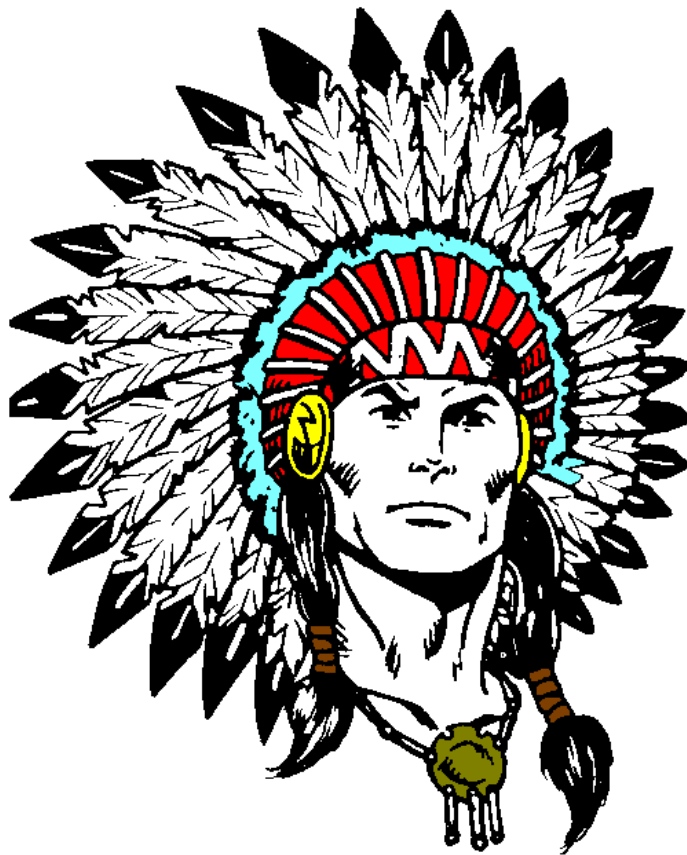


Navajo Public Schools

2023-2024

Student Handbook



Proud Past, Promising Future



Navajo Public Schools

"Proud Past-Promising Future"
2023-2024 Calendar



July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
September						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
November						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
January						
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March						
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May						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- July**
1- FY 2022 Begins
4- Independence Day

- September**
4- Labor Day- No School
13- Progress Reports
21- P/T Conferences 3:00-9:00
21- Title One Parent Meeting
22-No School

- November**
10- Veteran's Day- No School
15- Progress Reports
20-24 Thanksgiving Break

- January**
8- Professional Day-No School
9- 2nd Semester Begins
10- Report Cards
15- Martin Luther King, Jr. Day

- March**
7-8 Midterm Exams
8- End of the 3rd 9 weeks
11-4th 9 weeks begins
13- Report Cards
18-22 Spring Break
29- April 1- Easter Break

- May**
3- No School
9- Kindergarten Graduation
10- No School
14-15 Semester Exams, 15- Elem Awards Assembly
16- Teacher Work Day
17- Last Day of School, Secondary Awards Assembly, Release at 1 PM
HS Graduation 8 PM

- August**
1- Principals Report
7- Meet the Teacher 3:00-6:00
8- SWTC Inservice
9- Teacher Professional Day
10- First Day of School

- October**
5-6 Midterm Exams
6-End of 1st 9 Weeks
9- 2nd 9 Weeks Begins
11- Report Cards
13-16 Fall Break

- December**
19-20 First Semester Exams
20- First Semester Ends
Dec 21-Jan 5 Christmas Break

- February**
14- Progress Reports
15- Parent/Teacher Conf 3:00-9:00 PM
16- No School
19- Presidents' Day- No School
Teachers' Inservice @SWTC

- April**
1- Easter Break continued
3- Progress Reports
19-Title 1 Needs Assessment 3:30
26- No School

August							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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October							
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29	30	31					
December							
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February							
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25	26	27	28	29			
April							
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28	29	30					
June							
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

- Professional Days
- Holidays
- Semester Begins/Ends

Board Approved 1-10-2023

*Should School be cancelled for any reason, it will be made up April 26, May 3, 10, or 16.

Grading Periods	Days	Dates	Progress Reports	Report Cards
1st Nine Weeks	41	Aug 10- Oct 6	Sep 13	Oct 11
2nd Nine Weeks	45	Oct 9-Dec 20	Nov 15	Jan 10
3rd Nine Weeks	42	Jan 9-Mar 8	Feb 14	Mar 13
4th Nine Weeks	39	Mar 11-May 17	Apr 3	May 17

167 Total Days Taught for ASR
5 Professional Development
172 Total Days

Navajo Public Schools
15695 S. CR. 210
Altus, Oklahoma 73521
Phone: 580-482-7742
Fax: 580-482-7749
Web address: www.navajo.k12.ok.us

BOARD OF EDUCATION

President Mary Osborn
Vice President Dillon Butchee
Clerk Sommer Robbins
Member Jim Bob Rempel
Member..... Josh Brewer

ADMINISTRATION

Superintendent Vicki Nance
Secondary Principal... David Doss
Elementary Principal.....Misti Watson

**JUNIOR HIGH / HIGH SCHOOL
FACULTY**

Tommy Burks Technology Education
Shane Curry..... Agriculture Education
Tana Curry..... HS Science/STEM
Lindsey Dorton..... HS Language Arts
Kristi Dill.....Secondary Special Education
Tim Ellison.....Girls Basketball
Ryanne Foret.....JH English
Kenna Hand..... Art
Kyle Miller..... HS Social Studies
Brittney Malott..... HS Cheerleading
Justin O’Neil..... Music
Janelle Picinich HS Math/Cross Country
Kriston Cusher..... JH Math/Softball
Michelle Shumaker..... Library Media Specialist
Kale Thompson. JH Social Studies/Boys Basketball
Danielle Tucker..... Counselor
Curtis Goodson..... JH Science/Assistant Coach
L. A. Winters..... Computers
W. Winters.....P.E/ Baseball

ELEMENTARY FACULTY

Pre-Kindergarten..... Holly Ford
Pre-Kindergarten..... Heather Jo Smith
Kindergarten Kristin Kirtland
Kindergarten Sarah Jarvis
First Grade..... Christina Winters
First Grade..... Danette Funkhouser
Second Grade..... Laurey Dunn
Second Grade..... Kelly Davis
Third Grade/Elem/JH Cheer..... Kinna Tutten
Third Grade..... Amanda Langham
Fourth Grade Emmy Cobb
Fourth Grade..... Shanelle Ingram
Fifth Grade Christie Doss
Fifth Grade Kennady House
Sixth Grade Debbie Hopkins
Sixth Grade Dee Warren
Music Justin O’Neil
Title 1.....Carrie Thornton
Speech Pathology Amber Jackson
Special Education Emily Ross

Basic Information for Parents and Students

The staff of Navajo Schools is happy to welcome you to another school year. We are providing the following information to you in the hope that any questions that you have concerning the school will be answered. We encourage you to refer to this information packet.

School Colors: Red and White

School Mascot: Indians

Superintendent's Office Number: 580-482-7742

Junior High/High School Office Number: 580-482-7742

Elementary Office Number: 580-477-4240

School time schedule: 8:00 a.m. to 3:00 p.m.

Route buses arrive at approximately: 7:40 a.m.

Breakfast will be served from 7:40-8:05 a.m.

The first bell will ring at 8:00 a.m. The tardy bell will ring at 8:05 a.m.

The bell dismissing students will ring at 3:00 p.m. Route buses will leave the parking lot at approximately 3:08 p.m.

No school supervision will be available before 7:40 a.m.

Designated entrances by grade level to the school buildings will be announced. Students in Pre-K through sixth grade will go to the cafeteria if eating breakfast, all other elementary students will go through the secondary building to the old gym. Students in 7th-12th grade will go to the commons area in between the Old Gym and HS building or into the Old Gym before School. 7th-12th students can pickup a grab and go breakfast from the Old Gym lobby and take to the bleachers. Parents will need to drop students off and not come in the buildings. Visitors must check in with the office and obtain a visitor pass with administrations approval.

Navajo Schools Student Policy Information

Absences and Tardies: A student who has more than 10 unexcused absences will receive a failing grade for that class and not receive credit. A student who misses more than 15 minutes of class time is counted as absent for the class. If a student is absent in any class more than 10 times, he or she will not receive credit unless a waiver is granted by the administration. Upon being absent more than 10 class periods, the parent of a student should send a written request to the school asking for a waiver based on unavoidable circumstances surrounding the ability of the student to attend school (ex: Covid-19). Absences that count toward the 10 include unexcused absence (AU). If we have a Distance Learning Day and a student does not participate, that will count as an Unexcused Absence unless a parent calls with a valid reason.

Classification of Absences: All absences shall be classified in one of two ways: excused or unexcused. **It is the responsibility of the parent/guardian to notify the school by 9:00 A.M. if the child is to be absent from school and give a valid reason for the absence. Attendance will be taken during any virtual days (students will need to login to Google Classroom and complete assignments in order to be counted present).**

Excused: 1) Illness or death in the family; 2) Recognized school or academic activities not qualifying as extra-curricular; 3) Family crisis or emergency

Excused absences allow the student to make up any work missed. Students will be given a day for every day they miss to make up work

Unexcused: Truancy, leaving school without permission, failure to report to class, etc. Students receiving an unexcused absence do not have to be given the opportunity to make up missed work and may be given a zero for the class period(s) missed, whether or not a grade was taken in regular class. Students suspended from school will be given unexcused absences but will be allowed to turn in work and take all tests for credit, if done in the prescribed time frame.

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons.

School Tardy Policy: three tardies per class = one unexcused absence

Activity Absences (10 Day Rule): A student shall not be absent for activities from any one class period more than 10 days in one school year. The following activities are exempt: State and National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the state legislature, and school assemblies. For any activity absence over 10 and up to 15, the parent/guardian must request in writing additional activity absences to the principal and have it approved by the activities absence committee prior to the date needed. No activity absences over 15 days will be granted.

OSSAA Attendance Rule: A student who has not attended classes at least 90 percent of the time for the semester in a member school is ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or late enrollment with valid reason.

