only use their wireless communication device during planning or non-student time, with the exception of school business.
- Haskell JH/HS will use the following 2 options for the safe keeping of student wireless communication devices
 - Student wireless communication devices will be left in the student's vehicle in the student parking lot.
 - Student wireless communication devices will be kept in student backpacks out of sight and TURNED OFF.
 - The Haskell Public Schools Student Wireless Communication Policy will go into effect beginning August 10, 2017.

Withdrawal

Students must be withdrawn through the principal's office.

ACADEMICS

Priority Academic Student Skill (PASS)

Haskell Public Schools is in accordance and alignment with the Oklahoma State Department of Education guidelines in meeting the P.A.S.S. requirements.

Grades earned by a student at Haskell schools and/or transferred in from another school are recorded according to the following scale

Grading Scale	Grade Point Equivalency
100-90=A	4
89-80 = B	3
79-70 = C	2
69-60 =D	1
59-Below = F	0

Determining Grade Point Average

The following criteria have been adopted by the Board of Education in the computation of Grade Point Average and Rank in class for the graduating seniors beginning with the Class of 2007.

The A-4.0, B-3.0, C-2.0, D1.0, and F-0.0 scale is used beginning with the ninth grade to determine the cumulative grade point average (GPA). The 4.0 scale is usually used to determine college admissions and scholarships. When a class is repeated, both semester grades are computed in the GPA. The original class grade is not removed from the transcript.

In computing the RANKING GPA, an Advanced Placement course will be weighted by adding 1.0 to the 4.0 GPA for each semester of credit earned.

These classes are sponsored by the College Board and offer students instructional strategies from a nationally prescribed curriculum. Advanced Placement courses are offered to 9th-12th grade students. These courses are challenging and offer high academic demands. At the end of an AP course, students are eligible to take an exam for possible college credit.

In computing the RANKING GPA, college concurrent course will be weighted by adding 1.0 to the 4.0 GPA for each semester of credit earned.

Progress Reports

This notification to the parents is important and cannot be minimized. Progress Reports are given to students **twice per semester, along with a final grade card.**

Semester Grade Calculation

Students will receive a grade for each class for each semester of the school year. The semester exam will count as 20% of a student's semester grade.

Student Eligibility during a Semester

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The eligibility period will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

Semester Eligibility

A student must have received a passing grade in any five (5) subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.

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

Senior Trip and Graduation

Students must obtain all credits for graduation, or be within one credit point of graduation to participate in the senior trip and graduation ceremony.

Vo-Tech

All students attending may ride the Vo-Tech bus, or drive to Vo-Tech.

Graduation Requirements

Students are classified, not by years of attendance, but by units earned. These are Sophomore standing, five (5) units; Junior standing ten (10); and Senior standing, sixteen (16) units. All students must complete and pass 23 units, including the required subjects listed below:

<u>Required</u>	
English	4 units
Mathematics	3 units
Science	3 units
Social Studies	3 units
Electives	10 units

All students shall participate in state mandated testing as determined by the state department of Education for the 2017-2018 school year.

The following classes **will not be totaled** in figuring the grade point average toward determining the Valedictorian, Salutatorian, and State Honor Society Awards:

Athletics, PE, Office Aid, Yearbook, Vocal or Music, Academic Achievement, and Service Learning.

Students must have the possibility of earning 7 credits by the end of the school year, not including correspondence work to participate in graduation exercises and senior trip.

A unit of work earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the local board of education, as resident credit.

Students of school age while in attendance in Haskell High may be permitted to pursue a maximum of one (1) unit by correspondence each year for two (2) years, upon approval of the principal or superintendent.

Seniors who wish to attend College 1/2 day during the 1st or 2nd semester of the Senior year must: (1) request permission from the principal, (2) have completed 21 units of work at the end of their junior year, (3) maintain a 3.5 overall Grade Point Average in high school and/or a 19 ACT Score, and (4) present proof of 6 hours enrollment of college—to be filed in counselor's office.

