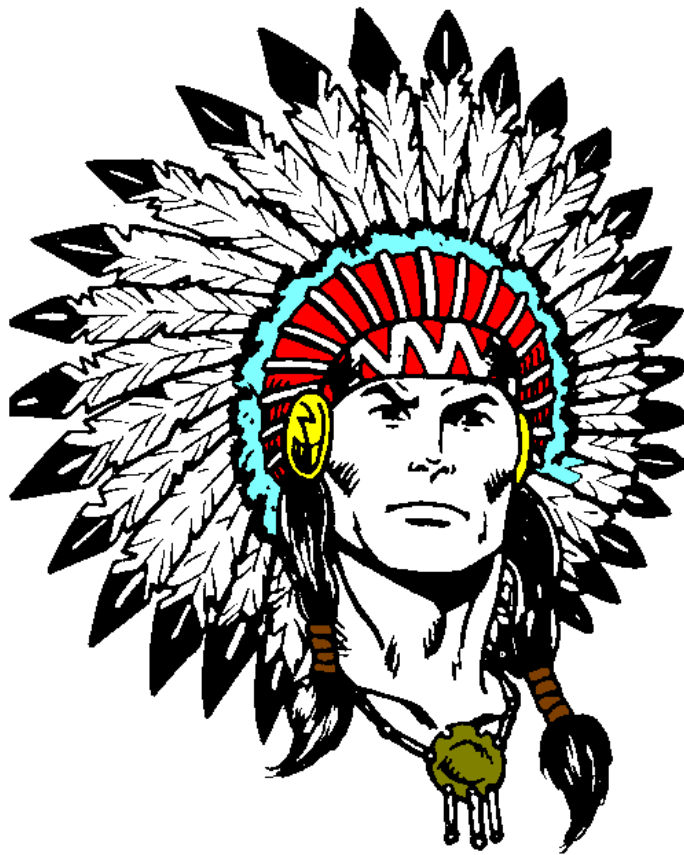


# Navajo Public Schools

2018-2019

Student Handbook



Proud Past, Promising Future

# Navajo Public Schools

## 2018 - 2019

| 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   | 30  | 31  |     |     |     |     |

**July**  
 1 - FY 19 Begins  
 4 - Independence Day

**August**  
 1 - Principals Report  
 7 - Inservice @ SWTC  
 13 - Inservice @ Navajo  
 14 - Inservice 10:00-3:00  
 Meet the Teacher - 3:00-6:00  
 15 - First Semester Begins

| August |     |     |     |     |     |     |
|--------|-----|-----|-----|-----|-----|-----|
| 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  | 30  | 31  |     |

| September |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| 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  |
| 30        |     |     |     |     |     |     |

**September**  
 3 - Labor Day- No School  
 19 - Progress Reports  
 20 - P/T Conference 3:00-9:00 P.M.  
 21 - No School

**October**  
 11-12 Midterm Exams  
 12 - End of 1st 9 weeks  
 17 - Report Cards  
 19-22 - Fall Break- No School

| October |     |     |     |     |     |     |
|---------|-----|-----|-----|-----|-----|-----|
| 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  | 30  | 31  |     |     |     |

| November |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  | 30  |     |

**November**  
 12 - Veterans Day- No School  
 14 - Progress Reports  
 19-23 - Thanksgiving Holiday

**December**  
 19-20 - Semester Exams  
 20 - 1st Semester Ends  
 21 - Jan 4 Christmas Holiday

| December |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  |
| 30       | 31  |     |     |     |     |     |

| January |     |     |     |     |     |     |
|---------|-----|-----|-----|-----|-----|-----|
| 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  | 30  | 31  |     |     |

**January**  
 7 - 2nd Semester Begins  
 9 - Report Cards  
 21 - Martin Luther King Day

**February**  
 6 - Progress Reports  
 14 - P/T Conference 3:00-9:00  
 15 - No School  
 18 - Presidents Day- No School  
 (Teachers Inservice @ SWTC)

| February |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  |     |     |

| March |     |     |     |     |     |     |
|-------|-----|-----|-----|-----|-----|-----|
| 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  | 30  |

