

# *Student Handbook*

*2016-2017*

*Home of the Panthers*



*Pond Creek-Hunter*

*Public Schools*

*Pond Creek, Oklahoma*

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# Preface

The policies and revisions in this book were written for the safe and orderly operation of Pond Creek-Hunter (PC-H) Public Schools. The policies herein are local, state, or federal guidelines. The PC-H Board of Education is mandated to make and revise school district policies.

The policies have received the approval of the PC-H Board of Education. Board members believe that policies should be reviewed and improved yearly. They believe that the Board, the administration, and staff should constantly be looking for ways to improve the school system.

All policies in this book will be under review by the Board during the current school year. All staff members are encouraged to give input and make suggestions to their building principal or the superintendent of schools.

**The Sharing of Ideas is Always Encouraged!**

The education of its students is the primary objective of Pond Creek-Hunter School District. Education is both a right and a privilege and all students attending this school are entitled to grow intellectually, morally, and physically.

The mission of Pond Creek-Hunter Public School District is to provide a learning environment that respects the individual needs of its students and helps them to reach their full potential.

We believe that all students can make a beneficial contribution to the democratic society in which we live. Although the abilities and learning requirements of each student may be different, all students will have the opportunity to succeed if provided equitable opportunities to develop competencies in the basic skills and high order thinking skills.

The education of individual students is the goal of the school, and teachers are the most important factor in that process.

## Philosophy and Purpose

Each student should have an opportunity for maximum growth in self-knowledge, in personal discipline, in citizenship, and in diversified academic experiences.

To implement these basic concepts we shall endeavor to:

1. Be knowledgeable of the needs and motivation of each student.
2. Provide for a continued program of skill development begun in the elementary grades and initiate programs which will be extended in secondary grades.
3. Provide instructional experiences and materials at the level of each student and encourage each to look upon education as a continuing process.
4. Provide firsthand experiences which will create curiosity and inspire the student to seek further knowledge.
5. Provide an appropriate setting for intellectual development and exploration.

6. Help students develop a sense of responsibility for their own progress and safety, and for the progress and safety of others.
7. Teach the basic American ideals.
8. Encourage each student to develop worthwhile leisure time experiences by providing aesthetic and creative opportunities for his/her personal enrichment.

### **PARENTS AND ELIGIBLE STUDENTS HAVE THE FOLLOWING RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND THIS POLICY.**

1. The right to inspect and review the student's education records.
2. The right to exercise a limited control over other people's access to the student's education records.
3. The right to seek to correct the student's education record, in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to report violations of the FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age eighteen (18) or enrolls in a post secondary school. The student then becomes an "eligible student".

## **Drug Free Schools**

It is the policy of the Pond Creek-Hunter Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment.

Students and employees who possess, use, or distribute illicit drugs, including Anabolic steroids or alcohol, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and employment termination for employees. In addition to suspension for students and/or termination, students and employees are subject to referral for prosecution under applicable laws.

Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated, (U.S.C.A.), and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substance Act, Oklahoma Statutes, Title 63, Section 2-101 and others, plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. For additional health hazards associated with drug and alcohol use, please refer to the Pond Creek-Hunter School District's drug education curriculum.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the Pond Creek-Hunter School District's drug education curriculum.

## **Parents and Students:**

Welcome to a new school year at Pond Creek-Hunter Schools:

Our sincere hope for all students enrolled and attending our school is that their daily educational endeavors are very successful.

The instructional and administrative staff will provide the best educational environment possible to all students and will assist in every way to make each school day an educational enjoyable experience.

We encourage all parents and guardians to become sincerely involved with the daily educational process of their children.

Please feel free to contact the school whenever you feel it is necessary.

Again, we welcome you to a new year and sincerely hope that each and every year will be better, both personally and educationally.

## **ARTICLE I – Pupils**

### **Section 1:**

1. All children residing in the Pond Creek-Hunter District, #90, who will be four (4) years of age on or before September 1<sup>st</sup> of that school year, or who will not be over twenty-one (21) years of age on or before September 1<sup>st</sup> of that school year, will be allowed to attend school free of admission.
2. Pupils over twenty-one (21) who can offer substantial evidence that they were prevented from completing their education in public schools may be admitted free.
3. All pupils entering pre-kindergarten (either at beginning or at any time during the school year) must furnish a birth certificate and a health certificate showing that they have completed the required vaccinations when they enroll.
4. Pupils coming to Pond Creek-Hunter Schools from outside the district must either be transferred or pay tuition at a per capita cost. This must be paid in advance
5. Pupils are required by State law to be in regular attendance from age five (5) through age eighteen (18) or until graduation of high school. Any student who does not attend class at least eighty (80%) percent of the school semester will automatically fail that semester. The only exception to this is a student who exceeds twenty percent absences due to illness while under the care of a doctor.
6. Any pupil who is guilty of immorality or violation of the regulations of the school may be suspended by the building principal for a period not to exceed the current school semester and the succeeding school semester; provided, the pupil suspended shall have the right to appeal such decision of the building principal to

the Board of Education, which shall upon a full investigation of the matter, determine the guilt or innocence of the pupil and the decision of the Board shall be final. Suspension occurring in the spring semester and by its term is in effect beyond the spring semester extends into succeeding fall semester. December 10, 1979 (AG Op. No 79-292)

7. No student will be called out of class to the telephone except in case of emergency. However, all messages left in the office will be given to the respective student.
8. No student will be allowed to carry or use tobacco, alcohol, or drugs in any form on the school premises during regular school hours or during school sponsored activities or events.
9. All students are under the jurisdiction of school officials from the time they leave home in the morning until they return home in the afternoon.
10. Students bringing any type of motorized vehicle to school will leave the vehicle parked until school is dismissed each day. Permission may be obtained from the Principal or Superintendent for the student to use such vehicle.
11. Visitors will please come by the office before visiting any classrooms.
12. No one will be permitted to sit on desks or windows. Students are not to sit at or be allowed on a teacher's desk, in the office, or classroom at any time except during special situations.
13. No loafing or unnecessary noises or commotion will be allowed in the halls at any time.
14. A student must get prior approval from Principal or Superintendent before leaving school for any reason. Failure to do so will be treated as truancy.
15. Work missed must be made up with an excused absence. Delinquency may result in failure of the class.
16. A student will not be released from any class or activity unless such student has a written permission slip from the teacher desiring to use them, or unless the teacher wishing to use the student has personally requested the use of the student.
17. All Students are required to follow the general guide for health and dress in this handbook.
18. The building will be unlocked at 7:30 a.m. during regular school days. Students should not arrive on school grounds prior to 7:30 a.m.
19. Students cannot leave the school grounds at noon time without special permission of the Principal or Superintendent. Students may bring their lunch or may eat at the cafeteria.
20. Students arriving at school in the morning, whether by school bus or private vehicle, are not allowed to leave the school grounds unless special permission is given by the Principal or Superintendent
21. Students are not allowed to eat candy in the school building except in specified areas.
22. Any student using tobacco, alcohol, or drugs on a school sponsored activity will be suspended from all activities for a period of ninety (90) school days.
23. A student must have six (6) credits in order to be classified as a sophomore, twelve (12) credits to be classified as a junior, and eighteen (18) credits to be classified as a senior.
24. To hold an office in any organization or class of Pond Creek-Hunter Schools a student must have at least a two (2) point or better grade point average.