Juniors who wish to attend College 1/2 day during the 1st or 2nd semester of the Junior year must: (1) request permission from the principal, (2) have completed 14 units of work at the end of their Sophomore year, (3) maintain a 3.5 overall Grade Point Average in high school and/or obtain a 21 ACT score, and (4) present proof of 6 hours enrollment of college—to be filed in counselor's office.

Oklahoma Honor Society

The top ten (10%) of the student body making the highest average marks in the school may be nominated for the Oklahoma Honor Society. A certificate of membership for each person approved will be awarded.

Perfect Attendance

To receive an award for perfect attendance, a student must attend every minute of class for the entire school year. Being tardy to class will result in not being eligible for the perfect attendance reward. A school activity resulting in an absence will not count against perfect attendance.

Honor Roll

An Honor roll is established each grading period for students making no grades less than an "A" (Superintendent's Honor Roll) and for those students making no grade lower than "B" (Principal's Honor Roll). This includes all classes. Ranking a student will be done by averaging all grades.

Valedictorian/Salutatorian

To be eligible for the Valedictorian or Salutatorian award - the student must attend Haskell Schools for both semesters of their senior year. Student's GPA and class ranking will be evaluated on the 5.0 scale.

Student Health

Health Policy –

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities.

Medication

Amends 10 O.S. Sec. 170.1 to provide that either parent, if both parents have custody, the parent with custody, or the guardian of a minor may authorize in writing a school nurse, or in the absence of a school Nurse a school administrator or designated school employee, to administer non-prescription or prescription medicine.

All medication must be brought to school by the parent/guardian and given to the school nurse. Medication must be in the original container. Prescription medications must be properly labeled with the student's name and dosage as prescribed by the physician.

Health Care

Haskell Public Schools employs a L.P.N. and/or a R.N. to serve as the health care facilitator. This position is not to diagnose, but to refer any health concerns to parents of those students within the Haskell School District. This licensed facilitator may suggest treatment or recommend an approach to assisting with parental solutions outside of the state regulations regarding head lice. However, it is a parental decision whether to contact a physician for a diagnosis for all recommendations. This professional is responsible for maintaining and updating immunization records and is in charge of random audits of all student files to remain in compliance with State Laws of Oklahoma for school attendance.

Head Lice

H.B. 1550 amends 70 O.S. Sec. 210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot re-enter school without certification from an authorized representative of the State Department of Health or a "health professional" (licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse, or physician's assistant) that the child no longer has lice or nits. Students must have a note from a nurse before re-entering the classroom.

Suspension Appeal Process

A student, who has been excluded from attending school under this policy, or the student's parent(s), may appeal to the board of education. The following procedures shall govern the appellate process:

Within five (5) calendar days after the principal's out of school suspension decision is received by the student or his/her parent/guardian may request by letter to the school principal, a review by the suspension review committee. The superintendent shall appoint a committee comprised of no less than three (3) school district employees who are certified administrators and/or teachers. No administrator or teacher is eligible to serve on the committee who was 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 shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedule of the parent/guardian whenever possible. The student and his/her parent/guardian will be notified in writing of the date, time and place of hearing. The principal who issued the out of school suspension decision shall attend the hearing. The student and his/her parent/guardian have the right to be present at the hearing.

Either party choosing to have legal counsel at the hearing shall give the other party 24 hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

At the conclusion of the presentation of evidence at the hearing, the committee members will retire to render a decision by a majority vote as to the student's guilt or innocence and the reasonableness of the term of the out of school suspension.

If the out of school suspension is for more than ten (10) school days:

Within five (5) calendar days after the principal's out of school suspension decision is received by the student or his/her parent/guardian may request, by letter to the superintendent, a review by the review committee. The superintendent shall appoint a review committee comprised of no less than three school district employees who are certified administrators. No administration is eligible to serve on the committee who was a witness to the student's conduct. At the student and or parent/guardian's option, the appeal may be made directly to the board of education or board appointed hearing officer.

The administrative committee should hold a conference with the parent/guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conclusion of the conference, the administrative committee will deliberate and then state whether the committee will terminate or modify the out of school suspension. In all cases, the parent/guardian shall have the right to appeal the administrative committee's out of school suspension decision.