Truancy: A student who is absent without valid excuse four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's parent, guardian or custodian and the Jackson County District Attorney. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S.10-106) Any parent or guardian who neglects or refuses to compel his child to attend school will be referred to the Jackson County District Attorney. (70 O.S. 10-105)

Announcements: All materials for distribution or display on school property by persons who are not personnel or students of Navajo Public Schools must be approved by the Principal or designee. Petitions may not be circulated without the approval of the Superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

Student and personnel publications, for example, school newspapers and other school-sponsored materials that represent the district, are to be submitted to the Principal for review for accuracy and compliance with district policies.

School Bell Schedule

7th-8th Bell Schedule

8:05-8:55	1 st Period (Breakfast available)
8:59-9:44	2 nd Period
9:48-10:33	3 rd Period
10:37-11:22	4 th Period
11:26-12:11	5 th Period
12:11-12:41	Lunch
12:46-1:11	Homeroom
1:16-2:06	6 th Period
2:10-3:00	7 th Period

9th-12th Bell Schedule

8:05-8:55	1 st Period (Breakfast available)
8:59-9:44	2 nd Period
9:48-10:33	3 rd Period
10:37-11:22	4 th Period
11:26-12:11	5 th Period
12:16-12:41	Homeroom
12:41-1:11	Lunch
1:16-2:06	6 th Period
2:10-3:00	7 th Period

Bus Transportation: Students participating in school sponsored activities off campus must ride to and from the activities on school-provided transportation. Exceptions may be made for students who ride with their parents upon written permission given to the sponsor.

Cafeteria Policy: The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$20 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch. Free and reduced breakfast/lunch forms are available during enrollment and throughout the school year. A new application must be filled out and signed each year.

Withdrawing from School: Students who are planning to withdraw from school are expected to report to the office for a withdrawal slip. They will take it to all their teachers, and teachers will sign the slip if the student has checked in all textbooks and paid all charges. After the slip is signed, the student will return to the principal's office for his signature and withdrawal procedures are complete.

Checking out of School: Students must check out of school through the office. (Failure to do so may result in disciplinary action.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

Closing School (Bad Weather): Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio (1450 AM KWHW AND 93.5 FM KPRO) and (KSWO TV CHANEL 7 FROM LAWTON). Postings may also be placed on the Navajo School web page at www.navajo.k12.ok.us. and through an all-call text message.

College Days: Applies to Seniors only during the school year in which the Senior will graduate. A Senior student will be allowed one day per semester to visit post-high school institutions the student is interested in attending after graduation. (* A student may visit more than one institution in a day.) The college day visitation must be approved by the Principal and coordinated through the counselor's office to be excused.

Eligibility: A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes, authorized school activities include, but are not limited to: competitive events against other schools; field trips, student activities outside the normal school day; and, non-classroom activities. A student who is not eligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines. Students must be in attendance at least 90 percent of the time after the end of the third week of each semester to be eligible for any activities that would take them out of other classes. Exceptions may be made on a case by case basis by the administration.

(Academic Eligibility) The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses.

Teachers must calculate eligibility by Thursday morning of each school week beginning on the third week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:30 p.m. on Wednesday. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

(Probation) A student must receive a cumulative passing semester grade in all courses at the end of the third week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility Outline

1. Failing any course(s) after 3rd week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week. (When the student is again eligible, steps 1 and 2 are repeated if necessary.)

(Attendance Eligibility) A student must be present in four class periods in a school day to be eligible to participate in a school sponsored activity that day or night. (* The four class periods do not have to be consecutive, and if the activity takes place during the school day, the hours involved by the activity may be counted as part of the four hours of attendance.) Students must be in attendance 90 percent of the time to be eligible for extra-curricular activities. Students who have too many absences for the 90 percent attendance rule will be declared ineligible until their attendance rate improves.

Emergency Drills: Severe Weather Signal: two long rings. Fire Signal: The internal fire alarm system will be activated. Lock Down: intercom announcement.

Severe Weather Emergency: The standard warning for a severe weather emergency shall be two long rings of the school bell. Because the bell system does not necessarily reach all possible locations in the school system, a simultaneous warning will be given over the intercom and the telephone system will be used to notify the ag. and tech. ed. shops, the music building, the portable building, and elementary school. If conditions allow, students will be moved to the storm shelter located between the elementary building and Old Gym. Pre-kindergarten and kindergarten students should enter into the westmost door -- door 8; 1st and 2nd grade students -- door 7; 3rd and 4th grade -- door 6; 5th and 6th grade -- door 5; 7th and 8th grade -- door 4; 9th and 10th grade -- door 3; and 11th and 12th -- door 2. If conditions do not allow for the safe transfer of students to the storm shelter, students in the main high school building should move to the center areas of the building in the halls away from the glass doors. They should sit down against the inner walls and cover their heads if possible. Persons in outlying buildings should move to the center of the structure, away from windows and doors, and remain close to a supporting wall or crawl under a sturdy piece of furniture.

Fire Evacuation: The normal fire evacuation signal shall be the activation of the fire alarm system signal. Also a notification over the intercom system to evacuate the building should be given to reach those locations where the bell is not adequate. The phone intercom should be used to evacuate the music building, the ag. and tech. ed. shops, grade school, and portable building. Persons leaving the building should follow the previously defined evacuation route, stay with their original groups, and move far enough away from the building to be reasonably safe from fire or explosions. Teachers, while evacuating their students, should retrieve their grade books and scan the immediate area for stragglers or unusual objects and immediately upon reaching a safe location, check their class roles to make sure all students are accounted for. No one should re-enter the building as long as the fire alarm system signal is activated.

Lock Down: In the event of the need for a total school lockdown the exterior doors for all buildings will be locked from the inside. Faculty and staff will lock all lockable interior doors. State law requires one practice drill each semester. Notification will be made by intercom and telephone intercom. In the event that Altus Air Force Base enters into a lock down status, if the school is notified before the buses run, students who live on the base will be kept at school until a parent, guardian, or designated person can pick them up. In the event that the bus routes have already begun and there are students with no parents available to pick them up at the designated stops, the driver will bring them back to school until they can be picked up by parent, guardian or designated person.

Entrance Requirements: To gain admission to Navajo Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Navajo Board of Education.

Transfer Students: A student whose parents are not legal residents of the Navajo school district must obtain a legal transfer to attend Navajo Public Schools.

Transfer Application

- (1) Fill out transfer paperwork at the Navajo School office or online at www.navajo.k12.ok.us.
- (2) The superintendent will accept or not accept the student transfer based on the reason for the transfer application.
- (3) Administration will notify the student or parent/legal guardian of the transfer status.

Graduation Procedures: A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with his or her normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The Senior Class must provide graduation stage decorations and purchase the Senior Class Panel. Graduation ceremonies are under the direction of the Senior Class sponsor subject to administrative and board approval.

These events are formal occasions and require that students, who wish to participate, dress in an appropriate manner. Appropriate dress for young men is considered to be white dress shirt, tie, dark colored slacks, and dress shoes. Proper dress for young women is considered to be a dressy dress and dress shoes.

Graduation gowns and caps are to be formal and unadorned by extra items not approved by the administration. Students receiving Valedictory or Salutatory honors will be issued gold honor cords and National Honor Society members will be issued Honor Society capes to be worn on the gowns. No other items are expected to be worn on the graduation gowns without administrator approval.

Grievance Procedure for Student and Parents

- (1) If the issue involves a teacher, the student or parent should address the issue with the teacher. If the issue is not resolved, the issue should be brought before the principal.
- (2) If the issue involves another student or other school personnel, the parties should address the issue with the principal.
- (3) If the issue is not resolved, the parties should bring the issue before the superintendent.
- (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

Homework: Student homework assignments may be given per the teacher's classroom policy. If a student is required to be absent from class to participate in an activity or event that qualifies as a part of our gifted and talented program/academic meet he/she is not required to complete the daily assignment assigned on the day of the absence but is responsible for learning the material presented. Students absent without permission or approved documentation will receive a grade of

zero for missed class assignments, including homework. Students are encouraged to keep up with homework even when not in school.

Library: Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Student records (report cards, diplomas, etc.) may have a HOLD placed on them until all books and materials are returned or restitution is made. Students may be liable for destroying or failure to return library materials. (21 O.S.1739).

Lockers and School Property: Lockers are the property of the school and are assigned to the students for school use. Students should have no expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

Textbooks and other School Property: Students are expected to respect the property of the school and the property of others. Students are responsible for all school property placed in their care by school personnel. If a student damages or loses school property including but not limited to text books, library books, calculators, computing devices, desks, fixtures, etc., he or she will be required to repay the school the replacement value of the item. Destroyed book covers caused by the student's abuse or negligence over and above normal wear may render the book unusable and the student will be required to pay replacement cost.

Cell Phones and other Electronic Devices: Cell phones/air pods/smart watches are prohibited on campus for students in Pre-K through 9th grade. Cell phones may be used by students in 10th through 12th grade ONLY before school, during lunch (12:41-1:11), and after school while on campus. Students in 7th-8th grade will be able to use school chromebooks ONLY and will have one issued for their use only in the classrooms. High School students may bring their own chromebook or check out a school chromebook for the year.

Mandatory Reporting of Child Abuse or Neglect: School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S.846 A (1) (c),

Nondiscrimination: Navajo Public Schools does not discriminate on the basis of sex, race, color, religion, national origin or handicapping condition.

Promotion and Retention: It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documentable evidence as to the students' ability, level of academic achievement, and social and emotional characteristics.

Retention should be employed as a last resort only. Factors to be considered are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work & study habits; (6) attendance record.

Schedule Changes: (High School) No schedule changes are permitted after the third day of each semester without express consent of the principal and counselor.

Student Classification:

5th - 8th grade: A student will be promoted if he or she passes three solid curricular classes including both math and language arts. If only math or language arts is passed, promotion will depend on the recommendation of the principal or counselor. Physical education and career skills are not included as core curriculum.

Freshmen	0 credits
Sophomore	5 credits three of which must be core curriculum
Junior	10 credits, seven of which must be core curriculum
Senior	16 credits, eleven of which must be core curriculum

Any student unable to schedule the remainder of his/her graduation requirements in a seven period day will not be given senior status.