25. Articles prohibited at school: pagers, cell phones, portable radios, CD or cassette players, laser pointers, guns, knives, animals, billfold chains, dog collars, computer games, or other articles deemed inappropriate or disruptive to the school environment.
26. Beginning with the 2001-2002 school year, cell phones or pagers may enter the school under certain circumstances:
  - a. If there has been proof that an emergency situation does exist, where the device is deemed critical to the welfare of the student, by joint parent/administrative written agreement, prior to the device entering the school. A parent/guardian must meet with administration at the school during school hours, to discuss and sign a joint agreement, which establishes a starting and ending date for the allowance.
  - b. The cell phone or pager is to be left in the office. School personnel will inform students immediately when an emergency message is received.
27. Rules or procedures may be modified or implemented by administration as deemed appropriate and reasonable.

### **Section 2 – Corporal Punishment**

1. Corporal punishment is an approved punishment by authority of the Pond Creek-Hunter Board of Education.
2. Definition of corporal punishment is not more than three (3) swats on the buttocks with the paddle. The swats will be administered by the administration in the office and witnessed by certified staff.
3. No student is required to take corporal punishment as a disciplinary measure. The alternative to corporal punishment is three (3) days of unexcused absences which will also entail the taking of all semester tests.
4. The board of education supports the concept that if work in the core units is satisfactorily completed during suspension and satisfactory test grades are achieved in the core units, the student should receive sufficient credit for a passing grade in the class for the core units, not to exceed 60%.
5. The board of education supports the concept that it is advantageous for students to continue to complete work assignments in non-core units. The work will be made available but the students will receive a grade of a zero (0%) for all work in non-core unit classes during the suspension.

## **ARTICLE II – Graduation Requirements**

Pond Creek-Hunter Public School District requires twenty six (26) units of regularly organized classroom instruction for high school graduation for the class of 2017 and 2018, twenty five (25) for the class of 2019, and twenty four (24) for the class of 2020. Eighteen (18) of the units required for graduation shall be earned in the tenth, eleventh, or twelfth grades. (Exception to the previous statement is allowed for students who are concurrently enrolled.)

The required units shall include the following:

- |                          |                                     |
|--------------------------|-------------------------------------|
| 4 units of language arts | 3 units of science                  |
| 3 units of mathematics   | 3 ½ units of social studies         |
| 1 unit of humanities     | remaining units of elective courses |

All students must fulfill the Pond Creek-Hunter Board of Education requirements to be eligible for a diploma from Pond Creek-Hunter High School and participate in graduation exercises. The student's diploma will be withheld until all obligations to the school have been fulfilled.

Students moving to Oklahoma from another state and enrolling in a senior high school (10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade) may graduate without Oklahoma History, students enrolling from another state or school district may graduate with only ½ credit of world history if he/she is unable to take the course due to scheduling of classes.

This policy includes the requirements of the Oklahoma State Department of Education for school accreditation. Any variance to these requirements must meet state laws or regulations.

## **ARTICLE III**

# **Class Honor, Promotion, and Retention**

### **Honor Graduate Program**

In order to be recognized as an honor graduate, a student must have a minimum grade point average of 3.75 or better on a 4.0 scale. This will be based on the seven semesters of class work proceeding the spring semester of the student's senior year. An honor graduate must complete the sequence of classes below. An honor graduate will be recognized by a special designation on his/her diploma, transcript, and on the graduation program. An honor graduate may wear the honor cord at commencement and graduation.

#### **Course Areas**

4 English	4 Sciences	3 Mathematics
3 ½ Social Studies	1 Computer/Foreign Language	

#### **Valedictorian/Salutatorian**

Pond Creek-Hunter Board of Education understands the importance of recognizing and honoring students who do well academically. To be considered for the distinction of being named the valedictorian, salutatorian, or one of the "top 10% students" for the senior class, a student must take the number of units credit indicated from the following groups of classes and must have a minimum grade point average of 3.75 or better on a 4.0 scale. Any advanced placement classes will qualify.

4 credits: English	4 credits: Math	4 credits: Science
4 credits: Social Studies	2 credits: Computer and/or Foreign Language	

In the event that no student has achieved the minimum grade point average of 3.75 or better, then the two students who have taken this sequence of classes and have the highest grade point average will be honored as valedictorian and salutatorian.

1. Student must fulfill all requirements for graduation in order to be eligible for either award.
2. Students must complete all classes outlined in the Honor Graduate program.
3. Only semester grades will be considered in figuring grade point averages, (GPA).
4. GPA will be determined by placing a value of 4 for an A, 3 for a B, 2 for a C, and 1 for a D. All failing grades will receive a value of 0.
5. Students with a 4.0 GPA or highest GPA will be Valedictorian(s).

**Salutatorian** - The student who ranks second in the class at the end of the first semester of the twelfth grade will be named salutatorian.

**Ties** – In the case of a tie for either valedictorian or salutatorian, all tying students will be named co-valedictorian or co-salutatorian.

Valedictorian/Salutatorian honors are established at the mid-term of the senior year. In the event a student moves into the district after the mid-term of the junior year, the honor may be shared, but the incoming student may not replace the student that has been working for this honor unless the long term PC-H student fails to maintain their grades (this is at the discretion of the administration).

### **Promotion and Retention**

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one year in each grade level. A smaller number of students; however, may benefit from staying a second year in the same grade. Such retentions may be considered when:

1. The child is in grades K-3, or on very rare occasions when the child is in grades 4-6.
2. The child is achieving significantly below ability and grade level.
3. Retention would not cause undue social and emotional adjustment.
4. Retention would have reasonable chance of benefiting the child totally. When retention is considered for any third-grade student due to a reading deficiency pursuant to the Reading Sufficiency Act (as referenced in HB 2878 of the 1998 Legislative Session revised by the 2011 Legislative Session), the parent or guardian of the student shall be included in the retention consideration.

