

Oktaha High School

Student Handbook 2010-2011

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I am a Tiger

I believe in success, determination, and having a positive attitude. I am determined to reach the top, and no one can pull me down. I will have self-respect because it is necessary to respect others.

With faith in each other and a team effort, we will achieve excellence at Oktaha High. With excellency, I will show leadership, ambition, and self-confidence.

I will be clear-minded and drug free to achieve the most I can from my education. I will be well-mannered and respectable as I represent my school and my community.

This is my school and my community.

I am a Tiger

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Foreword

The purpose of this handbook is to provide information concerning Oktaha Public School Policy. Carefully study this manual as it contains many policies and procedures that will be implemented this year.

The Oktaha Board of Education abides by the school laws of Oklahoma concerning all facets of school policies. A current volume of the Oklahoma School Law is available in all administrative offices for your inspection.

Mission Statement

The Oktaha Public School believes that every student will be given the opportunity to maximize his/her ability to learn. We recognize that education is fostered through cooperation among the teacher, the student, the parent, and the community.

To this task, we commit ourselves to build an atmosphere conducive for learning. This will provide our student the opportunity to develop the self-esteem and skills necessary to continue individual growth and become productive members of society.

Welcome

As we enter the school year as a community of learners, the staff of Oktaha High School is looking forward to a great year. We hold high expectations for success and achievement for our students. On behalf of the Board of Education, Administration, and High School staff, we welcome you to the Oktaha educational family.

We will keep you informed about special events, but encourage you to come to school at other times as well. Our experienced staff of teacher is dedicated to providing every child the best educational opportunity possible. Faculty members strive to meet the needs of each child by setting high attainable goals to make learning fun while teaching academic skills. We provide a variety of opportunities for pupils to form meaningful and responsible relationships.

Faculty

Lynda Bacon.....	Math
Jack Bedford.....	Social Sciences
Melain Blackwell.....	Language Arts
Linda Buie.....	Special Education
Scott Bunch.....	Agricultural Education
Debbie Catlett.....	Math
Ken Catlett.....	Math/Science
Dondra Collins.....	Newspaper/Language Arts
Jerry Cooper.....	Music
Clint Cox.....	Business
Terri Dragoo.....	Speech Pathologist
Terry Elam.....	Social Sciences/Athletics
Janet Fox.....	Nurse
Debra Glover.....	Language Arts/Social Sciences
Jim Glover.....	Athletics/Science
Duane Greenlee.....	Athletics/Science
Susan Ledford.....	Spanish
Karen Moore.....	Physical Education/Social Sciences
Kia Morgan.....	Elementary Physical Education
Anna Newton.....	Yearbook/Computer Science
Dana Pittman.....	Language Arts/Social Studies
Jana Ross.....	Special Education
Amy Smith.....	Special Education

School Calendar 2009-2010

First Day of School.....	August 23
Labor Day/No School.....	September 6
State Teacher Meeting/Fall Break.....	October 21-22
End of First Nine Weeks.....	October 20
Thanksgiving Break.....	November 22-26
Christmas Vacation.....	December 20-January 4
End of First Semester.....	January 14
End of the Third Nine Weeks.....	March 10
Teachers' Meetings.....	March 11
Spring Break.....	March 14-18
Last Day of School.....	May 20

School Day/Year

The current school program runs from 8:05 A.M. to 3:00 P.M. Lunch will be from 12:35 P.M. to 1:00 P.M.

The School term consists of at least one hundred and eighty (180) days, five of which may be used for attendance of professional meetings.

The Board of Education has the authority to extend the school term beyond the minimum.

Enrollment

All students between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

Birth Certificate:

All students must have a copy of their birth certificate on file in order to attend school.

Immunization:

A record of immunization must be on file or presented during enrollment. If the certificate indicates that immunization proceedings have been started but not completed, the student may be provisionally admitted, but a completion date must be set. If the date agreed upon is not met, the student will be dropped from the records.

Student Data:

The child's legal name and social security number must be used when supplying enrollment information so that it may be included on official school records.

Students may only be released to the person/persons indicated on their student data information sheet.

Safety

Railroad tracks are a safety issue. One of the tracks is a passing track and even though one train may be stationery, another train may be coming from the opposite direction. Please stop and look both ways regardless of whether or not the lights are flashing. .

It is a privilege to drive on campus. Driving in a reckless manner will forfeit your driving privileges and you will be suspended from driving on campus.

If a bus is stopped and red lights are flashing, it is the law you must stop until the lights stop flashing.

Transfers

Students wishing to make applications for regular transfers must do so through the Superintendent's Office. Emergency transfers will be approved at the discretion of the Superintendent.

Visitors

Students not enrolled in Oktaha School are not allowed to attend school with students during the school day.

All other visitors must first report to the office to receive a visitor's pass.

School Dismissal

Sometimes it is necessary to dismiss school early without warning, because of emergency situations. The Superintendent will contact the bus drivers and school will be dismissed immediately. Please be sure your child knows where to go and what to do in the event of an early dismissal.