Vehicles- Students wishing to drive personal vehicles to school must first obtain a valid parking permit from the principal's office. (A copy of the parking permit application is printed in the enrollment booklet along with the driving contract.) Students must display their parking decal in plain sight and park only in designated student parking spaces. Students may park in the student parking lot south of the old gym or on the north side of the new gym. Students are not to transport other students unless written permission from both parents has been turned in to the office (for votech or college classes only). Students are not to transport other students on campus for any reason. In marked parking lots, students must park in a designated parking space. Students parking outside of designated parking spaces will be asked to move their vehicles and will be subject to disciplinary action. Students may not remain in their vehicles after the vehicle is parked. The area between the grade school and the main building and gymnasium is off limits to student vehicles at all times during school hours. For security purposes, student vehicles parked on or about school property are subject to periodic searches in an effort to keep contraband and weapons away from the school campus. The student parking lot is off limits to students during school hours. Students found in the parking lot during school hours without permission will face disciplinary action. Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.

Visitors - All visitors (including parents/guardians) must check in at the principal's office immediately upon entering the building and sign the visitor's log. Students are not allowed to have visiting guests at school during class times.

Activities and Organizations

Clubs and Sports - The various clubs sponsored by Navajo School will have periodic meetings during and/or after school. Meetings should be scheduled far enough in advance to be placed on the weekly calendar. Clubs recognized by the school for this school year include:

4-H Spon. Laurie Dunn	ACADEMIC BOWL Spon. Justin O'Neil Spon. Michelle Shumaker	AMBASSADORS Spon. Ryanne Foret
ARCHERY Spon. Ryanne Foret JH/HS Spon. Weston Winters Elem	ART CLUB Spon. Kenna Hand	BASEBALL Spon. Weston Winters Spon. Curtis Goodson
BASKETBALL Spon. Kale Thompson Spon. Tim Ellison	CHEERLEADING Spon. Brittney Malott-HS Spon. Kinna Tutten (JH) Spon. Kinna Tutten Elem	CHOIR Spon. Justin O'Neal
CROSS COUNTRY Spon. Janelle Picinich	FFA/Shooter Sports Spon. Shane Curry	GIFTED/TALENTED Spon. Michelle Shumaker
NATIONAL HONOR SOCIETY Spon. Danielle Tucker	SOFTBALL Spon. Kriston Cusher	STEM CLUB Spon. Tana Curry
TSA Spon. Tommy Burks	VOLLEYBALL Spon. Holly Ford Spon. Misti Watson	YEARBOOK Spon. Kenna Hand

Academic Bowl Team: Membership is by teacher referral, academic record, and student interest. Traveling team members and match players will be designated by the academic coach.

Athletics: Students at Navajo have the opportunity to participate in competitive baseball, basketball, softball, cross country, cheerleading, shooting sports, and bowling. Students may letter in each sport in the 9th, 10th, 11th, or 12th grades upon completion of criteria established by the coach for participation the previous year. Students may wear bars on their athletic letters or letter jackets to designate the number of years that they have participated in one or more of the above mentioned activities representing Navajo High School. Seniors may wear the fourth bar when designated eligible by the coach. Students who choose to claim status that they have not yet earned may find themselves not being asked to participate in competitive events.

Cheerleading: Junior high and high school cheerleading squads are selected each year at open try-outs. Participation is subject to academic and attendance eligibility. Members must comply with squad rules outlined by the coach.

FFA: Students who are enrolled, or have been enrolled in Vocational Agriculture classes, are eligible to participate in FFA, pursuant to the local chapter constitution, subject to academic and attendance eligibility.

Fundraisers: All fund raisers at Navajo High School must have the expressed permission of the principals. An estimate of needs sheet must be turned in to the office at the beginning of

the school year. To avoid conflict between different school organizations signs and sales which affect the school or a school organization must be scheduled and given a calendar date. The Superintendent, Principal, and Sponsor of the organization must approve any money-making project sponsored by the Navajo School. Classes and organizations will be limited to two fund raisers per year, with seniors having first choice of projects. Seventh, Eighth, and Ninth grade classes are not expected to have fundraisers.

Class Sponsors: Class Sponsors will be assigned by the administration.

Dances: Homecoming dance will be sponsored by National Honor Society. The prom will be sponsored by the Junior Class. All school dances must be chaperoned by an appropriate number of sponsors, including school personnel and parents. Chaperones have the right to refuse entry to anyone and NO ONE will be allowed to re-enter after leaving. All guests that are not students of Navajo must be approved by the principal prior to the dance. The Homecoming Dance available to all Navajo Junior High and Senior High students and their dates who must also be at least 7th-12th grade or approved by administration.

Junior-Senior Banquet/Prom: The Jr.-Sr. Banquet/Prom will be held near the end of the school year. Attendance at the prom is limited to Junior and Senior Class members, sophomore servers, and their dates. Dates who are not Navajo High School students must have the prior approval of the administration and be no younger than 9th grade and no older than 20 years of age as calculated on the day of the prom. It is the responsibility of the Navajo Student to request the approval. Students must be a member of the 9th, 10th, 11th, or 12th grades to attend. Those attending the prom night activities must complete the Prom Contract.

Spirit Week: Spirit week activities are under the direction of the Navajo Ambassadors and held during the week of Homecoming. Each grade level competes against the other grade levels in various activities during the week for the honor of being the class with the most school spirit.

Homecoming King and Queen: The senior class members will select their nominees for the Homecoming King and Queen from their class. (*For homecoming, Homecoming King and Queen candidates should consist of three senior girls for Homecoming Queen and three senior boys for Homecoming King.)

The high school and junior high classes, grades 7 through 12, will vote for Homecoming Queen and King by secret ballot.

Mr. and Miss NHS: Candidates for Mr. & Miss NHS/NJH must meet eligibility requirements and be in good standing with the faculty and administration. The high school student body will vote by secret ballot for Mr. & Miss NHS from the candidates. The junior high school student body will vote by secret ballot for Mr. and Miss NJH.

Closed Campus- Navajo has a closed campus. Students are not to leave campus during the lunch/homeroom hour.

Concurrent Enrollment: Navajo High School students in the 11th and 12th grades may concurrently enroll at Navajo high school and a college or university in the Oklahoma State System of Higher Education as a special student, if the student meets the required criteria.

Information about concurrent enrollment may be received from the counselor. Concurrent enrollment information is made available to each eligible student of Navajo High School each school year.

Navajo High School will transcript concurrent enrolled classes on the student's transcript. Concurrent enrolled classes may or may not take the place of required core curriculum classes but will be transcribed as classes in the area designated. Student grades will count toward the student's grade point average and will also be used to calculate the student's rank toward valedictory and salutatory honors. Eligible students may concurrently enroll in core college level courses through Western Oklahoma State College or other approved accredited college and receive the same status GPA wise as if they had taken those courses as advanced placement classes at Navajo High School. Approved concurrent classes for Advanced Placement status include: Mathematics classes at college algebra level or higher, English Comp I and II, Science classes requiring a lab, and social studies classes in history, geography and government. Course names may be added or deleted as deemed necessary by the administration. All other concurrent courses will be transcribed with regular GPA credit.

All students are required by Oklahoma statute to be enrolled in six full hours of rigorous study. This can be a full day of classes at Navajo High School or a combination of classes between Navajo High School and another educational institution such as vocational technology or college courses. One class period may be used for transportation to and from the alternate education site. Each high school credit course is considered to be worth three units and for college courses one credit hour is one unit. A student is required to be enrolled in a minimum of fifteen units with three units used for transportation and no more than nineteen units in the combination. No student may enroll in more than the maximum allowable class load without permission from the administration at Navajo High School and the other educational institution.

If a student enrolls in a concurrent class and later drops out of the class, he or she will be required to be placed in class on campus at Navajo. If the drop is made within the first fifteen school days, the student will receive the grade awarded by the Navajo campus course. If the drop is made after fifteen school days have elapsed then the student will receive a grade of "W" for the course listed as the concurrent enrolled class and the "W" will count as zero points in the student's grade point average. If a student withdraws and receives a "W" from more than one course in a semester, that student will not be allowed to take concurrent classes the following semester and will need to enroll in classes on campus for the entire school day.

Procedure for dropping a concurrent course:

1. Conference with administration
2. If administration approves, discussion with parents
3. A written permission with administration/parent signature will need to be filed and taken to the higher institution.
4. Class will be replaced with one that the school offers

Parents of concurrent students are responsible for knowing where the student is at the time of those scheduled classes. Navajo does not receive progress of college courses until the course is final. The responsibility is assumed by the parent and student enrolled concurrently.

Course Offerings: All students must enroll in a full school day schedule including Concurrent Enrollment or Vo-Tech unless other arrangements are made with administrative approval. A student may enroll in only one agriculture class, technology education class, and one art class unless approved by the principal. All students must complete Eng. I, Eng. II, Eng. III, Eng. IV or College Composition I and II, and U.S. History to meet the graduation requirements for Navajo High School. Seniors who are not concurrently enrolled or enrolled in vo-tech. must be enrolled in at least 4 core solids the first semester and three the second semester.

A student may count a maximum of four credits for the following courses toward fulfilling requirements for graduation: Athletics, Yearbook/Newspaper. All competitive sports practices will be during the boys and girls athletic classes. Additional sports practices may also be held after school. Students may earn ½ credit per semester per year in these courses.

Correspondence Course: High school students may pursue, with prior administrative approval, a maximum of one credit by correspondence course each semester. (Maximum of two credits in two years, for credit recovery only.)

Driver's Education: Navajo offers drivers education during the summer session only. A tuition fee to be announced prior to enrollment shall be charged for Navajo students who elect to take Driver's Education in the summer to help defray cost.

Grades: No grade above 100 points shall be given for a nine weeks grade. Each nine weeks grade is final. All grades shall be calculated to the nearest whole point. No work shall be turned in for credit after the last school day for the nine weeks grading period of the semester without prior approval from the administration. The semester grade is the numerical average of the two nine weeks grades.

On-Line Gradebook: Parents and guardians can access their students' grades on line at the Navajo website, (www.navajo.k12.ok.us), at the link marked online gradebook. Contact the principal's office if you need a user name and/or password. Lunch account information is also available at this location.