The following will be the procedure for retention or promotion:

1. The student's parents or teacher may request that the student be retained. The request should be made in a letter stating the purpose and objectives of the request.
2. A committee consisting of the student's teacher, one administrator, and the child's parents will review the student's progress and consider the request.
3. The approval committee will be guided by the following factors:
  - a. Chronological age
  - b. Social maturity
  - c. Emotional maturity
  - d. Physical development
  - e. Work and study habits
  - f. Attendance records

4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendation will be submitted to the building principal and superintendent for a final decision.
5. Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
6. Only in unusual circumstances should a child be retained more than once.
7. Appeals to the decision of the building principal and superintendent may be brought to the Board of Education through the Superintendent of Schools.
8. **Fifth, Sixth, Seventh and Eighth Grade Promotion:**
  - a. Students shall pass all core subject areas to be promoted to the next grade level (Satisfactory completion of summer courses to remediate, courses which have been failed will be allowed for promotion) Students with two or fewer failed core class credits may be promoted to the next grade upon successful paid enrollment in Grant County Alternative Academy before the start of the school year. Failure to complete the required course work will result in retention in current grade.
  - b. Students who fail to meet criteria for promotion may petition the Pond Creek-Hunter Board of Education, through the principal, by letter stating why an exception to this policy should be allowed. The board will hear comments from parents regarding the exception at the June board meeting.

### **Elementary Class Division**

Pond Creek-Hunter School Policy for dividing classes in elementary grade levels are:

- Step 1 - Students who have been retained will be placed with a different teacher the next year if possible.
- Step 2 - All male and female students' names will be placed in separate containers and their names will be drawn so as to obtain an equal ration of male/female students per classroom.
- Step 3 - Related students will be placed in different classrooms when possible. Related student's names will be drawn first per classroom assignments. Then the drawing will be completed as stated in Step 2.

## **ARTICLE IV**

### **Vo-Tech Enrollment and Policies**

1. The school encourages all students who are not planning to attend college and would like to develop a trade to attend Vo-Tech. All students who are classified as a junior or senior may enroll in Vo-Tech. Other students of freshmen or sophomore level may enroll for Vo-Tech at the advisement of the building principal.
2. The Vo-Tech bus will leave from Pond Creek-Hunter School. Because of the tight time schedule, the bus will not wait for any student nor pick students up from their home. If a student misses the bus, he/she will need to stay home until noon.

(The absence will count against the student at the Vo-Tech) Absences at Vo-Tech do not count toward the absence policy for semester tests at Pond Creek-Hunter School.

3. A student can drive a car to Vo-Tech with the permission from the principal. However, the parent or guardian of the student desiring to drive needs to make a written request for permission.
4. The only person who may pick up a student at Vo-Tech is his/her parents, guardians or school officials.
5. A student with poor attendance at Vo-Tech or who causes discipline problems on the Vo-Tech bus will be suspended from attending Vo-Tech and must reimburse Pond Creek-Hunter Schools any tuition or fees which have been paid for the semester.
6. All students enrolled at Vo-Tech are required to attend the Vo-Tech classes even if Pond Creek-Hunter classes have been dismissed.
7. College credit hours may be earned through the completion of specific courses. Contact the high school counselor for specific information.
8. Residents of Grant County may attend Vo-Tech at their own expense.
9. The Board of Education reserves the right to pay the cost of attending Vo-Tech at their discretion.

## **ARTICLE V**

### **School Attendance, Absences, and Tardies**

1. A parent/guardian of a child in grades 5-12 must notify the principal's office by the day of the student's return after an absence, either by phone or a written note signed by the parent or doctor. If the school is not properly notified, the student will receive an unexcused absence. An absence will be considered excused if the absence meets administrative guidelines.
2. A student will be counted absent from school unless he/she is attending a school sponsored activity.
3. A student is not counted absent on the day of a funeral for a family member to the fourth degree.
4. All other absences can be excused, subject to the approval of administration, if the prescribed procedure is followed.
5. A student must receive an admittance-to-class slip from the principal's office before being admitted into class after all absences. Absences due to bus transportation problems will not be penalized.
6. All absences not excused in the prescribed manner will be counted unexcused, and the student will be required to take all semester tests. The student will also receive a zero in each class missed during the unexcused time.
7. Pond Creek-Hunter students will be given the same amount of days to make up work as days that were missed plus one (1) additional day in excused absence situations. It is; however, the responsibility of the student to inquire about assignments missed.
8. Students who are tardy, other than being late because of the bus, will need an admit slip from the principal's office prior to going to the classroom. Students who are late because of their school bus will be allowed to go directly to their classroom.

9. A student will be counted tardy for any class which he/she is late, up to ½ of the class period, if he/she is tardy for more than ½ the class period, it will be recorded as an absence for the period.
10. Personal business should be conducted before or after school hours. Emergency situations which arise must be approved by the principal before leaving the school
11. According to Oklahoma State Law, if a child is absent without valid excuse four (4) or more days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes, (70-10-106).
12. A student must be in attendance 80% of class in order to receive credit for the course. Any catastrophic illness must be reviewed before any waivers will be considered.
13. Noon detention will be enacted for tardies at the principal's discretion.

## **ARTICLE VI**

# **Report Cards Grading System and Semester Tests**

### **Semester Tests – Grades 5-12**

All classes, with the exception of P.E., will give an appropriate semester test representative of the subject matter taught in the respective class. A copy of each semester test will be turned into the building principal at the conclusion of the semester term.

### **Report Cards**

There will be two (2) nine week grading periods in each semester. Report cards will be handed out the first Wednesday following the end of each grading period.

The grading system is the five group: A, B, C, D, and F. The interpretation of each of the letter grades is as follows:

- A- 90%-100% - Superior
- B- 80%-89% - Above Average
- C- 70%-79% - Average
- D- 60%-69% - Below Average
- E- Below 60% - Failing

**NOTE:** An "I" (Incomplete) may be given for incomplete work due to illness of a student with the approval of the building principal who will develop an individualized plan of completion.

Parents are urged to look over each report card with care. If the parents have any questions concerning the grade, please contact the respective teacher or building principal.

By doing so, misunderstandings might be avoided and a benefit derived that will help the student.

Progress reports will be sent to students in grades 1-4 at approximately the 5<sup>th</sup> week of each nine week period. All 5-12 students' parents who are doing unsatisfactory work on a weekly basis will be sent notification beginning the third week of each semester.

## **ARTICLE VII – Scholarship**

The Pond Creek-Hunter Honor Rolls will be published at the end of each semester. Students having a grade point average of 4.0 will be listed on the Superintendent Honor Roll, and students having at least a 3.0 grade point average or better will be listed on the Principal Honor Roll. No student with a “C” will be listed as an Honor Roll Student.