**March**  
 5-6 - Midterm Exams  
 6 - End of 3rd 9 weeks  
 12 - Report Cards  
 18-22 - Spring Break

**April**  
 17 - Progress Reports  
 19-22 - Easter Holiday- No School

| April |     |     |     |     |     |     |
|-------|-----|-----|-----|-----|-----|-----|
| 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  | 30  |     |     |     |     |

| May |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
| 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  | 30  | 31  |     |

**May**  
 3 - Bad Weather Day  
 9 - Kindergarten Graduation 6:30 PM  
 10 - Bad Weather Day  
 14-15 Semester Exams  
 16 - Inservice 8:00-3:00  
 17 - Last Day of School- Secondary Awards Assembly release at 1:00 PM  
 Report Cards, High School Graduation 8 PM

| June |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|
| 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  |
| 30   |     |     |     |     |     |     |



Professional Days  
 Holidays  
 Semester Begins/Ends

\*Should School be cancelled for any unseen circumstance, days will be made up on May 3rd and 10th.

| Grading Periods | Days | Dates           | Progress Reports | Report Cards |
|-----------------|------|-----------------|------------------|--------------|
| 1st Nine Weeks  | 41   | Aug 15-Oct 12   | Sep. 19          | Oct. 17      |
| 2nd Nine Weeks  | 41   | Oct. 15-Dec 20  | Nov. 7           | Jan. 9       |
| 3rd Nine Weeks  | 41   | Jan. 7 - Mar. 6 | Feb. 6           | Mar. 12      |
| 4th Nine Weeks  | 42   | Mar. 7 - May 17 | Apr. 17          | May. 17      |

**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](http://www.navajo.k12.ok.us)**

**BOARD OF EDUCATION**

**President .....Mary Osborn**  
**Vice President ..... Matt Muller**  
**Clerk .....Kerrick Hunter**  
**Member ..... Gary Cobb**  
**Member ..... Ryan Howard**

**ADMINISTRATION**

**Superintendent .....Vicki Nance**  
**Junior High School Principal ..... David Doss**  
**High School Principal ..... David Doss**  
**Elementary Principal ..... Kari Pryor**

**JUNIOR HIGH / HIGH SCHOOL FACULTY**

Shannon Baskett .....Computers/Yearbook  
Patricia Bryce.....Special Education/Cross Country  
Tommy Burks .....Technology Education  
Cindy Cross .....English Language Arts  
Kenna Davis.....,Art  
David Doss.....HS Girls Basketball  
Carrie Ann Eveland.....Social Studies  
Amanda Hayes.....Junior High Language Arts  
Nicole Keenum.....JH/HS Math  
Scott McCombs.....Agriculture Education  
Kyle Miller.....Social Studies/Boys Basketball  
Justin O'Neil.....Music  
Janelle Picinich.....HS Math  
Kallie Sager .....Science / STEM  
Shawn Sager..... HS Science  
Kriston Shumaker...JH Math/Softball/JH Basketball  
Michelle Shumaker.....Library Media Specialist  
Danielle Tucker.....Counselor  
Brandi Waldroop .....English / Speech /Drama  
L. A. Winters.....JH Science/Keyboarding  
W. Winters.....OK History/Government/ Baseball

**ELEMENTARY FACULTY**

Pre-Kindergarten..... Jandi McLaughlin  
Pre-Kindergarten .....Michelle Downing  
Kindergarten .....Krissy Froelich  
Kindergarten .....Sarah Jarvis  
First Grade.....Christina Winters  
First Grade.....Danette Funkhouser  
Second Grade.....Laurey Dunn  
Second Grade.....Sherrie Webb  
Third Grade.....Kinna Tutten  
Third Grade.....Kelly Davis  
Fourth Grade .....Tammy Schaffer  
Fourth Grade .....Jennifer Miller  
Fifth Grade ..... Angela Wallace  
Fifth Grade ..... Carrie Thornton  
Sixth Grade ..... Debbie Hopkins  
Sixth Grade ..... Dee Warren  
Music .....Justin O'Neil  
Speech Pathology .....Amber Jackson  
Special Education .....Johnna Brown