Grade Point Average: GPAs will be calculated to the one-thousandth place. (Ex: 3.999) GPAs will be calculated using the 4-point letter grade scale below for honor rolls and societies. Approved college level classes taken concurrently also carry a GPA of 5.0 for an A, 4.0 for a B, etc. A grade point of 5.0 will also be awarded for an A in an Advanced Placement course. Credit and/or grade placement may be assigned in accordance with the School's Proficiency Based Promotion Policy. For Advanced Placement courses a grade of 'A' will be calculated as 5 points, a 'B' will be calculated as 4 points, a 'C' will be calculated as 3 points. No extra advantage points will be awarded for a "D" or "F" in an advanced placement class. Students with more than ten absences in a semester in any advanced placement class will not be awarded advanced placement credit. Instead, upon completion of required make up time, they will be awarded regular class credit. The GPA will be calculated by averaging each semester grade on all graded classes in the 9th, 10th, 11th, and first semester of the 12th grades. All grades received in the ninth through twelfth grades, including grades given by correspondence, on line classes, and concurrent enrolled college classes will be counted in the student's GPA.

Grading Scale:

A+ =	98 - 100	B+ =	87 - 89	C+ =	77 - 79	D+ =	67 - 69	F =	Below 60
A =	93 - 97	B =	83 - 86	C =	73 - 76	D =	63 - 66		
A- =	90 - 92	B- =	80 - 82	C- =	70 - 72	D- =	60 - 62		

Progress Reports: Progress reports can be picked up at the parent’s request. Grades can be accessed daily on the online gradebook. Contact the building principal for the password to access online gradebook.

Midterm and Final Exams: Midterm and semester exams should be representative of the material covered during the grading period. Two days will be designated as midterm testing days at the end of the first and third nine weeks and two days will be designated as semester testing days at the end of the second and fourth nine weeks. A midterm and semester exam is expected to be given in all academic classes. Times for each testing period will be coordinated through the office to help prevent conflicts. The midterm and semester exam shall count 20 percent of the nine weeks grade. All students are required to take midterm exams. Students can be exempt from semester exams as outlined below.

Semester Test Exemptions: Students who qualify for exemptions will be exempt from taking the semester exam and will not be required to come to school during the hours of the day that the student is exempt. Students in 7th-12th grade will be exempt from the semester exam if they have a current semester grade of an A and 3 excused absences or less, a B and 2 excused absences or less, a C and 1 excused absence or less. Any student that has any UNEXCUSED absences will be required to take the semester exam.

Make-up work: The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. However, no work may be turned in for credit purposes after the final school day for each 9 week grading period (3:30 p.m.) without prior administrative approval.

Graduation Requirements: 23 credits for College and Core Diploma’s College Preparatory Curriculum Diploma: 4 Units of English, 3 units of Mathematics (If Algebra I was taken in the 8th grade students will need 3 additional units of math), 3 units of Laboratory Science (Biology and Physical Science Required), 3 units of History and Citizenship including 1 unit of U.S History, ½ unit of U.S. Government, and ½ unit of Oklahoma History, 2 units of Computer Technology or Foreign Language, 1 additional unit from a core subject area, 1 unit of Fine Arts, and 6 units of electives.

Core Academic Diploma required courses: 4 units of English (English I, English II, English III, and Eng. IV are required); 3 units of Math; 3 units of Science (Biology and a physical science is required); 1 unit of American History, ½ unit of Oklahoma History, ½ unit of Government, 1 additional unit of History, 1 unit of Art, 1 unit of Computer Technology, and 8 Electives.

Upon enrolling for the first time at Navajo in the freshman class or higher, a student’s parent or guardian must choose either the college bound curriculum or the standard curriculum prior to entering high school. Students and their parents may opt to change at a later time but it will be far easier to switch from college bound to standard than form standard to college bound curriculum. After the sophomore year students may or may not be allowed to switch from

standard curriculum to college bound curriculum because scheduling may make it impossible to enroll in the necessary classes to fulfill the requirements for a college bound curriculum.

Proficiency Based Promotion: PBP tests may be taken in December, May, and August each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90 percent on the test to receive promotion. For more information about PBP contact the counselor.

Competency Exams: Written comprehensive exams to show competency in subject matter may be administered at a predetermined time for any student who has been:

1. In a homeschool situation that is unaccredited and a grade placement is needed.
2. A student who is a senior and is deficient in one credit needed for graduation.

Competency for any student means a grade of 60% or better on the exam, provided the student is in good standing and has administrative approval. For a credit-based competency exam, the student shall receive a P (proficient) on their transcript, rather than a letter grade. Exams will be provided based on current Navajo curriculum.

Retaking a Course: A student may not retake a class or course for credit, to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student's transcript.

Special Education: Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Navajo schools has a comprehensive child identification district plan to identify, locate & evaluate those children with disabilities, birth through 21 years of age, who are in need of special education & related services.

Career Tech: (High School) Career -Tech education is available for students in the 11th and 12th grades. Contact the high school counselor or principal for information.

National Honor Society: The National Honor Society is a nationwide organization that honors students with high scholastic achievement & outstanding character, leadership, and service. Membership is limited to freshman, sophomores, juniors, and seniors who satisfy the National Honor Society criteria for notable Scholarship, Leadership, Service, and Character.

Candidacy in the National Honor Society is determined by the cumulative grades of 9th-12th graders. A 3.5 grade point average is required to maintain eligibility, (a 3.75 grade point average is required for initial eligibility) A rating of students on scholarship, leadership, service, and character is obtained by a faculty council based on a student application. The faculty council determines the student's eligibility for membership. Students must be nominated by a faculty member for membership consideration. All members receive a membership card.

Oklahoma Honor Society: Students in the top 10 percent GPA of Navajo Junior High (7-8) and Navajo High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year & the first semester of the current school year.

Salutatorian/Valedictorian: The salutatorian and valedictorian must fulfill the requirements for the College Preparatory Diploma, complete the 11th and 12th grades at Navajo High School, be in good standing with all attendance rules, must be on a college prep curriculum at Navajo High School, and be members of the graduating class. Navajo will honor Valedictorians and Salutatorians via the following methods. The top weighted GPA and/or the top scorer outlined below on a 15 point grading scale will receive the honor of Valedictorian. The 2nd highest weighted GPA and/or the 2nd highest scorer outlined below on a 15 point grading scale will receive the honor of Salutatorian.

A 15 point grading scale will be utilized for determining a valedictorian and a salutatorian of the senior graduating class. Grade averages will be calculated to three decimal places with an 'A+' in an advance placement class having a value of 15, an 'A' in an advance placement class having a value of 14, and an 'A-' in an advance placement class having a value of 13, etc. An 'A+' in a regular class or a 'B+' in an advance placement class would have a value of 12 points and so on down through the letter grade of 'C' in an advance placement class.

Students need to be aware that since valedictorian and salutatorian honors are calculated as of the end of the first semester of the senior year, ranks may change at the time of the final printing of the transcripts. The final printing of the transcript shall reflect the students' actual final GPA ranks and may be different from the honors received during the graduation ceremony.

Honor Graduates: Students with a 4.0 GPA or higher on a weighted GPA and on a college readiness curriculum will be recognized as honor graduates and will be awarded a gold cord to wear on their graduation gowns.

Principal's Honor Roll: A student must receive no grade lower than a "B" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.) Honor rolls will be calculated on a 4.0 unweighted scale.

Superintendent's Honor Roll: A student must receive a minimum grade of "A-" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.) Honor rolls will be calculated on a 4.0 unweighted scale.

Bus Rules: Students must ride the bus on all school activities unless permission has been given by the administration. RULES: (1) Be on time, (2) Observe safety practices (check traffic both ways before boarding or departing the bus, (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on, or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise, (10) Be courteous, (11) Bags must fit in lap or under the seat.

Students are not allowed to take more than four passengers who are not normally regular passengers on that bus home or to school for purposes of over-night parties, birthdays, etc. It is the parents' responsibility to make arrangements for transportation for extra visitors.

Dress Code: Students at Navajo schools are expected to dress appropriately for the school setting. Shorts and dresses and other clothing must be no more than 6 inches above the knee cap. Leggings, tights or other similar clothing that are worn under skirts or pants that are of appropriate length will be allowed. Leggings will be allowed if shirt or covering goes down to 6 inches above the knee cap to cover the trunk and buttocks.

Disallowed clothing includes, but is not limited to: Distressed “trendy” clothing (rips, tears, holes) must comply with the dress code 6” rule. (Rips, tears, and/or holes above 6 “ above the knee are not allowed.), clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments; under clothing worn as outer wear, pajamas, caps/hats/sun glasses (indoors);clothing, accessories, or hair styles that promotes (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including "sagging" or "baggy" pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence; "cut-off" shorts; tank-tops (width of shoulder straps on all sleeveless tops must be 2 inches or greater and no open-sided tank tops); weapons.

Dress code violations will be handled the following way:

1st offense: Contact parent and have them bring a change of clothes

2nd offense: Contact parent and will have 1 day in school suspension

3rd offense: Contact parent and will have 1 day out of school suspension

4th offense and more: will be handled at the discretion of administration

Food and Drinks on Campus: Chewing gum is not allowed in the school buildings. Foods with minimum nutritional value are not to be sold to students during school hours except on designated special occasions. Machines that contain food or drinks meeting the state healthy food guidelines may be available to students during the school day at teacher and administrative discretion. The only beverage containers and drinks allowed on campus are clear bottled waters, or containers used to fill up with water at water fill up stations.

Search and Seizure: Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. All areas of the school campus including parked cars may be periodically searched by the use of detection canines to deter the presence of contraband items on or about school property.

Alternative Education: Navajo Students may be placed in alternative education for disciplinary reasons, to prevent an "at risk" student from dropping out, or to allow a student who is one or more years behind an opportunity to work at an individualized competency based curriculum.

Alternative Education Student Status: Navajo Public Schools maintains an agreement with the Southwest Schools Consortium and the Southwest Technology Center in Altus, Oklahoma to maintain an alternative education facility on the campus of Southwest Technology Center. Students in the alternative education facility from Navajo are considered to be students of the Navajo Public School System much the same as students in a larger school system but differing school sites are students of the same overall system. As an example, social functions of one high school in a city do not necessarily include members from another high school in the same city. Navajo Public Schools recognize this distinction between different sites within the same overall school system. However, since few social events are available to students in the alternative education setting, some events may be partially available to alternative education students.