Within five (5) calendar days after the administrative committee's decision is received, by the student or his/her parent/guardian, the student's parent/guardian may request, by letter to the superintendent or clerk of the board of education, an appeal to the board of education or, in the board's discretion, a hearing officer. A direct appeal to the board of education or board appointed hearing officer requires the student or parent/guardian to file the written request for appeal with the superintendent or the clerk of the board of education within five (5) calendar days of receipt of the principal's decision.

The board will hear the appeal as soon as possible or it may appoint a hearing officer to hear the appeal.

The student and parent/guardian will be notified in writing of the date, time and place of the hearing. Reasonable efforts will be made to accommodate the work schedule of parents/guardians. The student and parent/guardian have the right to an "open" or "closed" hearing at their option.

After hearing the evidence, the board or hearing officer will deliberate. The board or hearing officer has the option to (1) affirm the out of school suspension; (2) modify the out of school suspension; (3) revoke the out of school suspension.

The board's decision, or the hearing officer's decision, is final and cannot be appealed.

Personal Injury

In case of personal injury, the parent or guardian will be notified. If they cannot be contacted, the next of kin and/or others listed on the emergency notification form will be contacted if possible.

Haskell Schools Contagious and Life Threatening Disease Policy

The Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

Children may be excluded from school when it is believed necessary to promote the safety and well-being of all students and staff. The Board of Education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease, which may or may not be life threatening.

The determination of whether or not a student infected with a life-threatening disease - as defined by the regulation accompanying this policy - should be permitted to remain in school shall be made on an individual basis. The recommendation will be made by the contagious disease committee consisting of the student's parent or guardian, physician, a public health person, state department of education personnel, two principals, and one school counselor. The superintendent will select the committee.

The determination of whether or not a school employee infected with a life-threatening disease should be permitted to remain employed in a capacity that would involve students or other employees will be made on an individual basis. A contagious disease committee consisting of the employee, a physician, a public health person, state department of education personnel, two principals and one school counselor, will make the recommendation. The superintendent will select the committee. .

In making a determination, the committee will consider the impact on both the infected individual and others within the school system.

This policy will include Acquired Immune Deficiency Syndrome (AIDS) and AIDS - related complex (ARC). Based on present medical information, the term infected would apply to both carriers of AIDS and those having been diagnosed as being infected with AIDS. If there is reasonable cause to believe that a student or school employee is an infected individual, an appropriate medical examination may be required. If a student is diagnosed as suffering from AIDS or ARC, the school may suspend immediately and the superintendent will consult with the school physician, or the physician who made the diagnosis if there is no school physician, who will be requested to recommend to the committee whether or not the child can safely continue in the school setting. The board will direct that periodic and continuing evaluation be made and reported to the board, of any change in the person's medical status.

Any student with a contagious and life threatening disease that is excluded from regular school attendance, shall be homebound taught and will have an individual education plan written by an educational committee.

The superintendent is directed to prepare regulations, which support this policy.

Contagious and Life Threatening Diseases Regulation

In accordance with the policy of the board of education, the following regulation shall govern the admission and management of children with communicable diseases. For the purpose of this regulation, contagious diseases are divided into life-threatening and non-life-threatening diseases.

Non- Life-Threatening Contagious Disease Regulation

Contagious diseases which are not normally considered to be life threatening include the common diseases of childhood for which immunization is required before admission to school. Such diseases include but are not limited to the following:

- Diphtheria
- Measles (Rubella and Rubeola)
- Pertussis
- Poliomyelitis
- Smallpox
- Chickenpox Tetanus

Any child afflicted with any of the above diseases may not attend school in this district until the child is declared free from infection, or that the disease has reached a non-communicable stage and poses no danger to students or staff. Such declaration will be by certificate from a licensed practitioner of health services.

A student who exhibits symptoms of an illness which in the opinion of the superintendent is interfering with the student's ability to perform normal school functions, or which, in the opinion of the superintendent, is interfering or disrupting the normal educational process may be excluded from school until the student is examined by a licensed practitioner of the health services and is declared to be free of contagious or communicable disease.