## **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: 7:55 a.m. to 3:00 p.m.

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

Breakfast will be served from 7:35-8:35 a.m. It will be a grab and go breakfast and some will be delivered to classrooms.

The first bell will ring at 7:50 a.m. The tardy bell will ring at 7:55 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 7:35 a.m.

When buses start arriving at school, junior high and high school students may sit in the old gym (junior high students on the north side and high school students on the south side) or remain in the area immediately between the high school building and the old gym. Junior high and high school students can get breakfast from 7:35-7:50 and take it to the old gym to eat. Elementary students will wait outside until 7:50. During times of inclement weather, elementary students who arrive early will be moved into the main hall of the elementary building.

## Navajo Schools Student Policy Information

### Absences and Tardies

A student may have a total of 10 absences per semester. A student who misses more than 15 minutes of class time is counted as absent for the class. A student who has more than 10 absences will receive a failing grade for that 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. Absences that count toward the 10 include unexcused absence (AU), excused absence (AE):

### 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.**

**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 within a reasonable amount of time without penalty.

**Unexcused:** Truancy, leaving school without permission, suspensions, 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 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

#### 7<sup>th</sup>-8<sup>th</sup> Bell Schedule

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

#### 9<sup>th</sup>-12<sup>th</sup> Bell Schedule

|             |  |
|-------------|--|
| 7:55-8:55   | 1 <sup>st</sup> Period (Breakfast available) |
| 8:59-9:44   | 2 <sup>nd</sup> Period                       |
| 9:48-10:33  | 3 <sup>rd</sup> Period                       |
| 10:37-11:22 | 4 <sup>th</sup> Period                       |
| 11:26-12:11 | 5 <sup>th</sup> Period                       |
| 12:16-12:41 | Homeroom                                     |
| 12:41-1:11  | Lunch  |
| 1:16-2:06   | 6 <sup>th</sup> Period                       |
| 2:10-3:00   | 7 <sup>th</sup> 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 KRKZ) and (KSWO TV CHANEL 7 FROM LAWTON). Postings may also be placed on the Navajo School web page at [www.navajo.k12.ok.us](http://www.navajo.k12.ok.us).

**College Days:** (Applies to Seniors only during the school year in which the Senior will graduate.) A Senior student will be allowed a day 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 straggling students 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. Regular transfers must be applied for before the first of April. All other transfers are considered emergency transfers by state law and must be resubmitted annually.



## **Transfer Application**

- (1) Fill out transfer paperwork at the Navajo School office.
- (2) The superintendent will accept or not accept the student transfer based on the reason for the transfer application.
- (3) Superintendent will notify the student or parent/legal guardian of the transfer request.

**Fees:** No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

**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 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 chords 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.

## **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 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. Teacher's homework assignments will be listed on the internet. They can be found by going to the school's web site at [www.navajo.k12.ok.us](http://www.navajo.k12.ok.us) and clicking on the student on-line grade book link. Students, parents and guardians can obtain their login names and passwords by contacting the principal's office.

**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:** Students are not allowed to have cell phones or electronic devices out and on during school hours. Cell phones and electronic devices are not to be used during school hours without the approval of the teacher and should only have permission for educational purposes. Cell phones may be taken on extra-curricular activity trips with the sponsor's and administration's approval but the sponsor will have control over when and how the item is to be used. Students found in possession of a cell phone or electronic device during school hours will have it confiscated and a parent or other responsible adult will have to pick it up at the office. The student may also face other disciplinary actions. Anything posted on social media during school hours will result in suspension.