Alternative education students will be allowed to participate in graduation exercises when they meet graduation eligibility if and only if they attend the regular graduation practice with the regular Navajo students and if they conform to all dress and behavior expectations of the administration and sponsors. If an alternative education student becomes eligible to graduate at a time before the end of the regular spring semester, he or she will be invited to participate in the next available graduation ceremony. Alternative education students do not have to attend graduation exercises in order to receive a diploma.

For other social activities such as home coming, proms, dances, etc. students will be judged by the administration by the individual circumstances involved in their placement in alternative education. When applicable, alternative education students will be viewed from two sets of circumstances, one being those students who are placed because of behavior or social interaction problems or those who have had discipline problems arise after being placed in alternative education and the other being those whose placement involves a necessity on the part of the student to help prevent dropout or failure or to allow a student who is behind, or getting behind, to catch up.

The first category of students, those placed because of social or behavioral difficulties, will not be eligible to attend social or extra-curricular functions of Navajo School not open to the general public. These students will also be considered to have been placed in an alternative education environment on a permanent basis and will not normally be considered candidates for re-entry into the regular school population. For them, the alternative education environment is considered a "last chance" and exiting from the alternative school environment will not lead back to the regular classroom.

The second category of students, those placed to prevent dropping out, failure, or a chance to catch up with one's age group and, who are in good standing with the administration, will be allowed to all Navajo events open to the general public. For other extra-curricular events, such as dances, prom, etc., alternative education students in good standing will be allowed to attend.

Students in the second category will not be considered candidates for re-entry into the regular Navajo population until they have been out of the regular classroom for at least the remainder of the current semester and the entire following semester, or a minimum of one full semester. After the passage of one full semester, the student may petition for a committee meeting to determine if he or she will be allowed to re-enter the regular classroom. If it is determined to be a benefit to the student and if he or she is caught up to grade level as determined by age, he or she shall be re-entered into the regular classroom.

Student Drug Testing Program Extracurricular Activities

The Navajo Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Navajo Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities:

We will conduct random drug tests of students involved in extracurricular activities every 9 weeks. Any student, seventh grade or older, who wishes to participate in any Navajo school sponsored extra-curricular activity must have on file a current signed consent form. Any drug test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

Confidentiality: If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The AD will contact the principal, who will contact the student, parents, and head coach and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance enhancing drug. Under no circumstances will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal: A student who has been determined by the AD or designee to be in violation of this policy have the right to appeal the decision to the superintendent or the superintendent's designee. Such appeal must be made within 5 business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee shall then determine whether the original finding was justified. There is no further appeal from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgement and discretion of the superintendent, which shall be final and non-appealable.

Consequences:

1. First positive test. The student will be suspended from participation in all extracurricular activities, meetings, practices, and competitions for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of sessions with the site Principal or Principal's designee.
2. Second positive test. The student will be suspended from participation in any extracurricular activity, meetings, practices, and competition for the remainder of the semester or not less than 45 school days.
3. Third and subsequent test. The student will be suspended from participation in any extracurricular activity, meetings, practices, and competitions for the current semester and the ensuing semester.
4. Self-referral. A student who self-refers to the AD, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy and will be required to retest as would a student who has tested positive. To be eligible for self-referral, a student must not have previously tested positive or previously self-referred for any illegal or performance enhancing drug pursuant to this policy.
5. Refusal to submit a drug test. If a participant student refuses to submit a drug test under this policy such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for the remainder of the current semester and ensuing semester, upon completion of which, the participating student shall again be subject to this policy.

SUSPENSION OF STUDENTS

Suspension: An administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- A. In attendance at school or any function authorized or sponsored by the District;
- B. In transit to or from school or any function authorized or sponsored by the District;
- C. On any property subject to the control and authority of the District; or
- D. Not on District property but the student's actions:
 1. Are a continuation of activity that was initiated under conditions A through C above,
 2. Adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property, or
 3. Disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

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

- Violations of policy or regulations.
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances 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
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension. Such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. 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 readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy

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 a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspension of students to building principals.

Note: 70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll 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. §24-101.3, §24-102, §24-103, et seq.

SUSPENSION OF STUDENTS (REGULATION)

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than 10 (10) days. If the decision of the administrator with respect to a long-term suspension is adverse to the student, the student shall be notified of the right to appeal the administrator's decision on a long-term suspension as follows:

1. The student may appeal the administrator's decision to the Board by submitting a written request for an appeal to the Superintendent of the Clerk of the Board within three (3) days after receipt of the administrator's decision.
2. The Board may conduct an appeal hearing and render a final decision or may appoint a hearing officer to conduct the hearing and render a final decision.
3. A hearing before the Board shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.
4. At the hearing before the Board, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student

will then have an opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements.

5. The Board shall then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session.
6. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the long-term suspension. The decision of the Board shall be final.
7. Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from school pending the appeal hearing.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on District property. A student who is suspended shall be allowed to make-up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. The student will receive full credit for all work correctly performed.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. The student may be referred to the alternative school.

Extracurricular Activities: A Student may not attend or participate in any school activities, including all extracurricular functions, while suspended from school.

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The Authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may 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
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plant pursuant to IDEA, P.I., No. 101-475, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension: Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternative placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
 - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plant designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plant shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Suspension Appeals Committee: A suspension appeals committee is hereby established which will consist of 5 (five) administrators/teachers per site: 5 (five) for elementary; 5 (five) for junior high; 5 (5) for high school. The members of the committee shall be appointed by the superintendent and may include the superintendent. However any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures:

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. Decision of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process.
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date of notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

CONDUCT SUBJECT TO DISCIPLINE

Following is a partial list of activities that a student may reasonably expect disciplinary action to be taken if he or she chooses to be thus engaged. Obviously it is not an all-inclusive list but consists of some of the more prominent offenses and descriptions.

Alcohol/Chemical Abuse: Attending classes alert and ready to learn is a prime responsibility of students at Navajo Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco. A student found possessing, distributing or using alcohol or drugs or other contraband at school or a school sponsored activity will be subject to disciplinary action.

Arson: Intentionally setting of any type of fire. Recklessly playing with items that can conceivably cause a fire.

Assault: Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.

Battery: Offensive, unconsented touching of another's person. Includes fighting and throwing objects.

Assault on a School Employee: A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Navajo school system for any purpose, including such personnel not directly related to the teaching process & board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 - 113.

Bullying: Bullying is repeated and uncalled for aggressive behavior, often unprovoked meanness. It is behavior designed to threaten, frighten or get someone to do something they would not normally do. Bullying is usually directed by a stronger student against a weaker one. Bullying in any form will not be tolerated at Navajo Public Schools.

Cheating/Plagiarism If a student is caught cheating there will be disciplinary actions implemented by the teacher.

Disruptive Behavior: Failing to follow classroom rules and/or disrupting the environment.

Extortion: The taking of money/property by anyone who employs threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery.

Failure or Refusal to Serve Discipline: If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If

the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline the student will receive out-of-school suspension. Upon returning from the suspension, the student must serve the original discipline.

Harassment: Harassment includes, but is not limited to: Offensive teasing, unconsented communications with another student, taunting, slanderous remarks regarding another student, etc. Beginning in 2008, Oklahoma law gives schools the authority and responsibility to deal with incidents of harassment by school students outside of the school day if it affects their students during the school day.

Hazing: All forms of hazing and/or intimidation are prohibited at school and school sponsored activities.

Insubordination: A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the principal, shall be subject to discipline.

Misinformation: Willfully giving misinformation by commission (providing false information), or omission (misinforming by remaining silent).

Obsenity/Profanity: Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.), which are commercially or student-produced are prohibited. Profanity including, but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.

Public Display of Affection (PDA): Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc., at school or a school sponsored activity is prohibited.

Sexual Harassment: Behavior shown toward another person without un-coerced consent that is personally offensive to that person. It debilitates morale & therefore interferes with the working or learning effectiveness of its victims and their peers. Includes, but is not limited to: gestures, jokes, touching in a sexual way (grabbing, pinching, "brushing up against" another person, etc.), symbolic, verbal & written communications with sexual innuendoes, and the dissemination of information (gossip), true or false, about a person.

Skipping School: Failing to attend school or leaving school without authorization. (* Students must check out through the office prior to leaving school other than at the end of the school day.)

Theft: Taking something that doesn't belong you.

Threatening Behavior: O.S & 24-00.8 (OSCN 2019)

- A.** As used in this section, “threatening behavior” means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.
- B.** An officer or employee of a school district or member of a board of education shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property.
- C.** Officers or employees of a school district or members of a board of education shall be immune from employment discipline and any civil liability for communicating information pursuant to subsection B of this section in good faith if they reasonably believe a person is making verbal threats or is exhibiting threatening behavior.
- D.** Nothing in this section shall be construed to impose a specific liability on any school district.

Tobacco: Navajo Public Schools is now a 24-7 non-tobacco use location. The use of any tobacco product is prohibited in all school owned property and facilities by students, staff, and visitors. Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 OS. Section 21-1241, 1242.) Prohibited tobacco products & paraphernalia include, but is not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers & packages, vaping and any vaping products, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor.

Vandalism: Vandalism of school property will be subject to discipline measures by administration.

Weapons: The possession or use of any weapon during the time a student is in attendance in Navajo Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (*knives of any type or length are not to be carried by school students at school or on school functions without express permission), razors, clubs, slapjacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon or something resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances. (70 O.S.24-101.3)

The inappropriate behaviors, dress code statements etc. described previously in this handbook are not all-inclusive. Other circumstances may crop up from time to time that are not specifically cited here. The principal shall use his or her discretion in handling such cases. This handbook will be used as a guideline. Some misbehaviors or infractions may be so severe as to warrant more severe punishment than suggested here

Medication: Prescription medication, provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions. Medications will only be kept in the office. A form authorizing school personnel to administer medication to students is included in the enrollment material.

SELF-ADMINISTRATION OF ASTHMA MEDICATION

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma may possess and use his or her labeled asthma medication at all times.