The annual Oklahoma High School Honor Society is made up of students in the top ten percent of his/her class. The grades averaged will be the last semester of the previous school year and first semester of the current school year. Freshmen grades will be based on the first semester of their 9<sup>th</sup> grade year, only. Membership in the National Honor Society requires a student to have an accumulative grade point average of 3.75 or better starting in his/her sophomore year.

Each year, a number of scholarships are presented to members of the graduating class by various universities and colleges. The requirements for these scholarships are set by the donors. The scholastic averages are figured on the value of the following letter grades:

A=4.0 Points      B=3.0 Points      C=2.0 Points      D=1.0 Points      F=0.0 Points

Scholastic awards will be given to the top twenty (20) percent of each class. These awards will be figured on the first three nine week grading periods of that school year.

**NOTE:**      ONLY THE FOLLOWING COURSES WILL BE COUNTED  
TOWARDS THE ELEGIBILITY OF THE SCHOLASTIC AWARDS:

English	Mathematics	
Science	Social Studies	
Foreign Languages	Computer Classes	Business Classes

## **ARTICLE VIII**

### **Guidance, Counseling, and Testing**

#### **Guidance**

The primary concern of the Pond Creek-Hunter School system has always been the welfare of its students. In keeping with this idea, all policies, rules, curriculum, and school endeavors are geared to guide the students to receive a well-rounded education. From elementary through the secondary level, the students are given the benefit of all possible

opportunities that are in keeping with local, state, and national educational ideals and are within the means of the Pond Creek-Hunter School system.

## **Counseling**

The Pond Creek-Hunter School system is served by a certified counselor.

## **Testing**

In America's complex society, the problems and uncertainties of what may await in the twenty-first century, life can sometimes completely baffle high school students. The students have had limited job selection and still they have to choose a life's work from thousands of possible job opportunities. To assist the students of Pond Creek-Hunter Schools, information of possible job opportunities is provided to all the students. Students are also given periodic tests during their thirteen/fourteen years of school so that they may receive advice and guidance in choosing a vocation.

The planning and use of effective educational measurement and evaluation has become increasingly important in today's schools. Population diversity, characteristic of many schools, has made teaching more complex and difficult than ever, and it has contributed to growing concerns about student's mastery of the basic skills and their abilities to function adequately in society. There is concern too, about whether all students are learning and functioning as well as they are able.

Measurement and evaluation strategies can be used to:

1. Help teachers identify learning problems, upon request by parents.
2. Help teachers identify academic talent.
3. Help students assess the outcomes of educational programs.
4. Help students learning by indicating to students and parents where improvement or greater emphasis is needed.

The Administration, faculty, and Board of Education of Pond Creek-Hunter Schools feel that scientific standardized tests, when properly given and interpreted, are useful tools in the field of education. It is reasonable to believe that the more information that is available to the teachers about a specific student should make it easier for the teacher to find the student's level and meet his/her needs. With these thoughts in mind, the school has developed its special test and measurement procedures as follows:

1. Pre-Kindergarten Screening - School readiness is the ability to cope with the school environment physically, socially, and emotionally, as well as academically and intellectually without undue stress. Realizing that chronological age may or may not be consistent with developmental age, the Pond Creek-Hunter School system will administer, upon request, the "Gesell School Readiness Screening Test" to students who pre-enroll in kindergarten to determine their school readiness. An informal assessment of gross motor skill development will also be made at that time.

2. Achievement Tests - Grades one through eleventh grade will be given state mandated tests. These progress tests make available a wealth of information for comparing the process of an individual student or a group with that of students in the sample population who are at the same grade level. These tests are also used to help in placement of certain students in special educational classes.
3. The Armed Services Vocational Aptitude Battery Tests - The Armed Services Vocational Aptitude Battery tests are given to juniors each year. They are administered by an Armed Forces representative. Multiple aptitude batteries have long been regarded as a fundamental component of a comprehensive counseling program. Results from the battery of tests help students assess their aptitudes and predict performance in academic and occupational areas, select career exploration activities, and make tentative career choices. This series of tests, the most widely used multiple aptitude battery in the United States, provides measures of aptitudes for general academic areas and for career areas that encompass most of the civilian and military world of work.
4. The General Aptitude Test - The General Aptitude Test (GATB) is given each year to students in grade ten. These tests are administered by the O.T. Autry Vo-Tech Center. The nine aptitudes measured by this test are as follows: intelligence, verbal aptitude, form perception, motor coordination, finger dexterity, special aptitude, clerical perception, numerical perception, and manual dexterity. These tests also make available scores which assist in choosing a vocation.

## **ARTICLE IX – Gifted and Talented Program**

### **Definition**

There are many definitions of gifted and talented. Excellence in Cities defines gifted as a child who achieves at a high standard in one or more academic subjects in the statutory curriculum other than art, design, music, and P.E. A talented child is achieving or has the potential to achieve at a high standard in music, art, P.E., or any other performing arts such as dance and drama. Intellectually gifted and talented students at Pond Creek-Hunter are those in grades pre-kindergarten through twelfth that excel with outstanding performance by virtue of superior intellectual abilities, creative thinking, leadership, specific academic abilities, visual and or performing arts.

### **Objectives**

1. To expose gifted students to a variety of topics, theories, and activities not generally available in the regular curriculum.
2. To challenge gifted students to set goals at a level that will cause them to extend themselves to grow mentally and socially.
3. To develop creative thinking and problem solving skills

## **Identification of students for gifted and talented program**

The process of identifying students will be nondiscriminatory with respect to race, economic background, and national origin, or handicapping condition. Nominations will be obtained through a variety of sources.

- A. A referral by teacher, parent, or self
- B. A ranking of 97 percentile on a standardized achievement test
- C. A score of “Advanced” on two or more of the state mandated testing areas

### **Nominations for the gifted and talented program**

- A. The parent or guardian of a nominated student for the gifted and talented program will be given written notice and a summary of the gifted educational programs to be offered to their child.
- B. Parents will be asked to give written permission for individual testing before individual testing takes place. To safeguard the due process rights of all potentially gifted students all student records will be held in strict confidentiality and kept in a locked file.
- C. Parents may appeal a placement decision with which they disagree.
- D. Data will be collected on the nominated students by standardized ability test, standardized achievement tests, and student achievement outside the school’s curriculum. Student placement decisions in the capability areas are based on multiple criteria. No single criterion or cut-off score is used to exclude a student from placement.
- E. Placement is made in programming options appropriate to the student’s educational needs, interests, and/or abilities which allow students to move through curriculum at the appropriate pace, and facilitate academic/social support.
- F. Instructionally useful information about individual students obtained during identification process is communicated to the appropriate members of the instructional staff regardless of final placement.