Life-Threatening Contagious Disease Regulation

Life threatening diseases include but are not necessarily limited to the following:

- AIDS
- ARC
- Meningitis

Students who are found to be infected with any of the above diseases or any other disease determined by the State Department of Health as a life-threatening, contagious disease will not be permitted to attend school or will be placed in a special education program depending upon the recommendation from the Contagious Disease Committee. Any special placement or exclusion will continue until the student is found to be free of such disease or until the disease is no longer contagious or communicable as determined and certified by a licensed practitioner of the health services and reported to the Contagious Disease Committee for reevaluation.

Asbestos Information

In response to the asbestos Hazard Emergency Response Act, P.L. 99-519 and E.P.A. regulations, we are pleased to inform you that the areas that contain asbestos pose NO HEALTH RISK. The management plan results of the survey, is available for your viewing during office hours in the Superintendent's office.

BEHAVIORAL MANAGEMENT PLAN

Teachers have the initial responsibility for disciplining students.

DISCIPLINE POLICY-updated by Haskell School Board approval 06/20/2017

The Haskell Board of Education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, is a distraction, or interferes in any way with the educational process of the school, corrective action shall be necessary for the benefit of the individual as well as the school.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children while on school property. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant additional and/or appropriate disciplinary measures. The building principal will have final authority in all disciplinary situations.

JH Students grades 6th-8th are to stay on the JH end of the building with the exception of attending a class that is held on the HS end of the building.

Level 1- Assignment to Lunch Detention -To be handled by Instructor

- Documentation kept by classroom teacher in shared Google Drive Discipline Sheet
- Teacher will contact parent prior to assigning lunch detention.
- Infractions– tardiness, disrupting school/assembly/class (minor), lack of materials, inappropriate behavior, inappropriate behavior in hallway/cafeteria/library, refusal to work in class, eating in class, violation of classroom rules and other minor infractions.

Level 2-Student sent to office-notify by phone or send incident report to the office with a student (Teachers will not leave a class of students to deal with a situation)

DISCIPLINE MATRIX-GUIDELINE FOR STUDENT EXPECTATIONS

Dress Code Violation	1 st Offense - Lunch Detention 2 nd Offense- 2 days After School Detention 3 rd Offense- 1 day Saturday School
Vulgar/Profane language	1 st Offense- 2 days After School Detention 2 nd Offense- 1 day Saturday School 3 rd Offense – 3 days OSS
Pushing/Shoving /unruly behavior	1 st Offense- 2 days After School Detention 2 nd Offense- 1 days Saturday School 3 rd Offense- 3 days OSS
Disruptive Behavior	1 st Offense- 2 days After School Detention 2 nd Offense-1 day Saturday School 3 rd Offense-3 days OSS and Parent Conference
Violation of school phone policy	1 st Offense – 2 days' Lunch Detention 2 nd Offense 2 days After School Detention 3 rd Offense – 1-day Saturday School 4 th Offense 3 days OSS 5 th Offense and beyond – Principal Discretion
Recording another individual	1 st Offense - 5 days OSS 2 nd Offense -10 days OSS 3 rd Offense -20 days OSS

Public Display of Affection Includes all Contact with another student	1 st Offense- 3 days After School Detention 2 nd Offense-1 day Saturday School/Parent Conference 3 rd Offense-3 days OSS/Parent Conference
Skipping Class/Leaving Class Without Permission	1 st Offense-1 day Saturday School 2 nd Offense-3 days OSS/ Parent Conference 3 rd Offense- 5 days OSS/ Parent Conference
Repeated Failure to Bring Materials To Class	1 st Offense – 3 days’ Lunch Detention 2 nd Offense – 2 days After School Detention/Parent Conference 3 rd Offense – 5 days OSS/Parent Conference
Cheating/ Plagiarizing	1 st Offense-0 on assignment-2 days Lunch Detention 2 nd Offense-0 on assignment-2 days After School Detention 3 rd Offense-0 on assignment- 1 day Saturday School
Forging/ Falsifying Notes or Forms	1 st Offense- 2 days Lunch Detention/Parent Conference 2 nd Offense- 2 days After School Detention/Parent Conference 3 rd Offense- 1 day Saturday School-/Parent Conference-SRO