The student’s parent or guardian shall:

- 1) Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication by a student.
- 2) Provide the school with a written statement from the student’s treating physician containing the following information:
 - a. That the student has asthma;
 - b. That the student is capable of, and has been instructed in the proper method of self-administration of the student’s asthma medication.
 - c. The name and purpose of the asthma medication;
 - d. The prescribed dosage;
 - e. The time or times at which and special circumstances, if any, under which the asthma medication is to be administered;
- 3) Provide the school with an emergence supply of the student’s asthma medications(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- 4) Provide asthma medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

<ol style="list-style-type: none"> a. Student’s name b. Prescription number c. Asthma medication name and dosage; d. Method of administration and dosage; 	<ol style="list-style-type: none"> e. Date of prescription and refill f. Licensed prescriber’s name; g. Pharmacy name, address and telephone number; h. Name of Pharmacist
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The authorization for self-administration of asthma medications from the parent or guardian shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma medication shall be effective only for the school year in which the authorization is submitted by the student’s parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, “asthma medication” shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label. “Self-administration” shall mean a student’s use of asthma medication pursuant to a prescription or written direction from a physician.

When to Keep Your Child Home from School

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning, and to control communicable diseases in our school, it is important to keep your child home for the following reasons:

- **Fever 99.9 degree and above** – Your child should be fever free, and off of all fever reducing medication for 24 hours before he or she returns to school. Student returning to school before they are well are more susceptible to illness and may expose others. Please do not give your child medication to treat a fever and then send him or her to school.
- **Sore Throat or Tonsillitis** – A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat, he or she may return to school 24 hours after antibiotic treatment begins.
- **Spots/rash** – do not send your child to school with a rash until your health care provider has said that it is safe to do so. Children with ringworms, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if possible. Proof of treatment may be required before student can return.
- **Bad Cough/Cold Symptoms** – Children with bad coughs/cold need to stay home, and possibly see their health care provider. When the cough improves and the child is feeling better they may return to school.
- **Eye inflammation or Discharge** – If your child’s eye is red with a cloudy or yellow/green drainage; matted eyelids after sleep eye pain and/or redness, you should keep your child home, and contact your health care provider. If pink eye is suspected at school, your child will be sent home.
- **Vomiting and/or Diarrhea** – Your child should stay home until the illness is over, and for at least 12 hours after the last episode (without medication.)
- **Head Lice** – Students with head lice must be treated with a special preparation for killing head lice (available over the counter) and progress made on removing all of the nits. Navajo Schools has a no nit policy. Students with lice or nits will be sent home from school and may not return until completely free of all lice/nits
- **Chicken Pox** – Children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.
- **Mumps** – Students with mumps should stay home from school for a total of five days after the symptoms begin.
- **Poison Ivy** – Poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.
- **Mild Cold Symptoms** – If your child feels well, and there is no fever, it is usually okay to send your child to school.
- **Vague Complaints of Aches, Pains or Fatigue**
- **Diagnosed Skin Condition**

STUDENT RECORDS - Notification of Rights under FERPA For Elementary and Secondary Institutions

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

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

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

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

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

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE FERPA requires a school district to state its annual notification that it intends to forward records on request.)

The right to file a complaint with United States Department of Education concerning

alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

Parent's Bill of Rights

Navajo Public Schools follows the "Parent's Bill of Rights". You can see state statute 25 OK Stat §25-2001(2014) for more details.

Navajo Public Schools recognizes that students are entitled to attend school free of charge from the ages of 5 to graduation, or until age 21 if they have not completed graduation requirements by then.

NAVAJO PUBLIC SCHOOLS INTERNET-BASED INSTRUCTION POLICY

Internet-based instructional programs offered for instructional purposes and/or grade level/high school credit shall be approved by and under the supervision of the Navajo Public Schools Board of Education. Online instruction is considered by the Board to be an effective instructional tool in the teaching-learning process. The purpose of this policy is to describe the conditions under which online instruction will be offered to students enrolled in Navajo Public Schools.

This policy, as it related to 6th through 12th grade students, complies with 70 O.S. 1-111 B, which reads as follows: Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in a remote Internet based course approved by the District Board of Education. The State Board of Education shall adopt rules no later than July 1, 2011, to provide for the implementation of remote Internet-based courses. Each district board of education shall adopt policies and procedures that conform to rules for Internet-based courses as adopted by the State Board.

Definitions:

Alternative Method Delivery System refers to the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Netiquette consists of the rules and guidelines for acceptable behavior in electronic communication.

Online Course describes a delivery method in which students complete the entire course online with required visits to the campus.

Web-based Instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

General Guidelines for Internet-Based Instruction Receiving Credit at Navajo Public Schools: Certified instructors will deliver quality online instruction. Navajo Public Schools' personnel shall supervise Internet-based programs. The board of education will grant students credit for completion of courses offered by means of online instruction. School district

policies governing grading scales and credits earned shall be applied to Advanced Academics' Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for coursed credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

Prior to offering an Internet-based instructional course, the Board of Education shall comply with the following Guidelines recommended by the State Department of Education:

1. The Board of Education shall grant students, 9th through 12th credit for completion of courses offered by means of Internet-based instruction and assume responsibility for such coursework.
2. Only students who are enrolled in this district will be granted access to supplemental online courses.
3. Navajo School provides students with the opportunity to acquire 3.5 credit hours per semester. Students who wish to exceed this amount of credit hours in a semester assume responsibility for all tuition, fees, and books.
4. A student may not enroll in an on-line course if a course with the same or similar objectives is available in the Navajo High School schedule and is available for the student to take prior to graduation.
5. If Navajo Public Schools offers a foreign language then Navajo will not authorize the taking of additional foreign languages by Navajo students unless they are completing the two unit requirement that was begun in a different school system. Students may be authorized to take additional foreign language courses at their own expense and have them added to their Navajo transcript.
6. Some courses may only be available to students on Individualized Education Plans and/or high school core graduation plans.
7. Students earning credit by means of online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.
8. Courses/classes offered for academic credit by means of internet-based instruction shall be aligned with the current academic standards.
9. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - b. The Principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
10. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

11. The Board of Education may establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any Internet-based course for a student who has not fully complied with district policies and procedures.
12. The Navajo School District has no obligation to transcript on-line courses taken by Navajo students without the permission of the administration.
13. The Navajo School District has no obligation to transcript on-line courses taken by Navajo Students through on-line course providers other than the ones specifically recognized by the Navajo Board of Education.
14. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
15. Any student who received their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least 3 periods of the school day to participate in any extra-curricular activities. (Vocational education class attendance will count towards this requirement)
16. Navajo Public Schools will not be responsible for financial loss for items such as class rings, graduation announcements, etc., if the student is unable to graduate due to non-completion of coursework.

Administration of Internet Based Instruction

1. These are the reasons Navajo Public Schools will admit students into the Internet-based Instruction Program:
 - a. Credit Recovery
 - b. Drop-Out Prevention
 - c. Curriculum for Long-Term Suspension
 - d. Solution for Students Disrupting the Educational Process
 - e. Additional curriculum
2. The site principal shall appoint a certified staff member to serve as the building level contact person to assist student enrolling in on-line courses and to serve as the liaison to the on-line teachers and provider(s).
3. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
4. District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
5. Student progress shall be monitored on a weekly basis by the supplemental online course provider.
6. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submissions of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward

learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

Student Responsibility for Internet-Based Instruction Expectations for Students

1. Students are aware of the expectations, netiquette, skills, and technology required to participate in an online course. Navajo Public School Internet Policy is available on the District's public website, as well as the Internet-Based Instruction Policy.
2. Students will abide by all applicable behaviors including but not limited to harassment and/or intimidation, obscene language and/or vulgarity, plagiarism, cheating and etc.
3. Students will abide by all federal and state statutes pertaining to the use of copyrighted materials.
4. By enrolling in an online course, students are declaring that they have the minimum computer skills to participate in an online course, including but not limited to Internet, file management, and e-mail skills.
5. Students participating in online instruction will abide by the Navajo Public Schools policy on Acceptable Use of Information Systems and Code of Conduct for Internet and Other Computer Network Access Policy
6. Students who participate in online instruction at locations other than the Navajo Public Schools shall be responsible for providing their own equipment and Internet access.
7. Supplemental books or supplies required for online courses taught through the district shall be the responsibility of the student and/or parent/guardian.

Annual Notice Concerning Student Records

State and federal law give parents (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records you want to see. The principal must allow you to see the records within 30 days from receiving the request.
2. You have the right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.

3. You have the right to file a complaint with the U. S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, S. W. Washington D.C. 20202-4605

Some of the information in your school records is not confidential and may be released without your consent. This information is known as “directory information.” Directory information includes the following:

- full legal name
- the image or likeness in pictures, videotape, film, or other medium
- participation in officially recognized sports and activities
- height and weight of athletic team members
- degrees and awards received
- academic work intended for publication or display

We routinely send the above directory information to the State Department of Education and their associated agencies, Colleges, Career Tech, Military Recruiters, Law Enforcement, the Department of Human Services, Local Newspapers, other local schools, year book publishers, contracted professional photography studios, and printers and agents for graduation announcements, diplomas etc. If any member of the administration gets a request for directory information that he or she feels uncomfortable releasing, we will request the permission of each student and/or guardian before releasing such information.

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release. If you notify your principal in writing at any time that you do not wish your child’s name, address, and telephone number released without your written consent, we will honor that request.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for minimal copying charge.

If you have any questions about these rights, please contact your school official.

PARENT’S RIGHT-TO-KNOW REQUIREMENTS

SECTION 1111(H) (6) OKLAHOMA STATE DEPARTMENT OF EDUCATION

- (A) Qualification – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) Additional information – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent –
 - (i) Information on the level of achievement of the parent’s child in each of the State academic assessments as required under the part; and
 - (ii) 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.

Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

NOTICE TO PARENTS

The Jackson/Harmon Counties Co-Op is part of a joint venture involving the Oklahoma State Department of Education to collect selected information on physically, emotionally, and mentally handicapped children, birth through 21 years of age, for the purpose of determining present and future program and placement needs and for statistical reporting.

As a parent you are guaranteed the right to inspect any such information, which is subject to collection, and to require the accuracy of such information. Access by any unauthorized person to information, which would identify an individual child, without the informed consent of the parent, is expressly forbidden.

This agency is responsible for the confidential maintenance of this information and for its destruction. It is required that these data be destroyed following the completion of special services to the child, but not sooner than five years after a record is generated. Parents will be notified and asked to consent to submission prior to the entry of any personally identifiable data for this collection and prior to the destruction of this data.