In the event of bad weather, which will prevent buses from picking up students, in the morning, the Superintendent will cancel school for the day. Announcements of cancellation will be made via radio and television as soon as the decision is made, but no later than 6:00 a.m. The following stations will be contacted for school closings:

Radio Station:	KMMY – Muskogee – 97 FM
Television Stations:	KTUL – Channel 8
	KJRH – Channel 2
	KOTV – Channel 6

Please do not call the stations or school officials. It is imperative that these lines remain open to handle emergency situations.

Class Schedule Changes

Students desiring to drop a course or to make some other change in their class schedule must make a request in the Counselor's Office. Schedule changing may be considered for the first five days of school. All requests for schedule changes must be made to and approved by the Counselor and Administration. Request for class changes at the beginning of the second semester must be accompanied by parent approval in writing, except those students making up deficient credits.

Lockers

Lockers are issued each year for the convenience of the students. Students may furnish their own locks; however, duplicate keys or the combination to the locks must be kept in the office. No stickers or permanent writing will be allowed on lockers. Sect 489 of the Okla. State Law concerning privacy of school lockers, desks, or other school property is quoted.

“Pupils shall not have any reasonable expectation of privacy towards 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. 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. School shall inform pupils in the Student Discipline Code that they have no reasonable expectations of privacy rights towards school officials in school lockers, desks, or other school property.” (70-24-102)

Lunch Program

Jr./Sr. High School students may pay monthly, weekly, or daily as they go through the lunch lines. There will be no charges during the school year. Students will exit from the cafeteria through the hallway to the front door. The cost for school lunches will be:

Cost of school meals:

<i>Student breakfast</i>	\$ 2.00
<i>Student lunch</i>	\$ 2.50
Extra milk.....	\$.25

A-la-carte:

<i>Hamburger</i>	\$ 2.50
<i>Chicken Strips (3)</i>	\$ 2.50
<i>Pizza</i>	\$ 2.50
<i>French Fries</i>	\$ 1.00

Students without meal-lunch cards will be required to wait until all students with cards have been cleared to eat.

The cafeteria is off-limits to all students during regular class time and during class changes.

Surveillance Cameras

Surveillance cameras may be in use in each classroom, hallway, cafeteria, offices, and other areas.

Academic Information

ACE (Acquiring Classroom Excellence)

Senate Bill 982 was passed by the Oklahoma Legislature and will be effective July 1, 2006. The law requires eighth-grade students entering the ninth grade in the 2006-2007 school year to complete the college preparatory curriculum in SB 982, unless the student’s parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. The options for the existing state graduation requirements and new college preparatory/work ready curriculum requirements are located in the Appendices of the handbook. Successful completion of either curriculum will result in accomplishment of a standard diploma.

Credit Requirements:

Oktaha High School requires a minimum of twenty-four credits for graduation.

Grade Classifications:

All students' grade classification in grades nine through twelve will be determined by the number of credits they have earned according to the following classification scale:

<i>Grade</i>	<i>Credits</i>
Ninth	0-5
Tenth	5 ½ -10
Eleventh	10 ½ - 16 ½
Twelfth	17 Plus

These students, when classified at the beginning of the school year, shall keep the classification for the entire school year and will not be changed at the semester.

Daily Class Period Requirements:

In compliance with the statutes contained in H.B. 1759, every student in grades 9-12 is required to enroll in a minimum of six periods (or equivalent in block scheduling) a day. These periods may include the arts, vocal, and instructional music, speech, or physical education.

Grading Scale:

Each student will be scored by the following scale:

Weighted/Honors Classes

A+ = 100	= 5.33
A = 93-99	= 5.0
A- = 90-92	= 4.67

Regular Classes

A+ = 100 = 4.33	B = 83-87 = 3.00	C- = 70-72 = 1.67
A = 93-99 = 4.0	B- = 80-82 = 2.67	D+ = 68-69 = 1.33
A- = 90-92 = 3.67	C+ = 78-79 = 2.33	D = 63-67 = 1.00
B+ = 88-89 = 3.33	C = 73-77 = 2.0	D- = 60-62 = 0.67
		F = 59-0 = 0

Neither student conduct nor extra-curricular activities are criteria used for grading. A student's grades can be influenced only by absenteeism and classroom performance which is directly related to the subject matter.

Late Work Policy:

Students are strongly encouraged to complete all work when the work is due. To that end, students turning in work on time will receive full-earned credit. Work that is one day late will be worth 50% of full-earned credit and work that is more than one day late will receive no credit.

Make-Up Work:

School work missed during an excused absence must be completed within three (3) days after the student returns to school. It is the responsibility of each student to request the make-up work from each teacher. A student will have three (3) days to make up work for an excused absence plus one day for each day in excess of a one-day absence.

Make-up work, including tests, will be done on the student's own time, not during class time when the returning student must participate in the ongoing class work. Teachers may allow students to make up tests during the time that other students are engaged in independent study.

Students who may be out for several days due to an excusable absence may have their homework collected and held in the Principal's Office for pickup at the end of the day; however, three hours notice will be required.

When there is a planned absence (e.g., absence due to a school activity), the student's time for make-up will be the same as for an excused absence.

All assignments and tests scheduled prior to the absence will be required to be completed upon the day of return.