### **Identification of gifted and talented students is an ongoing process from pre-kindergarten through the twelfth grade**

- A. Opportunities will be provided for students to consider for placement in the gifted and talented program throughout their school experience.
- B. Students should have a ranking no lower than a 97 percentile on the school approved intellectual ability test.
- C. Students should have a ranking no lower than a 97 percentile on a total reading, total math, total language/written expression, social studies, science, core total, or composite total on a standardized achievement test. Grades pre-kindergarten through third is excluded from this criteria
- D. Students seeking to enter the gifted and talented program through criteria of creative thinking, leadership, or visual/performing arts abilities, must submit a portfolio and or performance examples to the placement committee for evaluation and approval.

- E. Students, who were previously identified as gifted and talented students before transferring to Pond Creek-Hunter School, will be placed upon receipt of verification of a test score or other verification that meets Pond Creek-Hunter placement criteria. A student from another school district where the criteria does not meet the districts standards will be re-evaluated with parental permission.
- F. A student previously placed in the gifted and talented program can be removed upon written request of the parent/guardian.
- G. A student may be removed from the program for failure to comply with program guidelines.
- H. Strict confidentiality procedures will be followed in regard to records of placement decisions and data on all nominated students.
- I. Records of placement decisions and data on all nominated students are kept on file for a minimum of five years or as long as needed for educational decisions.
- J. Due to variability in testing instruments and changing needs, all students may be re-evaluated every year after initial placement to evaluate appropriateness of students' placement in the gifted and talented program.
- K. Identification of students based on a nationally standardized test of intellectual ability is valid for a minimum of three years and may be valid for the students' educational experience.

#### **Site committee for the gifted and talented program**

- A. The committee will include the site coordinators, principals, teachers, counselors, and library/media specialist.
- B. The committee analyzes data, maintains appropriate records, and makes professional decisions on student placement.
- C. The committee coordinates and communicates this process of identification to the school staff following the gifted educational plan, state board of regulations, and state statutes.

#### **Differentiated Education**

Differentiated education includes multiple programming options and curriculum which is modified in pace, breadth, and depth.

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1. Enrichment of content           | 2. Guided research              |
| 3. Acceleration                    | 4. Correspondence courses (HS)  |
| 5. Honor courses                   | 6. Guidance/counseling          |
| 7. Concurrent enrollment           | 8. Ongoing assessment           |
| 9. Duke Talent Search              | 10. AP courses                  |
| 11. CLEP Test Credit               | 12. Proficiency based promotion |
| 13. Independent study              | 14. Dual enrollment             |
| 15. Advanced placement             | 16. College incentives          |
| 17. Cluster grouping               | 18. Instructional grouping      |
| 19. Creative/academic competitions |                                 |

## **Programming Options**

- A. Programming options are coordinated to guide the development of gifted and talented students from the time they are identified through graduation from high school.
- B. Students' placement in programming options is based on abilities, needs, and interests.
- C. Gifted child educational programming is ongoing and a part of the school schedule. Students will be provided a differentiated education within three weeks of the beginning of the school year.

## **Curriculum**

- A. Curriculum for the gifted extends or replaces the regular curriculum
- B. Curriculum is differentiated in content, process, and/ or product
- C. Content is differentiated in breadth, depth, and/or pace
- D. Processes for gifted students stress creativity and higher level thinking skills
- E. Curriculum is planned to assure continuity

At the elementary level, grades pre-kindergarten through fourth will be supervised by their classroom teacher. At the middle school and high school levels the gifted and talented program will be supervised by the Gifted and Talented Coordinator.

# **ARTICLE X**

## **School Parties and Educational Trips**

- 1. School parties in grades Pre-K – 4 may be held during school times for special occasions with the Principal's permission.
- 2. In grades 5-12 any class trip will be derived around an approved educational activity. The trip will take place during any approved school day and will have time and geographical restrictions. All students will attend the activity as a school day. Educational trips will be approved by the principal. Senior class trips may be approved with different guidelines.
- 3. Absolutely no class parties or educational trips will be held on Wednesday nights after 6:00 p.m. or on Sunday.
- 4. Occasionally individuals or groups of individuals sponsor parties or picnics in the name of a class or school organization and are not school sponsored activities. If in doubt, call the principal.
- 5. There will be no overnight and/or out-of-state trips that are non-curricular in nature.

## **ARTICLE XI – Class Sponsorship**

1. The Agriculture Education instructor will sponsor the Vo-Ag activities.
2. The Band instructor will sponsor the Band activities: the band members, twirlers, and flag corps.
3. The FACS instructor will sponsor the FCCLA activities.
4. The STEM instructor will sponsor the TSA-activities.
5. During the first week of school, teachers will receive assignments as sponsors of other various school organizations.

## **ARTICLE XII – Money Raising Activities**

1. Each class and organization member must do his or her own equal part in raising money for his/her organization or class. Failure to do his/her share of the projects will result in that member forfeiting his/her privilege of attending any of the activities of that organization,
2. Each class or organization member will abide by the majority of any decision made in a meeting.
3. Requests for fund-raisers shall be submitted to the Pond Creek-Hunter Board of Education at the August board meeting.

## **ARTICLE XIII – Junior and Senior Class**

1. If a student decides at any time his or her junior year that he/she does not wish to remain an active member of the class working towards the prom, he/she may do so.
2. Class rings can be ordered at the end of the sophomore year, and rings will be delivered at the beginning of the junior year.
3. Any speaker chosen for the Junior – Senior Prom must be approved by the Principal.
4. Seniors may be asked to take second semester tests for disciplinary action by the teacher or principal. Each senior will be allowed to take college or vocational days. These days will not be counted towards semester absences, but must be approved by the Principal before the days are taken.
5. All speakers and speeches in the Senior Commencement Exercise service must be approved by the Principal.
6. Senior trip is partially funded by the school district and the senior students. Any persons that move in or transfer to the district after the end of their junior year, or foreign exchange students that qualify to attend the senior trip, must pay his or her portion of the expense on a percentage basis.

## Homework Missed

All Pond Creek-Hunter students will be given the same amount of days as days missed plus one day to finish homework assignments. It is, however, the responsibility of the student to ask the instructor for the assignments missed while on school sponsored activities. Suspended students will be required to turn in all assignments the day he/she returns to school following the suspension.