If you have questions regarding confidential data on your child, you may contact the following person(s) at this agency:

Mrs. Vicki Nance or Mrs. Kristi Dill, At (580) 482-7742

If you do not fully understand this notice, please ask Mrs. Nance, Mrs Dill or to explain its meaning to you. This notice is placed here under federal regulations related to the confidentiality of information.

Child Find

Do you know of a handicapped child in the area served by Jackson-Harmon County Co-op who does not attend school?



Call 482-7742

**or call your local
School Superintendent.**

**Public Health
Fact Sheet**

Meningitis

**Public Health
Fact Sheet**

What is meningitis?

Meningitis is a swelling of the covering of the brain and spinal cord. Bacteria, viruses, fungi or parasites may cause meningitis, but viral meningitis is the most common form of meningitis. The most serious type of meningitis is caused by *Neisseria meningitidis*. (See the OSDH "Meningococcal Disease" web page).

What are the symptoms of meningitis?

Symptoms of meningitis can include fever with a rash, headache, stiff neck, nausea, or vomiting. Infants may be very fussy, drowsy, or refuse to eat. Seek medical care if you or your child has these symptoms.

What causes meningitis and how is it spread?

About 90% of viral meningitis is caused by intestinal viruses, known as enteroviruses. These viruses are spread from the feces of people who are infected, usually on unclean hands or surfaces. Viruses can be spread to others from about three days after someone is infected until about 10 days after they become sick. Even if you are exposed, it is not likely that you will develop viral meningitis.

Bacterial meningitis is caused by bacteria such as *Haemophilus*, *Streptococcus* or *Neisseria meningitidis*. These germs are spread by direct contact with fluids from the nose and throat of an infected person.

How is meningitis diagnosed and treated?

Spinal fluid is tested to find the type of meningitis, but this test is not always needed. Most patients recover completely from viral meningitis with just bed rest and plenty of fluids. Your healthcare care provider may prescribe medicines for fever or headaches. Antibiotics are only needed to treat bacterial meningitis.

Should people who have been around a person with meningitis receive any treatment?

Only people with very close contact to someone with bacterial meningitis (and only *Neisseria meningitidis* or one form of *Haemophilus*) need to take preventive antibiotics. These are usually household members, very close contacts, certain health care workers, and day care center playmates. The health departments work to make sure that those close contacts receive antibiotics from their health care provider or through the health department. People with casual contact such as classmates or co-workers do not need to receive antibiotics.

- When a large cluster or outbreak of bacterial meningitis occurs, the health department may recommend antibiotics for additional groups, although this is rare.

How do you prevent the spread of meningitis?

Hand hygiene is the most important way to protect yourself and others. Wash your hands often, using soap and water when you can see that your hands are dirty. Wash your hands after using the toilet, after changing diapers, and before preparing or eating food. Use alcohol-based hand products when your hands already look clean.

Clean surfaces and items such as toys every day, and when saliva or nose/throat fluids are on them. In settings such as child care centers, wash objects and surfaces with a diluted bleach solution:

- For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water).
- For other objects such as toys and eating utensils, use a weaker bleach solution (mix one tablespoon of bleach with one gallon of water).

What are the vaccines recommended to prevent meningitis?

The routine childhood vaccines protect children from the most common causes of meningitis such as *Haemophilus influenzae* type b (Hib) and *Streptococcus pneumoniae*. Meningococcal vaccines are also recommended for children and some adults. For more information on these vaccines, call your health care provider or the local health department.

OSDH 02/2013



Acute Disease Service
Oklahoma State
Department of Health

For further information contact:
Acute Disease Service
Oklahoma State Department of Health
(405) 271-4060
<http://ads.health.ok.gov>



2024 College Preparatory/Work Ready Curriculum Graduation Requirements

Student Full Name _____

Career Goal _____

23 units or sets of competencies are required to meet state graduation requirements.
 70 O.S. § 11-103.6; OAC 210:35-25-2

Mark beside each course upon successful completion of required unit or set of competencies as each semester credit for course is earned. Refer to the most recent [Subject Codes list](#) for approved courses in each area, and the [OSDE's Instruction page](#) for more information regarding each subject area.

Coursework Requirements

English (4)

- ___ ___ English I
- ___ ___ English II
- ___ ___ English III
- ___ ___ English IV
- ___ ___ Other Approved Course

History & Citizenship (3)

- ___ ___ 1/2 Oklahoma History
- ___ ___ 1/2 Government
- ___ ___ U.S. History
- ___ ___ Other Approved Course

Additional Unit (1)

Choose either one of the following subjects:

- English
- Math
- Science
- History
- World Languages
- Computer Technology

Mathematics (3)

- 3 are required in grades 9-12.
- ___ ___ Algebra I
 - ___ ___ Geometry
 - ___ ___ Algebra II
 - ___ ___ Algebra III
 - ___ ___ Pre-Calculus
 - ___ ___ Other Approved Course

World/Non-English Language OR Computer Technology (2)

- ___ ___ 1st year of Language:
- ___ ___ 2nd year of same Language
- OR
- ___ ___ 1st year of Computer Technology
- ___ ___ 2nd year of Computer Technology
- Excludes keyboarding or typing courses.

Or one of the following courses approved for college admission:

- Career Technology Education
- Concurrently Enrolled
- Advanced Placement
- International Baccalaureate

Laboratory Science (3)

- ___ ___ Biology I
- ___ ___ Chemistry, Physics, or Physical Science
- AND**
- ___ ___ Other Physical Science
- ___ ___ OR Other Life Science
- ___ ___ OR Earth/Space Science

Fine Arts or Speech (1)

- ___ ___ Music, Art, Dance, or Drama
- ___ ___ Humanities
- ___ ___ Speech or Communications

Electives (6)

Students must take Biology 1, a physical sciences course and a 3rd science at or above the rigor of the Biology 1 or physical science competencies.

23 units or sets of competencies are required to meet state graduation requirements.

Total Units Upon Final Check must match Total Units Earned on Page 2.

Total Units Upon Final Check:



2024 College Preparatory/Work Ready Curriculum Graduation Requirements

Other Requirements

State law requires that students meet the additional requirements below in order to graduate from a public high school with a standard diploma. [70 O.S. § 1210.508](#)

Assessments

Taken in 11th Grade:
 ___ ACT OR ___ SAT
 ___ Science Assessment

Taken once during High School:
 ___ U.S. History

Certificates or Endorsements (if any)

Additional Requirements

_____ Personal Financial Literacy Passport
[70 O.S. § 11-103.6H](#)
 _____ CPR/AED [70 O.S. § 1210.199](#)

Individual Career Academic Plan (ICAP)

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an [Individual Career Academic Plan \(ICAP\)](#) in order to graduate from a public high school with a standard diploma. [70 O.S. § 2320.508.4](#)

The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. Enter the date the student completed each requirement below.

Goal	9th Grade	10th Grade	11th Grade	12th Grade
Career Assessment				
Written Career Goal				
Courses Reflect Goal				

Students are also required to participate in Service Learning and/or Work-Based Learning Activities at least once in grades 9-12. Mark each grade level the student participated in this requirement; not limited to one activity or grade level. Internship codes are reserved for 11th and 12th grade.

Goal	9th Grade	10th Grade	11th Grade	12th Grade
Service or Work-based Learning				

Date of Check	Student Initial	Total Units
	Total Units Earned:	

23 units or sets of competencies are required to meet state graduation requirements.

Total Units Earned must match Total Units Upon Final Check on Page 1.





2023 CORE Curriculum Graduation Requirements

Student Full Name _____

Career Goal _____

23 units or sets of competencies are required to meet state graduation requirements.

[70 O.S. § 11-103.6](#); [OAC 210:35-25-2](#)

Mark beside each course upon successful completion of required unit or set of competencies as each semester credit for course is earned. Refer to the most recent [Subject Codes list](#) for approved courses in each area, and the [OSDE's Instruction page](#) for more information regarding each subject area.

Coursework Requirements		
English (4)	Laboratory Science (3)	World Language OR Computer Technology (1)
<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV <input type="checkbox"/> Other Approved Course _____	<input type="checkbox"/> Biology I <input type="checkbox"/> Other Life Sciences Course <input type="checkbox"/> Physical Sciences Course <input type="checkbox"/> Earth/Space Sciences Course <input type="checkbox"/> Principles of Technology <input type="checkbox"/> Qualified Agriculture Course <input type="checkbox"/> Approved STEM Block Course (grades 10-12) <input type="checkbox"/> OR Contextual Science Course That Enhances Technology Preparation _____	<input type="checkbox"/> World Language <input type="checkbox"/> Computer Technology Excludes keyboarding or typing courses.
Mathematics (3)	History & Citizenship (3)	Fine Arts (1)
3 are required in grades 9-12. <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Other Approved Math Course _____ <input type="checkbox"/> Approved Computer Science Course _____ <input type="checkbox"/> OR 3-hour Approved CTE Program <input type="checkbox"/> Contextual Math Course That Enhances Technology Preparation _____ <input type="checkbox"/> Approved STEM Block Course (grades 10-12)	<input type="checkbox"/> 1/2 Oklahoma History <input type="checkbox"/> 1/2 Government <input type="checkbox"/> U.S. History <input type="checkbox"/> Other Approved Course _____	<input type="checkbox"/> Music, Art, Dance, or Drama
		Electives (8)
		_____ _____ _____ _____ _____ _____ _____ _____
		It is highly recommended that the Electives above include 2 units of the same World Language and 2 units of Physical/Health Education.
23 units or sets of competencies are required to meet state graduation requirements. Total Units Upon Final Check must match Total Units Earned on Page 2.		Total Units Upon Final Check: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>



2023 CORE Curriculum Graduation Requirements

Other Requirements

State law requires that students meet the additional requirements below in order to graduate from a public high school with a standard diploma. [70 O.S. § 1210.508](#)

Assessments

Taken in 11th Grade:
 ___ ACT OR ___ SAT
 ___ Science Assessment

Taken once during High School:
 ___ U.S. History

Certificates or Endorsements (if any)

Additional Requirements

_____ Personal Financial Literacy Passport
[70 O.S. § 11-103.6H](#)
 _____ CPR/AED [70 O.S. § 1210.199](#)

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The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. Enter the date the student completed each requirement below.