LEVEL 3

Vulgar/Profane language toward staff or student (Used toward employee of school or faculty member)	1 st Offense- 10 days OSS 2 nd Offense- 20 days OSS 3 rd Offense- 80 days OSS
Blatant disregard for Authority/ Major disrespect	1 st Offense- 5 days OSS 2 nd Offense-10 days OSS 3 rd Offense-20 days OSS
Sexual Harassment	1 st Offense- 10 days OSS 2 nd Offense-20 days OSS/Contact Police 3 rd Offense- 40 days OSS/Contact Police
Inappropriate Sexual Conduct	1 st Offense- 40 days OSS/Parent Conference/Contact Police 2 nd Offense- 80 days OSS/Parent Conference/Contact Police 3 rd Offense 180 days OSS/Parent Conference/Contact Police
Leaving Campus/Truancy	1 st Offense-1 days Saturday School 2 nd Offense 3 days OSS/Contact Police/Parent 3 rd Offense-5 days OSS/Contact Police/Parent
Possession of Tobacco or use (including e-cigarettes)	1 st Offense-1 day Saturday School/ Parent Conference 2 nd Offense-3 days OSS/ Parent Conference 3 rd Offense- 9-week Suspension/Parent Conference
Possession or use of Illegal Drugs or Prescription Medications	1 st Offense – 20 days OSS/Parent Contact /SRO 2 nd Offense – 40 days OSS/Parent Contact /Contact Police 3 rd Offense – 80 days OSS/ Parent Contact/Contact Police
Sale Or Distribution Of Tobacco / prescription Medications or illegal drugs	1 st Offense-Contact Police/ 80 days OSS 2 nd Offense- Contact Police/ 180 days OSS
Possession of weapon Knife-blade-or any Instrument that could be Used as a weapon	1 st Offense-Principals discretion/Contact Police 2 nd Offense-Principals discretion/Contact Police

Bullying Or Hazing (Refer to school Bullying Prevention Act)	1 st Offense- 5 days OSS/Conference 2 nd Offense-10 days OSS 3 rd Offense-see bullying/hazing policy-up to 180 days Suspension
Theft	1 st Offense-Financial Restitution/ Principals Discretion 2 nd Offense- Financial Restitution/ Police **Student may not return to school until restitution is made or property is returned
Vandalism	1 st Offense-5 days OSS -Notify Police /Restitution 2 nd Offense-10 days OSS-Notify Police/Restitution 3 rd Offense-Principal's discretion
Gambling	1 st Offense- 3 days After School Detention 2 nd Offense- 3 days ISS 3 rd Offense- 5 days OSS
Threat Against Faculty, Staff Or School Employee	1 st Offense-Contact Police/80 days OSS 2 nd Offense-Contact Police/180 days OSS
Physical Assault Against Staff	1 st Offense-180 days' Suspension/Contact Police
Fighting, Physical Assault Against Another Student(s)	1 st Offense-20 days OSS/Police Report 2 nd Offense- 40 days OSS/Police Report 3 rd Offense- 80 days' expulsion/Police Report

All incidents considered to be a physical nature or considered to be a fight will require police notification. A report will be filed with local or county officials. The principal and police officer will determine where to release the students. Police will escort students off the property.

The building principal has the right to assemble a committee to determine what part of the altercation each student played in the incident. The following will be taken into consideration in determining the punishment.

Video evidence if available, witness statements, supervising teacher statements.

*** A student will be considered part of the altercation if the student:
PUSHES, PULLS, PUNCHES, SLAPS, KICKS, SPITS, OR MAKES ANY TYPE OF CONTACT WITH ANOTHER STUDENT. (Determination to be made by building principal if video evidence is available, witness statement, supervising teacher statements.

IF A STUDENT PUSHES ANOTHER STUDENT IN A MANNER THAT IS STRICTLY DEFENSIVE IN ORDER TO KEEP ANOTHER STUDENT FROM CONTINUING AN ATTACK, THE PRINCIPAL RESERVES THE RIGHT TO USE DISCRETION IN ADMINISTERING DISCIPLINE.