Nine Weeks Tests:

All students in Grades 7-12 shall be administered nine weeks tests in all subjects except instrumental music, vocal music, athletics, special services, and those classes considered to be activities. Tests will be administered over at least a two-day period on a schedule to be determined by the Administration. The nine weeks tests shall count as one-tenth (1/10) of the final nine weeks grade and each nine weeks grade will count 50 % of the semester grade.

Standardized Testing:

Writing Assessments and Criterion Referenced Tests (CRT's) will be administered to all 8th grade students. Subject areas on the 8th grade criterion referenced tests are: math, reading, science, and U.S. history/constitution/government. Seventh grade students will take criterion referenced tests in Math, Reading, and Geography. These tests are mandated by the state and will be given in the Spring.

End-of Instruction Tests will be given upon completion of English II, United States History (American History), Algebra I, Biology I, English III, Geometry, and Algebra II.

Proficiency Based Promotion Tests are tests which awards credit for student's knowledge in the core curriculum areas. Students in grades 7-8 are eligible to advance to the next grade level in one or more curriculum areas if they perform at the 90th percentile on the Proficiency Based Promotion Tests. Students in grades 9-12 may earn credit for an exam taken if they perform at the 90th percentile on that particular test. The test dates will be set in May and in August before classes resume.

Honor Rolls:

Honor rolls are published every nine weeks period. There are two:

1. Superintendent's – no grade lower than an A-
2. Principal's – no grade lower than a B-

Valedictorian/Salutatorian:

The following criteria will be used in selection of senior valedictorian and salutatorian. The valedictorian will be the student with the highest grade point average for seven consecutive semesters commencing with the student's fall semester of their freshman year and the salutatorian will be the student with the second highest grade point average for seven consecutive semesters commencing with the student's fall semester of their freshman year.

1. *A student must have been in attendance at Oktaha as a full-time student for at least three (3) consecutive semesters prior to graduation, beginning within the first ten days of the spring semester of their junior year, in order to be considered for valedictorian or salutatorian honors.*
2. Grades for honors classes taken in another school system will be accepted only if those classes have been offered for honors credit at Oktaha Schools. Weighted courses are Honors Algebra III, Calculus, Honors Trigonometry, Honors English I, II,

- AP English III, AP English IV, Honors Chemistry, Honors Physics, AP American History, Honors Spanish II, and Honors Modern History.
3. Eighth grade students and seniors who maintain an overall grade point average of 4.0 or higher will be recognized as honor students at graduation and for scholarship purposes will receive a ranking of number one (1).
 4. Eighth grade valedictorian will be the student with the highest grade point average for eleven (11) semesters beginning with the third grade and the eighth grade salutatorian will be the student with the second highest grade point average for eleven semesters beginning with the third grade. *A student must have been in attendance in Oktaha School as a full-time student for at least three consecutive semesters beginning within the first ten days of the spring semester of their seventh grade year to be considered for valedictorian or salutatorian honors.*
 5. The valedictorian and salutatorian will be notified in writing.

Honorees:

The junior honorees for graduation ceremonies will be the student with the highest and second highest grade point averages for five (5) semesters, beginning with the 9th grade. *To be considered for honoree, a student must have been in attendance at Oktaha School as a full-time student for at least three consecutive semesters prior to senior graduation ceremonies, beginning within the first ten days of the spring semester of their sophomore year.*

The seventh grade honorees for graduation ceremonies will be the student with the highest and second highest grade point averages for nine (9) semesters beginning with the third grade. *A student must have been in attendance at Oktaha School as a full-time student for at least three consecutive semesters prior to the eighth grade graduation ceremonies, beginning within the first ten days of the spring semester of their sixth grade year to be considered for honoree.*

NOTE: Course work completed in the following classes will not be considered in computing GPA's for the purpose of determining valedictorian, salutatorian, and honorees: Athletics, Band, Jazz Band, Weight Training, Driver's Education, and Vocal Music.

Graduation

1. Seniors must be within 2 credits of graduation in order to participate in graduation ceremonies.
2. Caps and gowns will be worn at 8th and 12th grade graduation ceremonies and will be purchased by the students. There will be no alterations to or additional attire added to cap or gown except for awards provided and approved by the school.

Academic Letter Jackets:

The Oktaha Board of Education has established this policy for academic letter jackets with the intent of promoting academic growth and to recognize academic achievement in Oktaha School District I-8.

The requirements as set forth in this policy are based strictly upon academic achievement and no other criteria shall be used. The requirements are:

1. Restricted to those senior students who maintain a cumulative grade point average of 3.5 for six semesters beginning with the first semester of the ninth grade.
2. Homebound students will have the same validity as attending students.

3. Once awarded, the jacket may not be taken away.
4. Construction of the jacket:
 - A. Student's name on inside of jacket.
 - B. Letter "O" on outside of jacket with the work "Academic" placed appropriately.
 - C. Jacket is to be lined, raglan sleeves, knit bottom, metal snaps, wool content, and school colors.
5. The school will provide:
 - A. Letter Jacket
 - B. Letter "O"
 - C. Academics on "O"
 - D. Chenille Tiger
 - E. Name Plate in Pocket
 - F. Lamp of Knowledge on "O"

Honors/Advanced Placement (AP) Classes:

Oktaha High School will offer courses that, because of their difficulty, will carry a grade point value of 5.00 instead of 4.00. These courses will be classified as weighted courses. Weighted courses are: Honors Algebra III, Trigonometry, Calculus, Honors English I, II, AP English III, AP English IV, Honors Spanish II, Honors Physics, and Honors Chemistry. Only those students who maintain a "C" average or above will qualify for the weighted grades. Students who score a "D" or "F" will receive the regular grade.