# ARTICLE XIV

## School Health and Dress Codes

1. Health is of utmost importance in every child's life. It has a great bearing on every phase of the child's development. Parents should know that their children are in good health when at school and that defects which can be corrected have been. Examples include weak eyes treated with glasses, bad tonsils removed, and that children are free from infectious or contagious diseases. All parents should cooperate with school authorities in the proper immunization of their children.
2. All students attending Pond Creek-Hunter Schools are required by Oklahoma State law to have the required immunization shots and have records indicating the immunization on file in the school office.
3. After the child is in school, all teachers will keep a diligent watch for any student showing signs of contagious infection and report the name of that child to the building principal.
4. The following named diseases are incident to this climatic zone and are designed as communicable diseases: mumps, measles, German measles, chicken pox, smallpox, scarlet fever, diphtheria, infantile paralysis, spinal meningitis, and whooping cough.
5. Any student found to have symptoms of any communicable diseases will be required by the building principal to leave school and remain out until he/she can provide a doctor's statement indicating the child is ready to return to school.
6. All water used by the schools is taken from the city water supply and is tested at regular intervals by the State Health Department.
7. It is necessary that a child bathe regularly, and that his/her clothing is clean. It is no disgrace to wear old clothes but to wear dirty ones is another problem. Students are expected to dress so as to appear neat and clean.
8. All students are required to adhere to the following list of dress regulations:
  - a. All students will wear proper undergarments in appropriate manner.
    - i. No undergarments will be worn as regular tops or bottoms.
    - ii. All undergarments must be covered at all times.
  - b. No body piercing allowed IE: earrings (boys), nose, tongue, eyebrow, or any other body part which is visible or could lead to any type of disruption in the school.
  - c. All students will wear shoes. No flip flop sandals will be allowed.
  - d. No see-through shirts or blouses will be allowed.
  - e. No shirt, top, or blouses will be worn which:
    - i. Exposes any midsection skin
    - ii. Has a low-cut neck line
    - iii. Exposes any undergarment

- f. Students will wear clothing that will cover the shoulder with straps at least 2.5 inches in width.
- g. Clothing with advertisements or pictures of alcohol, tobacco, or drugs will not be allowed.
- h. Clothing lettered with any form of obscenity or insinuations of obscenity will not be allowed.
- i. No sweat pants, wind pants, yoga pants, or warm-ups are allowed to be worn at school, in grades 5-12, with the exception of cheer pants, worn on game day, by all cheerleaders after Fall Break and before Spring Break.
- j. Shorts of proper length (mid-thigh) may be worn until Fall Break, and may not be worn again until after Spring Break. No short-shorts will be worn. Shorts are to be hemmed and will not be in the fashion of gym shorts. Girl's dresses and skirts will also be at least mid-thigh length.
- k. Any clothing or hair styles that detract students in their performance of school duties will not be allowed. Oversized and bagging pants (bagging/sagging) with/without the band of undergarments able to be seen even if covered with a shirt will not be tolerated. Garments in the fashion designed to be tucked in will be worn in that manner to represent a businesslike approach. No pants of any kind with holes or rips will be worn at school.
- l. Tattoos are not recommended. Any tattoo which is deemed offensive, distracting, or inappropriate will be covered while at school.
- m. Any change in the normal school dress code will first have permission of the building principal.
- n. If there is any question as to proper school attire, check with the building principal prior to wearing the clothing to school.
- o. No trench type coats.
- p. No chains, collar bands, etc. that the administration deems as a potential weapon.

## **ARTICLE XV - Graduation Ceremony**

- 1. Students are expected to dress in a proper manner.
  - a. No tennis shoes
  - b. No cut offs or shorts
  - c. Anything on any gown or cap will be worn in the proper manner.
- 2. Caps are to be worn in proper manner.
- 3. This ceremony is used to honor academic achievement. These traditions are to be recognized without negative outside influence.

# ARTICLE XVI – Transportation

1. Only students enrolled in Pond Creek-Hunter Public Schools will be allowed to ride the school buses.
2. Route buses, the Vo-Tech bus, shuttle buses, the band bus, and the activity bus operate on a tight schedule.
3. Route buses have several miles to travel; therefore, the bus drivers will be instructed not to wait for any student. However, the school will try to operate the school buses so that they will be at their designated stops at certain times. These buses are scheduled to arrive at school no earlier than 8:00 a.m.
4. On bad weather days, parents are asked to have their children ready to meet the bus (10) to fifteen (15) minutes earlier than their designated stop time. This will assist in not missing any route students and help to get the bus to school on time.
5. Students riding the route buses in the mornings will not be allowed to get off until the buses arrive at the school buildings.
6. Students riding the route busses in the afternoons will not be allowed to get off the buses anywhere except at their designated stops without permissions.
7. The Vo-Tech bus will leave the Pond Creek School building at 7:40 a.m.
8. All Vo-Tech students are required to load the Vo-Tech bus at the Pond Creek School building. The driver will not load or unload any student at another stop.
9. All students going to Vo-Tech must ride the Vo-Tech bus unless special arrangements have been made through the office.
10. Students may, with special permission from the administration, travel in a supervised caravan accompanied by the school sponsor.
11. The school sponsor, with special permission, may appoint a reliable adult to provide transportation for students to and from activities.
12. The bus drivers have a great responsibility, and they do not have time for disciplinary problems. It is the order of the Pond Creek-Hunter Board of Education that the following school bus riding regulations be enforced:
  - a. No scuffling
  - b. No loud talking
  - c. No tape players
  - d. No radios
  - e. No immoral language or gestures
  - f. No destruction of school property
13. No student will be allowed to leave school sponsored activity with persons other than their parent or legal guardian unless arrangements are made prior to group departure with the building administrator. No cell phone conversations at the event will be taken.
14. Parents should notify the route driver of any change in riding accommodations.
15. Riding the school transportation system is a privilege. Any student that creates problems for himself/herself on any school bus will be sent to the building principal for disciplinary action. **DO NOT LOSE YOUR PRIVILEGE TO RIDE THE BUS.**

## **ARTICLE XVII – Library**

1. All students of Pond Creek-Hunter Schools are encouraged to use the school library.
2. The library's computers are available for students use. Middle School and High School students must have their computer password to use computers for other than research. Students must have an acceptable user form on file with the school.
3. Books may be checked out for two week periods.
4. Magazines may be checked out for one week.
5. Some reference books and all volumes of the library's encyclopedia sets can only be checked out for one day at a time. These books are to be returned to the library each afternoon before school is dismissed.
6. Any item may be rechecked as long as it has not been requested for use by another student.
7. A fine of five cents (\$0.05) per day, including weekends and holidays, will be charged for each item that is overdue. (Maximum charge is \$10 per book)
8. When overdue materials are returned to the library, the fine is stopped. If students are not able to pay fines at that time, his/her name will be placed on the librarian's fine due list. Students will not be allowed to check out other materials until late materials are returned, and all fines are paid.
9. A student is responsible for any materials checked out to him/her. If a book or magazine is damaged or lost, the student will pay for the repair or replacement. Damaged items will be assessed by the discretion of the librarian.
10. Overdue books or magazines that are deemed lost will be limited to the cost of the item.
11. All magazines are to be returned to the library before Christmas vacation. Books may be kept during the holidays if they have been checked out properly.