STUDENTS WHO FAIL TO SHOW UP FOR AFTER SCHOOL DETENTIONS WILL BE ASSIGNED SATURDAY SCHOOL. STUDENTS WHO FAIL TO ATTEND SATURDAY SCHOOL WILL BE SUSPENDED FOR THREE DAYS.

Discipline Reports

Teachers will file a discipline report on [Google Drive for classroom incidents](#) for any student who is reprimanded in class. This report will become a part of the student's record.

NOTE: On OSS, the student will receive his/her assignments. Work must be completed and turned **in on return from suspension**. If it is not completed, the student will not receive credit for assigned work ****Students who are suspended out of school will be ineligible to participate in or attend extra-curricular activities from the time and day the suspension is imposed until the time they are allowed to return to classes.****

The principals retain the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter the penalties, as he/she considers necessary. Furthermore, the principals reserve the right to amend any regulatory provision in this handbook, which he/she deems to be in the best interest of the educational process.

CHEATING/PLAGIARISM POLICY

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Plagiarism is defined as taking ideas, writings, etc. from another and submitting that work as one's own; it shall be considered plagiarism if a student turns in a note for documentation that is found to be false. If a student caught cheating/plagiarizing on tests or other classroom work, students will be given "zeros" and are subject to further disciplinary actions. No provisions are made to makeup or otherwise receive credit for the work or test in question. The teacher and/or school administration will notify the parent of the student in violation of this policy.

A student who turns in a note found to be plagiarized shall receive school and possibly legal consequences.

School Bullying Prevention Act

Harassment, bullying and intimidation means any gesture, written, **electronic**, or verbal expression, or physical act that a reasonable person should know will harm another student, damage another 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.

Drug Free Schools

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well-being of students, employees and the community, the school board has implemented a developmentally based drug and alcohol education and prevention program for grades kindergarten through twelve (K-12).

Students are hereby notified that the use, possession or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district prohibit the unlawful possession, use or distribution of illicit and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students, which will include the following:

Haskell School District Policy on Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances

The superintendent or principal of any public school in the state of Oklahoma, or any teacher or security personnel, shall have the authority to obtain and authorize the search of any pupil or pupils on school premises or while in transit under the authority of the school, or any function sponsored by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act.

Any administrator or teacher who has reasonable cause to suspect that a student may be under the influence of, or has in his/her possession:

1. Non-intoxicating beverages-O.S. Title 37, Sec. 163.2
2. Alcoholic beverages-O.S. Title 37, Sec.506
3. Controlled dangerous substances-O.S. Title 63, Sec. 2-101
4. Dangerous weapon or firearm of any type-Gun Free Schools Act, 1990
5. Any counterfeit form or imitation of items 1, 2, 3, or 4 (above)

The school official noticing any infraction above shall immediately notify a principal or supervisor responsible for secondary or elementary education, whichever is appropriate. The administrator will immediately attempt to notify the superintendent and the legal guardian of said student.

Any student found to be under the influence of items 1, 2, 3 or in possession of items 1, 2, 3, 4, or 5 (above) may be suspended by the administrator in charge for a period not to exceed the current school semester and the succeeding school semester, except that a suspension for possession of a firearm shall be for at least one calendar year. Any pupil suspended for more than ten (ten) consecutive school days may appeal any such suspension to the Board of Education of the school district. (70 O.S. 24-102). Any suspension and/or search of said student shall be subject to any applicable Oklahoma Statute, Haskell School Board Policy, or student handbook regulations.

Student Search Statute

70 O.S. Sec. 24-102 Pupil shall not have any reasonable expectation of privacy towards school administrators or teacher 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 pupils. 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.

Gang Policy

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs, which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures, which symbolize gang membership, or causing and/or participating in activities, which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

Assault on School District Employees

As used herein, school employee shall mean any duly appointed person employed by or employees of a firm contracting with a school system for any purpose, including such personnel not directly related to the teaching process and school board n during school board meetings.

Every person who, without justifiable or excusable cause, knowingly commits assault, battery, or assault and battery upon the person of a school employee of a district or threatens and places such employee in immediate fear of bodily harm such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding 1 year, or by a exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment.