Concurrent Enrollment

Seniors obtaining a Composite score of 19 on the ACT test will be eligible to attend concurrent classes and Juniors obtaining a score of 21 on the ACT test will also be eligible to attend college concurrently with high school. Grades from the college classes will be posted on their high school transcripts but will he/she will not receive high school credit.

Textbooks

Textbooks are purchased and furnished to the school by the State of Oklahoma and are the property of the State. These books are expensive and large sums of money are spent each year so students may have free textbooks. Pride should be taken in the care and maintenance of books. Students are not to write or mark in them. Students will be required to pay for any lost or damaged text or library books that are charged to them.

Telephone/Cell Phone Usage/Headsets

1. Student's use of telephones – The office telephones are not to be used by students except in an emergency or on parental request. Messages taken by the office will be delivered to the student before they leave school. Students are not to leave the classroom to make telephone calls. All telephone calls are to be made during class breaks and the lunch period. Students needing to make telephone calls during class period must have permission from the Administration or designee.
2. NO cell phone usage (phone, text-messaging, video, camera, etc.) will be allowed on school property during the school day.

First offense: Phone will be taken and will be returned only to parent or guardian

Second offense: Phone will be taken and returned only to parent or guardian and student will not be able to bring his/her cell phone to school.

Third offense: Student's phone will be taken and the student will be suspended from school. (Teachers please bring the phone to the office and do not access the cell phone.)

3. No headsets or ipods will be allowed.

Dress Code

Good judgment of dress and grooming reflect sound judgment, poise, and maturity. Since many future employers request information concerning the personal appearance of prospective employees, all students should take pride in their dress appearances. Students must dress properly, modestly, and neatly.

1. *Hair shall be well groomed and clean for both boys and girls.*
2. No tank tops, spaghetti strap tops, muscle shirts, see-through tops, low-cut shirts, or bare mid-drift shirts may be worn. Shirts must meet their pants while standing or seated. Skirts, dresses, shorts/skorts may be worn if the garment passes the end of the fingertips while standing upright and with their arms fully extended.
3. Any attire with offensive, obscene, questionable pictures, messages, or insignia will not be worn to school or school activities.
4. It is recommended that students unsure of the suitability of a garment either ask before wearing it to school or refrain from wearing it to school, or to a school sponsored activity.
5. No gang-associated apparel will be worn at school or school sponsored activities.
6. No chains of any kind may be worn at school or school sponsored activities.
7. Earrings of a reasonable length and nose studs may be worn. Due to safety regulations lip rings and tongue rings are not to be worn. All other piercings will be subject to administrator's judgement.
8. NO "sagging" clothes will be tolerated.
9. NO caps will be worn in the classrooms.
10. Dress code rules apply to school sponsored activities.

Students whose grooming or wearing apparel is unacceptable will be asked to correct the situation. However, continued infraction of the dress code will result in more severe disciplinary measures.

Public Display of Affection (PDA)

Public Display of Affection (PDA) will not be allowed at school. PDA includes, but not limited to, hugging, kissing, holding hands.

Discipline

Discipline regulations at the Oktaha Public School are based on O.S. 70-06-114 which reads: "The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is attendance or transit to or from the school district or classroom prescribed over by the teacher."

Conduct Code:

Any student refusing to be disciplined or take administrative direction will be suspended for one (1) or more school days. There are also cases where students may be disciplined or suspended for off-campus misconduct, which has a direct and immediate adverse effect on the

discipline or welfare of the school. The following are examples of such cases: reckless driving directed at a school bus, drug dealing, drug or alcohol possession or consumption at off-campus school activities, commission of a violent crime or violent acts, gross misconduct at off-campus school related function. Gross misconduct including vandalism, destruction of property or theft aimed at a school employee. The above list is not to be deemed inclusive.

Disciplinary action for any misconduct will be handled by the Administration in a manner which they deem just, given the circumstances of each individual case.

The Discipline Policy for Oktaha School as adopted by the Oktaha School Board of Education is on file in the High School Principal's office for view upon request.

Bullying/Harassment/Intimidation Policy:

The Oktaha Board of Education approved the following policy on October 14, 2002: It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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, or physical act that a reasonable person would 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, a gesture, written, verbal or physical act. Such behavior is specifically prohibited.

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, achievement, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

School Bus Rules:

1. Two points must be emphasized.
 - A. Safety is the utmost importance and if drivers must also be disciplinarians, they cannot possibly give their full attention to road conditions.
 - B. The law does not require that school provide transportation; therefore, parents who cannot persuade their student to conduct themselves properly on school transportation will provide transportation for them.
2. All misbehavior will be reported to the administration that will handle the problem with his/her discretionary judgment.