**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 form the principal's office. (A copy of the parking permit application is printed in the enrollment booklet.) 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 in front of the new gym when space is available. 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:

|                 |                |                        |                 |
|-----------------|----------------|------------------------|-----------------|
| JH/HS 4-H       | ACADEMIC BOWL  | CHOIR                  | FFA             |
| TSA             | SCIENCE CLUB   | CROSS COUNTRY          | STUDENT COUNCIL |
| ART CLUB        | CHEERLEADING   | NATIONAL HONOR SOCIETY | BASEBALL        |
| BOWLING         | BASKETBALL     | SOFTBALL               | YEARBOOK        |
| SHOOTING SPORTS | SPEECH & DRAMA |                        |                 |

**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 as approved by the Navajo Board of Education.

**Student Council:** Membership includes the President, Vice-President, and Secretary, (each selected from the Senior Class and voted on by the student body in grades 7 through 12) and two Representatives from the 12th, 11th, and 10th grades elected by each class and one Representative from the 9th, 8th, and 7th grades elected by each class. Candidates must be in good standing with the faculty and the administration in order to be placed on the student council ballot. Candidates must have no grade below a "C" on their previous year's transcript. Senior candidates for President, Vice-President, and Secretary must submit a petition of support signed by at least 25 eligible student voters and 5 faculty members, (preferably teachers from the previous school year), to the principal's office the day before the election to be an eligible candidate.

**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. Freshmen may choose to take up small donations to help defray the cost of flowers, decorations, and refreshments at their graduation.

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

**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.

**Class Parties:** A class party is any social affair which is planned during school hours and is under the supervision of the sponsor or other teacher. Parties must be planned a week ahead of time and put on the calendar and approved by the principal through the class sponsor. All class members are under the supervision of the sponsor and parents. If a student does not abide by the rules, he or she will not attend any more class parties and may be subjected to disciplinary measures. Classes will be permitted one party per semester. All items purchased by classes must first be approved by sponsor and principal. All school trips must be well organized, properly sponsored and scheduled in advance through the Principal's office.

**Dances:** All school dances are sponsored by the Student Council, except the prom. 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. Student Council sponsored dances are available to all Navajo Junior High and Senior High students and their dates who must also be at least 7<sup>th</sup> grade or higher.

**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 14 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 Student Council and held during the week of Homecoming. Each high school class competes against the other high school classes in various activities during the week for the honor of being the class with the most school spirit. Themes for spirit week homecoming decorations are selected in descending order beginning with the Senior Class.

**Basketball 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 girls for Homecoming Queen and three 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:** The "Mr. & Miss NHS" is under the direction of the Student Council. Candidates for Mr. & Miss NHS 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.

**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 will not take the place of required core curriculum classes here at Navajo but will be transcribed as elective 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 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 "NC" for the course listed as the concurrent enrolled class and the "NC" will count as zero points in the student's grade point average.

**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, and Eng. IV to meet the graduations 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 two 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  $\frac{1}{4}$  credit per sport up to  $\frac{1}{2}$  credit per school year.

**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:** Students who enroll in and attend Navajo Schools are eligible to take Driver's Education during the fall or spring semester without paying tuition. 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. Students not enrolled in Navajo Schools must pay a tuition fee of the approximate cost of one student in the program prior to enrolling in Driver's Education. Students who enroll in Navajo Schools for the purpose of enrolling in Driver's Education, but fail to attend Navajo Schools at the beginning of the school year following will be charged a tuition fee of the approximate cost of one student in the program. Students who fail a class during the regular school year will not be allowed to take Driver's Education the following semester.

**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](http://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 - | B+ = 87 - 89 | C + = 77 - 79 | D + = 67 - 69 | F = Below 60 |
| A = 93 -  | B = 83 - 86  | C = 73 - 76   | D = 66 - 66   |              |
| A- = 90 - | 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:** All students are required to take midterm and finals exams. Midterm and final 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 final testing days at the end of the second and fourth nine weeks. A midterm and final 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 finals exam shall count 20 percent of the nine weeks grade. There are no exemptions for midterm and final exams.