Every person who, without justifiable or excusable cause, knowingly commits aggravated assault and battery upon the person of a school employee while such is in the performance of his duties shall upon conviction be guilty of a felony. (21-650.7) State Law.

Sexual Harassment Policy

The policy of this school district forbids discrimination against, or harassment of any student based on sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

Any student or employee of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the Superintendent or president of the school board.

Disaster and Safety Drills

Drills will be conducted by administration in accordance with state laws.

Weather Alerts and Fire Alarms

Teachers will post Fire Exit and Tornado diagrams in each classroom and drills will be held to practice both alerts. School dismissal due to weather will be announced on Channels 2, 6, and 8 at 10 p.m. or 7 a.m.

Qualifications for Student Council Membership

The Haskell Public Schools Student Council (STUCO) consists of three class offices (President, Vice-President, and Secretary/Treasurer) in grades 6-12, and the HHS Leadership Council. Only students in high school grades (10-12) are eligible for seats on the Leadership Council.

The Leadership Council consists of five offices (President, Vice-President, Secretary/Treasurer, Historian, and Sgt at Arms).

Candidates for office (grades 6-12) must submit to the STUCO Advisor, by the pre-determined deadline, a completed Petition for Nomination to run for any class office. An incomplete Petition for Nomination or one that is submitted after the deadline will not be considered. The petition must be signed by the student's parent/guardian to be considered "complete".

For detailed information re: STUCO, see "Qualifications for Membership" below.

Any student who wishes to run for a seat on the Leadership Council must:

- . If elected, any subsequent suspension or alternative placement will result in immediate removal from office.
- File for office five days before the election. Students seeking an office on the H.H.S. Leadership Council or a class office shall file on or before the deadline a completed Petition of Nomination (must have signature of parent/legal guardian) with a STUCO advisor.
- Membership on the leadership council/STUCO shall be for the school year for which the member was elected unless the leadership council exercises a recall. Reasons for recall may include but are not limited to suspension/alternative placement, negligence of duty/responsibility, conduct unbecoming of a council member, etc.
- Any member who misses three or more STUCO activities, including meetings, school/community service projects, fundraisers, etc. will be subject to a recall vote of the council. Exceptions may include conflicting school-sponsored activities, illness (note from physician), family emergencies, etc. Final determination rests with the STUCO advisor(s).

Internet/Technology Agreement

There is no legitimate expectation of privacy in the use of the school districts technology. Students will sign a user agreement and be aware of expectations prior to being allowed to use district technology.

Transportation

Information regarding bus schedules, routes and stops is available from the District's Transportation Department, 482-3331, Donny Cheatham, Director.

Vehicles

School officials may search student vehicles (on campus) when there is reasonable suspicion that items are present in violation of school policy.

Parking Areas

Due to the large number of students who drive to school, much caution and effort should be exercised by students who drive so that everyone will be able to find space in which to park safely.

All parking is as follows:

- a. **Copy of Driver's License on file in the high school office**
- b. All students will park in the football stadium parking lot, unless directed otherwise.
- c. Faculty parking will be in the north parking lot of the high school.
- d. No one is to park in front of the vocation building except the instructor to allow transfer trucks and buses to load or unload.
- e. Driving Vehicle—Students driving in a reckless manner can lose the privilege of driving on school property. Student **MUST** have permission to go to vehicle during school hours.
- f. Sitting in parked automobiles will not be allowed.
- g. Automobiles are subject to search by proper authorities.
- h. Students are advised to lock their automobiles.
- i. Any vehicle may be towed at owner's expense for unauthorized parking in a handicapped zone or for not parking in an orderly fashion.
- j. The privilege of parking on school property may be revoked at any time for any driver that does not follow the above rules.

DISTRICT POLICIES

Statement of Rights

1. Student's parents and eligible students (students 18 years or above) have the right to inspect and review the student's education records.
2. Haskell School District will limit the disclosure of information contained in a student's education records except:
 - (1) By prior written consent of the student's parent or the eligible student,
 - (2) As directory information or,
 - (3) Under certain limited circumstances, as permitted by FERPA.
3. A student's parent or an eligible student has the right to seek to correct parts of student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the U.S. Department of Education if the Haskell School District Violates FERPA.
5. Copies of this policy can be obtained at the High School Principal's office.