Goal	9th Grade	10th Grade	11th Grade	12th Grade
Career Assessment				
Written Career Goal				
Courses Reflect Goal				

Students are also required to participate in Service Learning and/or Work-Based Learning Activities at least once in grades 9-12. Mark each grade level the student participated in this requirement; not limited to one activity or grade level. **Internship codes are reserved for 11th and 12th grade.**

Goal	9th Grade	10th Grade	11th Grade	12th Grade
Service or Work-based Learning				

Date of Check	Student Initial	Total Units
	Total Units Earned:	

23 units or sets of competencies are required to meet state graduation requirements.

Total Units Earned must match Total Units Upon Final Check on Page 1.



INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student, employee, and patron accounts and E-mail addresses (will/will not) be provided and the user (will/will not) be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will not solicit or receive any information or service which could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates copyright laws.

Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Illegal activities are strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Respect the privacy of others. Do not read the mail or files of others without their permission. All communications and information accessible via the network should be assumed to be private property. Copyright and licensing laws will not be intentionally violated.
12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator.

**AN INTERNET ACCESS CONDUCT AGREEMENT IS INCLUDED IN THE
ENROLLMENT MATERIALS.**

HAZING

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

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

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

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

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

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

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

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school sanctioned events and while away from school grounds, if the misconduct directly effects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate, or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student’s behavior
10. Restriction of privileges
11. Involvement in local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs

13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.
16. Corporal Punishment.

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

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

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complain process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be accessible online for each student and teacher in this school district.

Reference: 21 O.S. §850.0; 70 O.S. §24-100.2

A copy of this policy will be accessible online for each student and teacher in this school district.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

Statement of Legislative Mandate and Purpose

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Navajo Public Schools' student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously support the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional wellbeing of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behaviors.
8. Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation and bullying;

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- A. Harm another student
- B. Damage another Student’s property
- C. Place another student in reasonable fear of harm to the student’s person or damage the student’s property; or
- D. 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.

2. The “Reasonable Person” Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength social skill, verbal ability, or other characteristics.

Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, Hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the

surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment- also prohibited by Navajo Public Schools.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Navajo Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Navajo Public School's Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation,

harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms.
5. Cooperate fully with school personnel in identifying and resolving incidents.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definition

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

"Electronic communication" mean the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of, harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully. Victim and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential Information

DISCIPLINE POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

By Oklahoma Statutes, 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 as in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of this disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary

action will be based on a careful assessment of the circumstances surrounding each infraction.

Examples of the circumstances are: The student's attitude, the seriousness of the offense, and its potential effect on other students, among other things.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, the faculty will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary action, the faculty and administration of Navajo Public School will be using items from the following:

- | | |
|--|---|
| 1. Conference with student | 11. Parental conference / advise parent |
| 2. Assignment to the classroom at noon | 12. Isolation |
| 3. Work assignments | 13. Suspension |
| 4. Cleaning assignments | 14. Expulsion |
| 5. Retention at lunch | 15. Remove from class or group (temp/permanent) |
| 6. Zero hour | 16. Financial restitution |
| 7. Staying after school | 17. Referral to other social agencies |
| 8. In-house detention | 18. Involve law enforcement |
| 9. Corporal punishment | 19. Alternative School |
| 10. Probationary period | 20. Any other disciplinary action deemed appropriate under the circumstances. |

We would like to emphasize that the alternatives for discipline will include the items listed above, but will not be limited to that list. Nor should it be misconstrued in any way that this list reflects an order or sequence of events as to how disciplinary actions will take place.

Excessive discipline encounters may result in one being prohibited from participating in extracurricular events.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Navajo Schools to notify the parents and obtain consent to allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have chosen family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

NAVAJO PUBLIC SCHOOLS STUDENT HANDBOOK 2023-2024
HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location _____

Student(s) Initiating Bullying/Harassment

Grade: _____ Class: _____

Grade: _____ Class: _____

Student(s) Affected:

Grade: _____ Class: _____

Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling	_____ Spitting
_____ Stalking	_____ Demeaning Comments
_____ Inappropriate Gestures	_____ Stealing
_____ Staring/Leering	_____ Damaging Property
_____ Writing Graffiti	_____ Shoving/Pushing
_____ Threatening	_____ Hitting/Kicking
_____ Taunting/Ridiculing	_____ Flashing a weapon
_____ Inappropriate touching	_____ Intimidation/Extortion
_____ Other _____	

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____

Video/audio tape _____ Other _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

PARKING AGREEMENT

It is the desire of the Navajo Public Schools Board of Education, Administration, Faculty and Staff to maintain as safe of an environment for all of our students as possible with a minimum of inconveniences. Transportation for all students is available to and from school at designated bus stops, however we do recognize that many students for convenience or pleasure, prefer to drive their own personal vehicles.

Navajo Public Schools requires a parking permit be visibly displayed in all student vehicles parked on school property. Students desiring to drive to school on a regular basis must obtain a permit decal from the principals' office by filling out the information below. Students parking only on a temporary basis may obtain a temporary parking decal at the office on arrival and return it to the office when they leave.

I _____ request a permit to park my personal vehicle on public school property at Navajo Public Schools. I affirm that I have a valid driver's license and will provide a copy of said license with this completed form. I affirm that the vehicle I am obtaining this parking decal for is covered by at least a state required minimum liability insurance policy.

I agree to park only in areas designated as student parking and understand that my vehicle is off limits for me without consent from the office and that I will leave my vehicle as soon as it is parked and not return to it until I am ready to leave for the day.

I understand that in the interest of preserving the public image of Navajo Public Schools, offensive slogans, statements, graphics, painting, etc. will not be allowed in parking spaces on school property.

I agree not to store prohibited items including illegal substances, alcoholic beverages, tobacco products or any offensive weapons as defined by state statute in my personal vehicle.

I also understand that in keeping with security needs of a public school system, periodic random searches of the premises will be conducted by school personnel, local law enforcement, and/or private contraband detection teams. I agree that should my vehicle be targeted as possibly containing a school contraband item, I will freely allow its search to determine the nature of the suspicion.

Date _____

Parent/Guardian Signature _____

Printed Name _____

Student Signature _____

Printed Name _____

Vehicle Information

Make: _____

Color: _____

Model: _____

Plate # _____

Office Use Only

[Large empty rectangular box for office use only]

Driving Contract 2023-2024

Driving on school property is a privilege. In order to maintain a safe school environment I agree to abide by the following conditions:

- I will only drive myself from the student parking lot to the new gym or baseball/softball fields in between 6th-7th hours if I am in HS sports last hour. I will not drive on campus at any other time unless parking my vehicle upon arrival to school.
- I will maintain a speed under 10 miles per hour while on school property.
- I will NOT drive to the Ag/Tech Ed building or anywhere in between the HS and elementary building during school hours or while activities are taking place.
- I understand that any reckless driving will be reported to the proper authorities.
- I understand that I must have a valid driver's license and parking permit to drive and park on school property.
- I understand as a student/athlete that these provisions are in place to protect me and others.

Any violation of the above policy during school hours and/or while school events take place will result in discipline consequences and possible driving privileges revoked.

Student's Name _____

Date _____

Student's Signature _____

Parent's Name _____

Parent's Signature _____

Navajo Public Schools

ADMINISTRATION
VICKI NANCE, Superintendent
FLOYD ROACH, JR/HS Principal
GLENN HASTY, Elem. Principal

"Indian Country"
15695 S CR 210
Altus, Oklahoma 73521-8472
(580) 482-7742

BOARD OF EDUCATION
WAYNE CAIN
GARY COBB
KERRICK HUNTER
MATT MULLER
MARY OSBORN

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of our buildings for asbestos. The District has complied with this act. A management plan which documents these inspections is on file for the public to view in the superintendent's office. The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in material. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate persons as defined by law.



Proud Past... Promising Future

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

NAVAJO BOARD OF EDUCATION

DAA

NONDISCRIMINATION

The Navajo Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Navajo Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the Junior High and High School Principal who is the Title IX/504/ADA Compliance Coordinator.

Navajo School District
District

15695 S CR 210
Street Address

580-482-7742
Telephone

Altus, OK 73521
City, State, Zip

- REFERENCE:** Oklahoma Constitution, Article 1, Section 6
 Title 6, 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
 Equal Pay Act, as amended by the Education Amendments of 1972
 Rehabilitation Act of 1973, §504
 Education for All Handicapped Children Act of 1975
 Immigration Reform and Control Act of 1986
 Americans With Disabilities Act of 1990, 42 U.S.C. §12101
 Individuals With Disabilities Education Act, 20 USC §1400, et seq.

Adoption Date: November 11, 2014

Revision Date(s):

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**DISCRIMINATION COMPLAINTS
PROCEDURES**

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. Student Grievant: A student of the Navajo Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. Employee Grievant: An employee of the Navajo Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. Compliance Officer: Title IX, 504 and ADA Coordinator (Coordinator): An employee designated by the Superintendent to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the Grievant is encouraged to visit with the Compliance Officer, and to make a reasonable effort to resolve the problem or complaint.

NAVAJO BOARD OF EDUCATION

DAA-P

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)

Procedures for Filing Discrimination Complaint

1. If the Grievant desires to proceed with a Complaint, then, within thirty (30) days of alleged violation, the Grievant shall submit a Complaint to the Compliance Officer. The Complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the names or persons responsible, and the requested action.
2. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
3. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant's requested action, and/or outline alternatives.
4. With ten (10) days of receiving the Respondent's answer, the Compliance Officer shall schedule a hearing with the Grievant and the Respondent.
5. Within ten (10) days of the hearing, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Grievant and the Respondent.
6. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Grievant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Board.
7. Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall notify the Board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer receives notification of the request for a Board hearing.
8. Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be final.

General Provisions

1. **Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.
2. **Access to Regulations:** The Navajo Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran status upon request.
3. **Confidentiality of Records:** All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer unless permission is given by the parties involved to release such information. No information concerning any

Adoption Date: November 11, 2014

Revision Date(s):

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NAVAJO BOARD OF EDUCATION

DAA-P

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)

complaint record shall be documented in an employee's personnel files. Complaints records shall be maintained on file for three years after complaint resolution.

Non-retaliation Provision

No person filing a grievance nor anyone participating in the grievance process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this grievance procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any grievance filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.

Adoption Date: November 11, 2014

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