**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 8<sup>th</sup> grade students will need 3 additional units of math), 3 units of Laboratory Science, 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 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 from 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 credit. For more information about PBP contact the counselor.

**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 11<sup>th</sup> and 12<sup>th</sup> grades and sometimes students in the 10<sup>th</sup> grade. 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 sophomores, juniors, and seniors. A 3.5 grade point average is required to maintain eligibility, ( a 3.7 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 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.

**Oklahoma Junior High Honor Society:** Students in the top 10 percent GPA of Navajo Junior High School (7-8) are eligible for membership in the Oklahoma Junior High Honor Society. The GPA is determined for the second semester of the preceding school year and 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 have taken core curriculum and college prep classes at Navajo High School, and be members of the graduating class

A 15 point grading scale will be utilized for determining valedictorian and 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.

Students with all A's 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.)

**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.)

**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. Clothing, accessories or hair styles should be modest. Extreme clothing and hairstyles that are disruptive to the educational environment or creates a risk to health or safety to any person are prohibited at school or any school activity. Hair color must be close to a normal human hair color. Unusual hair styles considered to be distracting to the educational process by the faculty and administration will not be allowed.

Shorts and dresses and other clothing must be no more than 4 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.

Disallowed clothing includes, but is not limited to: Distressed “trendy” clothing (rips, tears, holes) must comply with the dress code 4” rule. (Rips, tears, and/or holes above 4 “ 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:

- 1<sup>st</sup> offense: Contact parent and have them bring a change of clothes
- 2<sup>nd</sup> offense: Contact parent and will have 1 day in school suspension
- 3<sup>rd</sup> offense: Contact parent and will have 1 day out of school suspension
- 4<sup>th</sup> offense and more: will be handled at the discretion of administration

**Food 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 containing food or drinks not meeting state healthy food guidelines are unavailable to elementary and junior high students during school hours and available to high school students only before and after school and at the noon hour. Students are not to purchase snacks or beverages from these machines between classes. 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. If too many tardies are observed as a result of students buying snacks between classes, the machine or machines may be placed off limits.

**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.

### **Out of School Suspension**

It is the policy of the Navajo Board of Education that the superintendent or designee may suspend a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages the property of another. Any student who has been adjudicated for a violent or not-violent offense may be suspended out-of-school by the principal of such school. Any student who violates the policies or regulations of the school may be suspended. No suspension will exceed the duration of the current semester and the succeeding semester except for violations of the Gun-Free Schools Act, which suspensions may be for one (1) calendar year or longer.

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 to and monitoring of the student, which plan shall be complied with by the parent or legal guardian. 70 O.S. 24.101 Any student with an out of school suspension will be required to take final exams for all classes missed.

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

1. For acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.
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 which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent for a violent offense or not-violent offense 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 the district until such time as that student no longer poses a threat to self, other students, or faculty.
5. 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, or in-school detention.

- A. 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 thereof.
- B. 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 monitored, 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 thereof, and the right to appeal the placement to the suspension committee.

- C. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds thereof. 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 in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student.
6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s) may appeal the suspension to the suspension committee, if the period of suspension is ten days or less, or to the board of education, if the suspension is for more than ten days. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s) shall notify the superintendent as soon as possible 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 or parent(s) intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term). The appeal shall be heard within ten 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, the student may be represented by legal counsel or other adult representative, may examine witnesses on his/her own behalf, cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
  - D. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
  - E. Decisions of the suspension committee may be appealed to the board of education if the suspension is for more than 10 days.
7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester, or more, may petition to the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modifications which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report for the informal hearing to the board of education. The board shall take whatever action it deems appropriate.
8. A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

A plan of study will be given to students suspended for more than five days which will cover those days beyond the initial five. No plans of study will be given to students whose suspensions are for five days or less.