Attendance

In the Oktaha School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes on time each day of the school year.

Absence Notification:

Parents/guardians are responsible for notifying the school's attendance officer regarding the reason for the absence. This notification may be communicated by telephone or written notice, dated, and signed by the parent/guardian.

Any absence without notification from a parent/guardian will be considered truancy. Notification from parents/guardians should be made the day of the absence or the day the student returns to school. In order to receive the absence waiver, the Attendance Office must receive verification of illness (doctor's slip, dentist slip, etc.) no more than three days after the student returns to school.

Absence Waivers:

Absences due to approved school activities, administration absence, or absences verified by an approved doctor, dentist, etc. will not be counted toward maximum number of absences a student may accumulate before failing classes.

When a student's non-waiver absences from any semester exceed ten (10) in any class, that student will receive a failing grade in that class.

Unexcused Absences:

Unexcused absences are defined as those for which the student is not qualified to make up missed work.

1. An absence from school without the knowledge of parent guardian will be unexcused.
2. Leaving school without permission from the Administration will be unexcused.
3. Students will receive unexcused absence slips if their parent/guardian has not contacted the principal on the day of the absence by phone or the student must bring a note signed by their parent or guardian on the first day back from absence.

Tardy Policy:

Students are to be in their room before the bell rings. All tardies will be unexcused unless a student has a written or verbal statement from a member of the faculty. Students who miss any part of an hour up to 15 minutes will be considered tardy.

Students will not go to the office to get an admit. Teachers will record tardies in their grade books and report them to the Principal.

Hall Passes:

Student must sign Hall Pass with name, destination, and time out before leaving the classroom. Any student in the hallway without a signed Hall Pass will be given a tardy. It is the responsibility of the student to ask for a Hall Pass before leaving the classroom.

Admits:

Students returning from an absence of any length (15 minutes or more during any part of an hour) must obtain an Admit from the office before they will be admitted to class.

Arriving/Leaving School:

The Jr/Sr High School campus is a closed campus.

The High School doors will open promptly at 7:35 A.M. on a daily basis (except those students required to be in attendance by a teacher or administrator). Students will be allowed to congregate either in the school cafeteria or in the front area of the high school building going no farther than the basketball court. Students in grades 7-8 will play on the south part of the court and grades 9-12 on the north part of the court. The gym and hallways will be off-limits unless prior teacher approval has been acquired or tutorial services are being rendered.

Before a student is allowed to leave school, they must talk to office personnel first to obtain permission and then sign out. Otherwise, the student will be considered truant from school and will face disciplinary action.

Withdrawal From School:

Please notify the school office in advance if you are moving and withdrawing your student from school. All textbooks and library books must be returned and school debts (library fines, lunchroom charges, etc.) must be paid before a student can be cleared and records released.

Release of Students to Individuals/Court Order:

Parents must notify the school if their child is **not** to be picked up by certain individuals. If there is a Court Order prohibiting someone from being in contact with this student, please contact the school and the office will need a copy of the court order on file.

Special Activities

Senior Bingo Solicitation

Only senior students who have a 3.5 cumulative grade point average will be allowed to solicit for bingo prizes.

Jr/Sr Prom:

The Jr/Sr Prom is open to juniors, seniors, and their guests. Guests at the prom must be at least a freshman in high school through 21 years of age at a cost determined prior to the prom. (Spouses and fiancées are excluded from the age limit.) Guests are subject to sponsor and administrative approval. (Specified RSVP timelines will apply.)

1. Responsibilities for the Jr/Sr Banquet Prom:
 - A. Senior class will select and pay for food and *entertainment*.
 - B. Junior class will select and pay for theme and decorations.

Banquets:

All Sports Banquet: All athletes must finish their particular sports season in order to be eligible to receive any recognition, awards, or attend the All Sports Banquet as a team member. (Academic eligibility included.)

Co-Curricular Activities

Elected Positions:

Any student wishing to run for a class office, Mr./Ms. Tiger or an organization officer may do so as long as they did not receive a grade lower than a C- the previous semester.

Any student who wishes to run for a student council office must have a 3.0 cumulative grade point average through the previous semester and must have been in the Student Council the previous year.

Any elected honor or officer position will be forfeited if student is under long term suspension.

Eligibility:

A weekly eligibility check will be conducted for all Jr/Sr High students after the third week of the semester. Teachers will submit to the Principal's Office, a list each week (by **NOON THURSDAY**) of students who are failing their class (for the semester). The Principal (designee) shall compile a list of students who are ineligible or on probation and ineligibility letters will be mailed to parents. Failing a class will place a student on one week probation; failing any class the following week will place the student on the ineligible list for the next week. The ineligibility week runs from Monday morning through Sunday night. After the first semester of the seventh grade, a student must have passed a minimum of five (5) non-activity classes to be eligible for the first six (6) weeks of the next semester. His/her eligibility will then be on a week to week basis. It will be the eligibility status to prohibit ineligible students from participation.

Attendance:

All students who participate in activities under the control of the OSSAA must have 90% attendance in order to be eligible to participate. The administration may make exceptions (e.g., extended illness, etc.).