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

In compliance with Standard 11, 2.10 and 2.10-2, Haskell Public Schools will hold local activities to assist parents with educational processes for their children and provide handout packets for those residents needing information for assistance with parenting skills.

In compliance with Standard IV, 4.40, parents and students rights and responsibilities are given throughout the handbook under general and/or specific topics.

Equal Education Opportunities

It is the policy of the Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capacity.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and the student's individual ability in extracurricular activity.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district.

REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972: Executive Order 11246, as amended by Executive Order 11375: Title 9, Education Amendments of 1972 (Public Laws 92-318): CROSS REFERENCE: Policy DA A, Nondiscrimination

Directory Information

The Haskell School District proposes to designate the following personally identifiable information contained in a student's education record, as "directory information," and it will disclose that information without prior written consent.

1. The student's name, address, phone number.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e. first grade, tenth grade, etc.)
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Haskell School District.

Within the first three weeks of each school year, the Haskell School District will publish in the student handbook the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is distributed, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified-by the written direction of the student's parent or the eligible student.

Non-Discrimination Policy

Haskell Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. For

further information on grievance procedures for filing, processing and resolving complaints alleging discrimination, visit https://s3.amazonaws.com/scschooldfiles/672/section_11_-_discrimination_10-28-15.pdf

Julie Bills or Doyle Bates
900 N. Ohio
Haskell, OK 74436
918-482-5221

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

This booklet is a guideline to student policy contained in the Haskell Schools master policy filed in the school offices.

Student Records

Student's records shall be defined as any material concerning individual students maintained in any form by the school or its employees, except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.

All records on a student shall be open to that student's parent(s) or guardian(s), and to the student if over 18 years old. The consent of the student, over 18 years old, or the parent(s) or guardian(s) shall be required each time and for each item in the student's record divulged to any person except:

- a. School officials, including teachers, who have a "legitimate educational interest" in a student. (Except Directory Information)
- b. Officials of schools in which a student wants to enroll provided that parents are told in advance that information will be sent, receive a copy if they wish, and are given an opportunity to challenge the information in a hearing.
- c. Officials of the U. S. General Accounting Office, U.S. Department of Education and State Departments of Education who need specific data to evaluate federal programs or enforce federal laws.
- d. Anyone to whom the student has made application for, or receipt of, financial aide
- e. Accrediting institutions.
- f. Testing and research organizations, such as Education Testing Service, as long as confidentiality is maintained and records are destroyed after they are no longer needed.
- g. Valid search warrants, court orders or subpoena, provided that parents and the student are notified of all such orders and subpoenas in advance of the compliance.
- h. Statistical data that does not identify any student.
- i. Schools can give information to medical personnel, city, county, state and federal agencies in an emergency situation if common sense dictates release of the information is urgently needed to protect someone's health or safety.

Child Find

Un-served disabled individuals who legally reside in the local school district may be eligible for services under IDEA P.L. 101-476. This law ensures that all individuals with special needs have provided to them a free and appropriate education. The age range for these services is birth through 21 years for various forms of mental, physical, emotional, or learning disabilities. Anyone who knows of a child who needs specialized services is asked to contact the school. Referrals and personally identifiable information will be considered confidential.

FERPA

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the district's administrator.

These are rights of the parents and children regarding personally identifiable information in accordance with FERPA:

- To inspect the student's education records
- To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights

Publicizing Student Information

To recognize the great work our students do, we occasionally publish student's names, photographs, videotaped performances and achievements to local news publications. This information may become available to the general public. If you prefer that we do not publicize your child's name, photo, video image or achievements, please send a letter stating your wishes to the building principal.

**HASKELL SCHOOLS IS AN EQUAL OPPORTUNITY
EMPLOYER**

By Signing below, I am stating that I have received a student handbook and I know that I am responsible for being familiar with the policies and procedures within, including the phone and discipline policies.

Student Signature

Parent Signature

Date