NOTE: 70 O.S. 24-102 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

**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.

**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, 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**

**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 (excluding normal (folding) pocket knives with a blade(s) length of three (3) inches or less) (\* 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 medication(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"> <li>a. Student's name</li> <li>b. Prescription number</li> <li>c. Asthma medication name and dosage;</li> <li>d. Method of administration and dosage;</li> </ol> | <ol style="list-style-type: none"> <li>e. Date of prescription and refill</li> <li>f. Licensed prescriber's name;</li> <li>g. Pharmacy name, address and telephone number;</li> <li>h. Name of Pharmacist</li> </ol> |
|---|--|

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. Merritt 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

## **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 Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) as applicable.
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:

**Ms. Vicki Nance, Patricia Bryce, or Ms. Johnna Brown At (580) 482-7742 or (888) 302-9047**

If you do not fully understand this notice, please ask Ms. Nance, Mrs. Bryce or Ms. Brown 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>



## College Preparatory/Work Ready Curriculum Graduation Requirements Graduation Class of 2019

70 O.S. §11-103.6; OAC 210:35-25-2

STUDENT NAME \_\_\_\_\_

**23 UNITS** OR SETS OF COMPETENCIES ARE REQUIRED IN ORDER TO MEET STATE GRADUATION REQUIREMENTS.

CHECK BESIDE EACH COURSE UPON SUCCESSFUL COMPLETION OF UNIT OR SET OF COMPETENCIES

### ENGLISH [4 UNITS OR SETS OF COMPETENCIES]

☐ ☐ ENGLISH I

☐ ☐ ENGLISH II

☐ ☐ ENGLISH III

☐ ☐ ENGLISH IV

☐ ☐ OTHER ENGLISH COURSE APPROVED FOR COLLEGE ADMISSION REQUIREMENTS

### MATHEMATICS [3 UNITS OR SETS OF COMPETENCIES]

BEGINNING WITH THOSE ENTERING THE 9TH GRADE IN THE 2008-09 SCHOOL YEAR, ALL STUDENTS MUST TAKE 3 UNITS OF MATHEMATICS IN GRADES 9-12 IN ADDITION TO ANY OF THE FOLLOWING COURSES TAKEN PRIOR TO GRADE 9

☐ ☐ ALGEBRA I

☐ ☐ ALGEBRA II

☐ ☐ GEOMETRY

☐ ☐ TRIGONOMETRY

☐ ☐ MATH ANALYSIS

☐ ☐ CALCULUS

☐ ☐ STATS & PROBABILITY

☐ ☐ AP STATISTICS

☐ ☐ OTHER MATHEMATICS COURSE APPROVED FOR COLLEGE ADMISSION REQUIREMENTS

### LABORATORY SCIENCE [3 UNITS OR SETS OF COMPETENCIES]

ONE UNIT MUST BE A LIFE SCIENCE MEETING THE STANDARDS FOR BIOLOGY I. ONE UNIT MUST BE A PHYSICAL SCIENCE MEETING THE STANDARDS FOR PHYSICAL SCIENCE, CHEMISTRY OR PHYSICS AND ONE UNIT MUST BE FROM THE DOMAINS OF PHYSICAL SCIENCE, LIFE SCIENCE OR EARTH AND SPACE SCIENCE WITH CONTENT AND RIGOR ABOVE BIOLOGY I OR PHYSICAL SCIENCE.