The Oktaha Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absences from those classes represent an educational loss to the student. The Board recognizes; however, that the co-curricular program of the school also has educational merit; therefore, it shall be the policy of this Board to minimize absenteeism to participate in co-curricular activities.

In keeping with the this philosophy, the following procedures will be followed;

1. The Superintendent and Board of Education shall annually review the scheduling of activities so that minimal interruptions occur in the educational program of a student.
2. ***The maximum number of activity absences for any student shall be ten (10) for any one-class period of each school year.***
3. The Board of Education shall appoint an Internal Activities Review Committee at the beginning of the school year. The committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local Board of Education. Any deviation from the ten days absence rules shall not exceed five days. In the event that it is not feasible to make the recommendation to the Board of Education, the Superintendent shall act on the recommendation and report to the Board at the next regular meeting.

4. *Any absence over the maximum of ten (10), without written permission of the Internal Activities Review Committee, shall be counted as an absence in accordance with local policy.*
5. *The High School Principal's Office will be responsible for keeping a weekly record of activity. These will be handed in prior to the activity by the teacher/sponsor.*
6. The High School Principal's Office will keep a master record of activity absences for inspection by outside interested parties that have the authority to inspect the records.
7. Sponsors should be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.
8. The High School Office will be responsible for keeping a record of student activity absences that occur.
9. A student must be in attendance for at least three (3) class periods on the day of the activity in order to participate in the activity.

Parking Policy

Students that have their driver's license may drive to school. Once a car is brought on school property, it will not be moved until school is out for the driver. Any change to this must be cleared with administration.

1. Seniors will be allowed to park in the lot on the west side of the band room. Juniors and Sophomores will park in the new lot. There will be no students allowed to park in front of or on the side of the old gym. The lot on the side of the new gym MAY NOT be used. Students may not park in back of the new gym or by the baseball field until after 3:00 each day.
2. Students will not be allowed to sit in their cars when they are parked in the parking lot.
3. No loitering in or around the vehicle will be allowed while school is in session. Violation may result in the loss of driving privileges and or other disciplinary action.
4. Students driving to school should allow ample time for emergencies such as car trouble, flat tires, trains, etc., so they will not be late for school.
5. Students will never be able to drive or ride in a privately owned vehicle during the school day without the express consent of the parent guardian and permission from the administration.

Medical Information/Considerations

Medicaid Information:

The School District bills Medicaid for certain services provided to Medicaid-eligible students. Those services include therapy as may be required by an Individual Education Program. For additional information, please contact Mrs. Buckley.

Immunization Records:

A record of immunization must be on file or presented during enrollment. If the certificate indicates that immunization proceedings have been started but not completed, the child may be provisionally admitted, but a completion date must be set. If the date agreed upon is not met, the child will be dropped from the records.

Nurse Request:

Illness at school should be reported immediately to the classroom teacher. The teacher will need to contact the office first and the office will locate the nurse before the student may be released from class.

Medical Records:

Any medical problem or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on the student's record when he/she is enrolled and the teachers should be made aware of the potential problems.

Any allergies which could result in serious illness should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted.

Medication:

If a student is required by a physician to take a prescribed or over-the-counter medication during school hours and the parent or guardian cannot be at school to administer the medication, compliance with the following regulations will be followed:

1. No medication will be administered by the school nurse without a written order by a physician and a medical permission form on file in the high school office. These orders must indicate purpose of medication, times to be administered, and termination date for administering medication.
2. Prescription medication must be in a container that indicates the following:
 - A. Student's name
 - B. Name and strength of medication
 - C. Dosage and directions for administering
 - D. Name of physician
 - E. Date and name of pharmacy
3. Physician prescribed over-the-counter medicines must be in the original container and indicate the following:
 - A. Directions for administering
 - B. Dosage
4. All students need a medical permission form signed by their parent/guardian on file in the Principal's Office before any type of medicine will be administered to students.
5. The administering of medication by the school nurse, Principal, or designee will subscribe to the following procedures:
 - A. Nurse will check medical permission form.
 - B. Nurse will record type of medication.
 - C. All medication must be checked in at office. Amount of dosage, and time/date dosage was administered.
 - D. Parent must provide and maintain a supply of nonprescription medication for the student.
6. ***Students will be allowed to carry inhalers for asthma or anaphylaxis pens for allergies if a written notice is on file with the nurse.***
7. School District I-8, Oktaha Public Schools, retains the right of discretion to reject requests for administration.
8. The Medication Dispersal Policy as adopted by the Oktaha School Board of Education is on file in the High School Principal's office for view upon request.

The school system provides accidental insurance coverage during school hours and school sponsored activities. A 24 hour accident insurance program is available at a cost to the parent and forms are available in the principal's office.

Acquired Immune Deficiency Syndrome (AIDS):

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma Law to attend school. The entire AIDS Policy is kept in the Counselor's Office for viewing.

Students will be presented AIDS Education by the school counselor at least one time during grades 7-9 and grades 10-12. Notices of AIDS Presentation will be sent home to parent/guardian thirty (30) day in advance of presentation. Parent/guardian may approve their child to receive AIDS Education or may state that they do not wish their child to receive the AIDS Education Program.