☐ ☐ BIOLOGY I

☐ ☐ CHEMISTRY

☐ ☐ PHYSICS

☐ ☐ OTHER LAB SCIENCE COURSE APPROVED FOR COLLEGE ADMISSION REQUIREMENTS

### HISTORY & CITIZENSHIP SKILLS [3 UNITS OR SETS OF COMPETENCIES]

☐ ☐ U.S. HISTORY

☐ 1/2 U.S. GOVERNMENT

☐ 1/2 OKLAHOMA HISTORY

☐ ☐ SELECTED FROM THE SUBJECTS OF HISTORY, GOVERNMENT, GEOGRAPHY, ECONOMICS, CIVICS, OR NON-WESTERN CULTURE AND APPROVED TO MEET COLLEGE ADMISSIONS REQUIREMENTS

### WORLD OR NON-ENGLISH LANGUAGE OR COMPUTER TECHNOLOGY [2 UNITS OR SETS OF COMPETENCIES]

(2 UNITS OR SETS OF COMPETENCIES – COMPUTER TECHNOLOGY APPROVED FOR COLLEGE ADMISSION REQUIREMENTS, WHETHER TAUGHT AT A HIGH SCHOOL OR A TECHNOLOGY CENTER SCHOOL, INCLUDING COMPUTER PROGRAMMING, HARDWARE, AND BUSINESS COMPUTER APPLICATIONS, SUCH AS WORD PROCESSING, DATABASES, SPREADSHEETS, AND GRAPHICS, EXCLUDING KEYBOARDING OR TYPING COURSES)

☐ ☐ 1ST YEAR OF WORLD OR NON-ENGLISH LANGUAGE

AND

☐ ☐ 2ND YEAR OF SAME WORLD OR NON-ENGLISH LANGUAGE

☐ ☐ 1ST YEAR OF COMPUTER TECHNOLOGY

AND (EXCLUDES KEYBOARDING OR TYPING COURSES)

☐ ☐ 2ND YEAR OF COMPUTER TECHNOLOGY

### 1 ADDITIONAL UNIT OR SET OF COMPETENCIES

ONE ADDITIONAL UNIT SELECTED FROM ABOVE OR CAREER AND TECHNOLOGY EDUCATION COURSES. CONCURRENTLY ENROLLED COURSES, ADVANCED PLACEMENT COURSES OR INTERNATIONAL BACCALAUREATE COURSES APPROVED FOR COLLEGE ADMISSION CAN ALSO MEET THE REQUIREMENTS OF ONE ADDITIONAL UNIT OR SET OF COMPETENCIES SELECTED FROM THE AREAS OF ENGLISH, MATH, SCIENCE, HISTORY OR COMPUTER TECHNOLOGY.

☐ ☐

SELECTED FROM ANY COURSES LISTED PREVIOUSLY

STUDENT NAME \_\_\_\_\_

### FINE ARTS OR SPEECH [1 UNIT OR SET OF COMPETENCIES]

☐ ☐ MUSIC

☐ ☐ ART

☐ ☐ DRAMA

☐ ☐ SPEECH

### 6 ELECTIVES MINIMUM

☐ ☐

☐ ☐

☐ ☐

☐ ☐

☐ ☐

☐ ☐

### PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. §11-103.6H

STUDENTS SHALL COMPLETE THE REQUIREMENTS FOR A PERSONAL FINANCIAL LITERACY PASSPORT AS SET FORTH IN THE PASSPORT TO FINANCIAL LITERACY ACT AND ANY ADDITIONAL COURSE REQUIREMENTS OR RECOMMENDED ELECTIVE COURSES AS MAY BE ESTABLISHED BY THE STATE BOARD OF EDUCATION AND THE DISTRICT SCHOOL BOARD. CONTACT YOUR LOCAL SCHOOL DISTRICT OFFICIALS FOR SPECIFIC DETAILS.

☐ PERSONAL FINANCIAL LITERACY

### CPR/AED REQUIREMENT 70 O.S. §1210.199

BEGINNING WITH THE 2015-16 SCHOOL YEAR, ALL STUDENTS ENROLLED IN PUBLIC SCHOOL SHALL RECEIVE INSTRUCTION IN CARDIOPULMONARY RESUSCITATION (CPR) AND AWARENESS OF THE PURPOSE OF AN AUTOMATED DEFIBRILLATOR AT LEAST ONCE BETWEEN THE 9TH GRADE AND GRADUATION.