Releasing Students to Police

When an officer with police authority comes to the school for the removal of a pupil by arrest (legal warrant); the pupil will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the pupil from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. AN officer is allowed to come to the school for the purpose of questioning a pupil, but the interview must take place at the school and in the presence of school personnel. Until a pupil is under arrest, he/she is under jurisdiction of the school, and the school is responsible for him/her.

A student at Oktaha Jr/Sr High School may be subject to suspension for violations or regulations covered by civil and school laws of Oklahoma.

Student Suspension Procedural Rules and Regulations

It is the policy of the Board of Education that the Superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulation
- Possession of an intoxicating beverage, low-point beer (See Policy FNCE)
- Possession of a wireless telecommunication device (See Policy FNG)
- Possession of a missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled-dangerous substance (Uniformed Controlled Dangerous Substance Act) (see Policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See Policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the Principal shall consider appropriate alternative placement options. A student suspended out-of-school shall be placed in a supervised structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is re-admitted to school. Students who are suspended from Oktaha Public Schools will not be allowed to participate in any school sponsored extra-curricular activities. (See Policy FM and FM-R)

The Superintendent is directed to establish regulations, subject to Board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to the Board of Education. The Superintendent may designate authority for suspension of students to building Principals. (Policy, Superintendent's Office)

NOTE: HB 2130 (1997) and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 O.S. & 7005-1.2
10 O.S. & 7303-5.3
10 O.S. & 7307-1.2
37 O.S. & 163.2
70 O.S. & 24-101. ET SEQ.; & 24-102

CROSS REFERENCE:
Policy FM, Student Activities, Eligibility
Policy FM-R, Student Activities, Eligibility Regulations
Policy FNCE, Reporting Students under the Suspension Policy
Influence or possessing alcoholic beverages or controlled
dangerous substance
Policy FNCGA, Weapons-free Schools
Policy FNG, Electronic Communication Devices

Due Process Procedures

If the student, student and parents, or parents, desire to appeal the decision, they may request an appeal by filling out an Appeal Request Form (available in the Principal's Office) within five (5) school days after receiving the decision.

1. The first level of appeal will be before the Superintendent of Schools.
2. The student shall be allowed to continue in school until such hearing is held and a final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process or the safety of school staff members or other students.
3. At the appeal hearing, each side will present their evidence, cross-examine witnesses, and present any evidence that they deem to be of interest.
4. At the completion of the appeal hearing, the Superintendent will make a decision (without Principal or parent's present) and issue a written advisement to the Principal concerning the situation.
5. The Principal will make a decision based upon the evidence and the input of the Superintendent. The Principal will notify the parents as to the decision within 24

- hours of the appeal hearing. In the letter is to be a statement advising the parents of their right to appeal the decision to the Board of Education by filing an appeal request at the Superintendent's Office within (2) school days of receiving the decision.
6. If the parents elect to appeal the decision and fill out the appeal request at the Superintendent's Office within two (2) days of receiving the Principal's decision. A hearing is to be scheduled at the next regular Board Meeting or at a special Board Meeting called for this purpose. The student shall be allowed to continue in school until such hearing is held and final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process of the safety of the school staff members or other students. In this case, a student may be prohibited from attending school until final disposition of the matter by the Board of Education. This decision shall be made by the Principal. The student and his or her parents are to be advised of the time and date of the Board hearing and that they are entitled to be represented by counsel if they so choose. The Principal shall have the option of representation by counsel also.
 7. At the end of the Board hearing, evidence is to be presented by both parties. The student shall be afforded an opportunity to question his or her accusers at both the preliminary and the Board hearings either personally or through counsel.
 8. Accurate minutes of hearings are to be kept, along with all evidence as to the guilt or innocence of the student.
 9. The Board of Education shall render a decision either upholding the suspension or revoking it.

Student Information Disclosures

The Oktaha 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.

1. The student's name
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 students weight and height if a member of an athletic team
7. The student's achievement awards and honors
8. The student's photograph
9. The school or District the student attended before he/she enrolled at Oktaha Public School District

The above list or a revised list of the items of directory information, the District purposes to designate as directory information will be listed in the student handbook and made part of the enrollment packet to be give to every student and parent enrolling in Oktaha Public Schools.

After the parents of eligible students have been notified via student handbook, they will have two weeks to advise the school district in writing (a letter to the Superintendent's Office) of any or all 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 record will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about

the student. The designation will remain in effect until it is modified by the written direction of the parent or the eligible student.

Drug/Alcohol Policy

It is the policy of the Board of Education of the Oktaha Public Schools System to maintain a drug-free workplace; therefore, it is determined that use of illicit drugs, including all tobacco products and anabolic steroids, and the unlawful possession or use of alcohol is wrong and harmful. The Board of Education of the Oktaha Public School System expressly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school activities. Compliance with the drug-free workplace standard of conduct is mandatory.

Rules for students regarding drugs and alcohol are under the Drug-free Schools and Communities Act Amendments of 1989.

Illegal and Illicit Drugs and Alcohol:

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. Students are prohibited from using, being under the influence of possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale of distribution of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma Law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles or at any school-sponsored event.
3. Counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription of directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances: include paint, glue, aerosol sprays, and similar substances.
4. Violation of these rules will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
5. Student violation of these rules, which also constitutes illegal conduct, will be reported to all enforcement authorities.

Possession of a Dangerous Weapon Policy

1. In order to provide a safe environment for the students and staff of the Oktaha School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.
3. For the foregoing reasons and except as specifically provided in Item (13) below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, "Possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his/her person (2) in his/her locker (3) in his/her vehicle (4) held by another person for his/her benefit (5) at any

- place on school property, a school bus or vehicle, or at school activity with such person's knowledge of the weapon's location.
5. A dangerous weapon included, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, all knives, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, all chains, and any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.
 6. Any student in possession of a dangerous weapon or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
 7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the Superintendent of Schools or Board of Education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any board policy and any negotiated agreement, which is applicable to the employee.
 8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon or a replica or facsimile of a dangerous weapon if this can be accomplished without placing any student's or staff in jeopardy, and shall immediately notify the Principal or the Principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Principal or the Principal's designee of the situation.
 9. If the teacher or other school employee has a reasonable suspicion to believe a replica or facsimile or a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the Superintendent of Schools or his designee.
 10. If the Principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the Principal or designee shall observe the following procedures:
 - A. Immediately investigate the matter and contact the police, if appropriate.
 - B. If not already confiscated by an employee of the school, the Principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - C. Notify the Superintendent of Schools or designee.
 - D. In case of a student, notify the parents.
 - E. Cooperate fully with the police.
 - F. Transfer confiscated weapon to the police department.
 11. Except as may be required by law for disabled students, any student in possession of a dangerous weapon or facsimile of a dangerous weapon, shall not be eligible for

- placement in any alternative education program, intervention program or be eligible to transfer to another district site in lieu of suspension.
12. A student, who has been suspended from another school district because of the possession of a dangerous weapon, shall not be accepted as a transfer student into the Oktaha School District.
 13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extra-curricular activity or team involving the use of demonstration of a dangerous weapon, or replica, or facsimile or a dangerous weapon. For this exception, written prior approval by the Principal, in consultation with the Superintendent of Schools is required.
 14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

Distribution of Material

No printed matter, literature or petitions may be distributed or circulated on any property of the Oktaha Public Schools without prior approval and consent of school officials authorized by the Oktaha Board of Education to make decisions in such matters.

Student Records Policy

(NOTE: The following excerpts are from the Students Records Policy as adopted by the Oktaha Board of Education. A complete policy is available for viewing in the office of the Superintendent of Schools.)

Family Education Rights and Privacy Act Annual Notification:

1. Student's parents and eligible students (students 18 years or above) have the right to inspect and review the student's educational records.
2. Oktaha School District will limit the disclosure of information in a student's educational records except: 1) by prior written consent of the student's parent or eligible student 2) as directory information or 3) under certain limited circumstances, as permitted by the FERPA.
3. As student's parent or an eligible student has the right to seek correct parts of the student's educational record, which he/she believes to be inaccurate, misleading, or in violation of the student's 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 Oktaha School District violates the FERPA.
5. Copies of this policy can be obtained at the Oktaha School Superintendent's Office.
6. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.
7. All rights and protections given to parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enroll in a post-secondary school. The student then becomes an "eligible student." Child find activities or identification, location, and evaluation of students are covered under the FERPA Policy.

NCLB Act of 2001 – “Parents Right to Know”

According to Federal Law, parents of students attending Oktaha Public School have the right to request information regarding their child’s teacher, including, at a minimum: (1) whether the teacher has met the state requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction; and (2) whether the teacher is teaching under emergency or their provisional status through which state qualification or licensing criteria have been waived; and (3) the college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications. In addition each Title I school must provide each parent “timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.”

Oktaha School Report Card

As required by Oklahoma Statutes and the Education Oversight Board and Office of Accountability, criterion referenced tests were given in Math and Reading to third and fourth grade students; Math, Reading, Science, and Social Studies to fifth grade students; Math, Reading, and Geography to seventh grade students; Math, Reading, Science, U.S. History/Constitution/Government to eighth grade students. The report is available in the principal’s office.

Parent Involvement Policy

The Parental Involvement Policy of Oktaha Public Schools will:

1. Involve parents in the planning process for all educational programs.
2. Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children.
3. Provide information concerning adult literacy and parental training.
4. Educate teacher and other staff in the value of parental contributions and how to work with parents as equal partners.
5. Coordinate and integrate parental involvement programs with other involvement activities.
6. Work with community based organizations and businesses in parental involvement activities.
7. Ensure that information concerning school programs be available in the language used in the home.
8. Arrange meetings at a variety of times to maximize opportunities for parents.
9. Conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

Asbestos Management

All of the buildings of the Oktaha Public Schools were inspected for asbestos containing materials and 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 of Schools.

These AHERA Management Plans are available for the public to review upon request to the building Principal or to the Superintendent of Schools. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented.

Title IX

It is the policy of Oktaha Public School not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquires regarding compliance with Title IX may be directed to the superintendent at Oktaha Public School or to the Director of Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20000.