☐ CPR/AED

### ASSESSMENT REQUIREMENTS 70 O.S. §1210.508

For the graduating class of 2019, school districts are required to adopt a plan that establishes the assessment(s) those students are required to take in order to graduate from a public high school with a standard diploma.

For the 2018-2019 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school.

Each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education.

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

Districts are required to report on the transcript a student's highest-achieved score on the assessments included in the statewide student assessment system adopted by the State Board of Education and any business- and industry-recognized endorsements attained.





## Core Curriculum Graduation Requirements Graduation Class of 2019

70 O.S. §11-103.6; OAC 210:35-25-2

STUDENT NAME \_\_\_\_\_

**23 UNITS** OR SETS OF COMPETENCIES ARE REQUIRED IN ORDER TO MEET STATE GRADUATION REQUIREMENTS.

CHECK BESIDE EACH COURSE UPON SUCCESSFUL COMPLETION OF UNIT OR SET OF COMPETENCIES

### ENGLISH [4 UNITS OR SETS OF COMPETENCIES]

1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

### MATHEMATICS [3 UNITS OR SETS OF COMPETENCIES]

1 - Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies, whether taught at a comprehensive high school, or technology center school when taken in tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the independent district board of education, or equal to or above Algebra I.

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### SCIENCE [3 UNITS OR SETS OF COMPETENCIES]

1 - Biology I or Biology I taught in a contextual methodology, and 2 in the area of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school or, (2) technology center school when taken in the tenth, eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education, or other science courses with content and/or rigor equal to or above Biology I.

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

### HISTORY & CITIZENSHIP SKILLS [3 UNITS OR SETS OF COMPETENCIES]

☐ U.S. HISTORY ☐ 1/2 U.S. GOVERNMENT ☐ 1/2 OKLAHOMA HISTORY

☐ SELECTED FROM THE SUBJECTS OF HISTORY, GOVERNMENT, GEOGRAPHY, ECONOMICS, CIVICS, OR NON-WESTERN CULTURE AND APPROVED TO MEET COLLEGE ADMISSIONS REQUIREMENTS

STUDENT NAME \_\_\_\_\_

## THE ARTS [1 UNIT OR SET OF COMPETENCIES]

Which may include, but are not limited to courses in Visual Arts and General Music

☐ ☐

## COMPUTER TECHNOLOGY/WORLD LANGUAGE [1 UNIT OR SET OF COMPETENCIES]

Whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses, or 1 unit or set of competencies of world language or non-English language.

☐ ☐

## 8 ELECTIVES MINIMUM

☐ ☐
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☐ ☐

## PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. §11-103.6H

Students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board. Contact your local school district officials for specific details.

### ☐ PERSONAL FINANCIAL LITERACY

## CPR/AED REQUIREMENT 70 O.S. §1210.199

Beginning with the 2015-16 school year, all students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.

### ☐ CPR/AED

## ASSESSMENT REQUIREMENTS 70 O.S. §1210.508

For the graduating class of 2019, school districts are required to adopt a plan that establishes the assessment(s) those students are required to take in order to graduate from a public high school with a standard diploma.

For the 2018-2019 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school.

Each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education.

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

Districts are required to report on the transcript a student's highest-achieved score on the assessments included in the statewide student assessment system adopted by the State Board of Education and any business- and industry-recognized endorsements attained.

## **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.

Staff, students, and the community must agree to attend an orientation which will address the issues of appropriate use of the school network, 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.

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. 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.

15. 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**

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

1. Conference with student
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8. Requiring the student to make financial restitution for damaged property
9. Requiring the student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in

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

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4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of 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.

## **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 well-being 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.

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

#### I. 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; and
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.

#### **Definitions**

1. "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.

(CONTINUED ON NEXT PAGE)

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.

## 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:

\_\_\_\_\_  
 \_\_\_\_\_

## 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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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