## **ARTICLE XVIII Annual and Newspaper Staff**

1. The staff consists of students who are enrolled in the course. A prerequisite for this course is keyboarding.
2. A school annual will be published each year under the direction of the annual staff.
3. Annual deposits for sales shall be made at an early date to determine the number of annuals needed.
4. A detailed accounting of school day picture sales and receipts are to be kept by the sales committee under the direction of the sponsor. Records shall show to whom pictures were delivered, how many returned and amount paid. Memory-mate pictures will only be sold to students in grade five through twelve.
5. Class favorites, whose pictures appear in the annual, will be elected by members of the classes they represent.
6. The Senior class will elect seniors for the honor of Who's Who. These students' pictures will appear in the school annual.

# **ARTICLE XIX – School Accounts**

The school activity fund will be subdivided into separate accounts for each organization and class. Detailed records are to be kept by the class or organization treasurer, supervised by the sponsor, and approved by the financial secretary. All monies will be receipted, deposits will be made daily, and a statement will be filed for each bill for all accounts. All charge purchases must be signed by the teacher in charge of the activity concerned. The financial secretary's account for each activity will be the official account for the activities. The books are open for inspection at any time.

# **ARTICLE XX – Lunch Accounts**

1. The serving of lunch in the cafeteria is at cost for convenience and health of the child. The cost of each meal is as follows:
  - a. Students - \$2.50 for lunch; \$1.25 for breakfast
  - b. Staff - \$2.50 for lunch; \$1.25 for breakfast
  - c. Guests - \$3.50 for lunch; \$2.50 for breakfast
2. Free and reduced lunches are available. Parents need to check with the school secretary for applications and information.

Pond Creek-Hunter Schools have an obligation to pay their respective bills on time. Therefore, all students are required to pay for their meals in advance.

# **ARTICLE XXI – Textbooks/Computers**

1. Textbooks/computers will be furnished to all students.
2. Textbooks/computers once issued to students become the responsibility of that specific student and his/her parents. Any book/computer lost or damaged beyond reasonable wear will be paid for by the parent or guardian of such child.
3. Each teacher is fully responsible for books/computers under his/her care and must account for them at the close of each school year.
4. Students in High School will be issued a computer for their use which he/she will be responsible for during his/her entire High School career. Upon graduation the computer may be purchased for a nominal fee as determined by the Board of Education.

# ARTICLE XXII – Bell System

Middle School		High School	
1 <sup>st</sup> Period	8:00-8:50	1 <sup>st</sup> Period	8:00-9:45
Breakfast	8:50-9:05	Breakfast	9:45-10:00
2 <sup>nd</sup> Period	9:10-10:00	2 <sup>nd</sup> Period	10:05-11:50
3 <sup>rd</sup> Period	10:05-10:55	Lunch	11:50-12:15
Lunch	10:55-11:20	3 <sup>rd</sup> Period	12:20-2:05
4 <sup>th</sup> Period	11:25-12:15	4 <sup>th</sup> Period	2:10-3:00
5 <sup>th</sup> Period	12:20-1:10		
6 <sup>th</sup> Period	1:15-2:05		
7 <sup>th</sup> Period	2:10-3:00		

## ARTICLE XXIII

### School Building and School Property

1. It is the policy of the Pond Creek-Hunter Board of Education and school administration to make the schedule, building, and facilities available to the public in a manner consistent with the best interest of the citizens of the district. The school facilities shall be made available to the fullest possible extent under the law for use by responsible citizens except that such use shall not be permitted to interfere with the regular operations of the school. Use of the facilities will be limited during any school year.
2. Programs sponsored by organizations where attendance is on membership basis, even though such membership is conditioned on the payment of the membership fee, will be permitted provided clearance is secured through school officials and there is no interference with school activities. Programs must be of a type which could be properly presented before high school boys and girls.
3. Restrictions on use of School Buildings:
  - a. School buildings or grounds shall not be used for any money raising activities except those sponsored by school organizations.
  - b. The use of facilities will be granted only when such does not interfere with school sponsored activities.
  - c. School related organizations will not be assessed any charges for their use of the school buildings.
  - d. School buildings will not be available for use on Wednesday after 6:00 p.m. They will also not be available on Sundays.
  - e. Anytime a building is opened for public use, a full time certified school employee has to be present.
  - f. The dates for use of the facilities must be cleared through the building principal, have the approval of the superintendent of schools and must be placed on the school calendar at the high school sufficiently in advance to avoid conflicts.
  - g. The gymnasium may be opened by a certified school employee.
4. Organizations will be held responsible for loss or damage to school property.

# ARTICLE XXIV

## Pond Creek-Hunter Discipline Policy

### Regulation Student Discipline Activities

The goal of the Pond Creek-Hunter School District 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.

The school district, in order to provide quality education for all its students, will not tolerate disruptive acts that would “interfere with tranquility of its school or the safety of its students.” Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

- Going directly to and from school
- Attendance of school sponsored activity in the district or involving the district schools (away: from the district)
- Going to and from a required activity
- In-transit time to activities on school transportation

The district may also discipline a student for behavior that occurs in other places if a relationship exists between the behavior and the district, especially if the behavior may indicate a possible impact on the safety of the district and its students.

### Disruptive or Interfering Behavior

A disruptive or interfering act shall be deemed as; but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

- Demonstrations or sit-ins
- Walk-outs or blockages
- Group violence
- Disrespect or disobedience to school personnel, harassment and/or intimidation, verbal or physical, of students or school personnel
- The use of obscene, lewd or profane language (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or school property
- Possession or use of drugs, alcohol or weapons possession (except where permitted by law), or use of tobacco by minors
- Failure to make reasonable attempt at course work

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, and its potential effect on other students).

### **Examples of Specific Activities that May Result in Discipline**

The following activities, listed by example, are hereby prohibited to the students of this school district when wider school authority, and commissions or, omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff of this school district.

1. Refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver
2. Misbehavior at noon
3. Behavior which, in the opinion of a bus driver or sponsor, endangers other students riding the bus
4. Sale, possession, or use of drugs and/or mind or mood altering substances at school or at any school activity
5. Violence or verbal abuse towards school personnel or other students at any time
6. Threats of violence toward school personnel or to other students at any time
7. Fighting at school; or at any school activity
8. Extortion at anytime
9. Carrying dangerous weapons at school or at a school activity, except where permitted by 21 O.S. 2001, Section 1280.1
10. Refusal to do required assignments
11. Immorality at school, or at a school activity, or to or from school or such activity
12. Behavior in the classroom which interferes with the learning of others
13. Stealing or defacing school property, school personnel's property, or other student's personal property
14. Truancy and tardiness
15. Failure to show respect for school personnel
16. Cheating on school assignments or tests
17. Failure to do required assignments
18. Chewing gum or eating candy in class
19. Use or possession of tobacco on school grounds during school hours, to and from school, or during extracurricular activities at the site of a school sponsored activity for students in prohibited for students (regardless of age)
20. Use of foul language or obscene gestures at school or at a school activity
21. Reckless driving on campus or any street adjacent to the campus at anytime
22. Showing poor sportsmanship at school activities
23. Disruptive behavior at school activities
24. Leaving school without checking out through the office of the principal
25. Wearing hats in the building during the class day
26. Wearing street shoes on the gym floor
27. Refusing to go to assemblies directly from the classroom
28. Loitering between school and town, before school, noon, or after school
29. Not waiting until the teacher dismisses the class before leaving a classroom
30. Not staying in the building once a student has arrived at a school activity
31. Not parking in assigned parking areas

32. Loitering in parking areas or inside cars during the school day or any activity
33. Being out of class during class period
34. Failure to take books and supplies to class
35. Wearing clothing or buttons with sexually suggestive or obscene words or pictures on them
36. Making unauthorized phone calls during the day
37. Wearing shirts, tank tops, or tops that do not come down to the top of the pants, skirt or shorts worn
38. Wearing any advertisement or picture interfering with the education process
39. Passing notes in the classroom
40. Bringing any audio, radio, or television appliance to school without permission
41. Running or being excessively noisy in the hallway
42. Public display of affection
43. Violating posted classroom rules
44. Lunchroom misconduct
45. Violating administrative directive or rules
46. Any other action that is not covered

This listing gives students examples of some of the infractions that a student might encounter. It is not all inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. Nothing in this discipline explanation shall be construed to deny the student's right to fair and orderly hearing, appeals, counsel and due process in cases that may end in suspension or expulsion.

The principals and their designees shall interpret the listings in a manner that they deem just, given the circumstances of the individual case. This list is not intended to be a complete listing of all possible offenses, but it is a listing of those offenses that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situation not covered in the disciplinary action schedule.

### **Disciplinary Action**

The following disciplinary actions shall be utilized. The administration shall utilize an appropriate disciplinary action to fit the level of misbehavior and number of referrals.

1. Conference with student
2. In-school suspension
3. Detention
4. Referral to counselor
5. Behavioral contract
6. Conference with parents
7. Changing seat assignments or class assignment for students
8. Requiring the student to make financial restitution
9. Requiring the student to clean or straighten items or facilities he/she damaged
10. Restriction of privileges
11. Involving the police
12. Suspension
13. Expulsion
14. Corporal punishment
15. Any other disciplinary action deemed appropriate to the situation

## **Due Process**

A student suspended from school has a right to due process. Due process means that student.

1. Has the opportunity to inform himself/herself of the provisions of the policies or of school regulations or procedures,
2. Has been informed of the policies allegedly violated,
3. Has been sufficient opportunity to give his/her version of the alleged violation, to call witness, and to be represented by legal counsel, and
4. Has the right to appeal

## **Right to Appeal**

Appeal procedures for suspensions may be made on the basis of answering the following questions:

1. Is the student guilty of a rule violation?
2. Is the penalty in keeping with the severity of the infraction? On receiving an appeal, the principal will set a time and place for the appeal conference. The student and parent/guardian must attend the conference. The appeal conference will not be confused with a disciplinary conference called for by school personnel. The appeal decision will be:
  3. To sustain the suspension, or,
  4. To rescind the suspension, or,
  5. To modify the action prescribed

Further actions will be in accordance with state statute. A decision made by the board of education shall be final.

## **Interpretation**

The principal and his designees in a manner that is deemed just given the circumstances of the individual case shall determine the disciplinary action to be taken. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered by policy or regulation.

## **Notification**

Parents and guardians of every child residing in the school district shall be notified at the beginning of each school year that this policy and regulations are in effect. A copy of this information will be made available to parents or guardians upon request at any time during the school year.

### References:

*70 O.S. 24-101.3 (Section 488.2, School Laws of Oklahoma)*

*Em, S.B. No. 452 (2003 Legislative Session)*

*21 O.S. 2001 Section 1280.1*

*(amended by Enr. S.B.; No. 834, 2003 Legislative Session)*

# ARTICLE XXV – Extended School Year

Pond Creek-Hunter Public Schools has adopted an extended school year policy that is not to enhance the present levels of educational performance. However, the policy deals with students that demonstrate a level of “skill regression and a student’s limited capacity for recoupment.”

The policy measures eligibility by a variety of determinations including the IEP.

Interested parents/guardians need to contact the building principal for more specific details involving the extended school year policy.

## ARTICLE XXVI Order to Leave School Premises

The undersigned chief administrative officer of the Public School District, under authority of 21 O.S. § 1375 and § 1376 § and 70 O.S. § 24-131.1, hereby direct and orders

Name \_\_\_\_\_

Address \_\_\_\_\_

To leave the institution and the premises of \_\_\_\_\_

\_\_\_\_\_

And to not (1) interfere with the peaceful conduct of activities at the school district including sanctioned athletic events; or (2) commit any act which interferes with the peaceful conduct of activities at the school district or upon any school premises; or (3) enter the school district for the purpose of committing any act which may interfere with the peaceful conduct of activities at the school district sanctioned athletic events.

Any such person is notified that under the laws of Oklahoma, any person who refuses to leave the school district after being ordered to do so, or returns during the remainder of the school year or for such time as a court may provide without first obtaining written permission from the chief administrative officer, will be guilty of a misdemeanor under Oklahoma law,

And you are further notified that any complaint or objection to this order and directive should be made to the

\_\_\_\_\_

Board of Education, \_\_\_\_\_

District I- \_\_\_\_\_, \_\_\_\_\_ County.

\_\_\_\_\_

Chief Administrative Officer  
(Superintendent of Schools, Principal)

# **ARTICLE XXVII**

## **Student Drug Prevention Program**

Pond Creek-Hunter Schools hereby adopts and will implement a drug prevention program for all its students and employees that, at a minimum, includes age-appropriate, developmentally based drug and alcohol education and prevention programs which addressed the legal, social and health consequences of drug and alcohol use and such provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students in grades K-12.

Pond Creek-Hunter Public Schools shall issue a statement to all students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It shall be required that all parents and students be given a copy of the standards of conduct, the statement of disciplinary sanctions, and that the standards of conduct is mandatory of all students.

A biennial review by the school shall determine its effectiveness and implement changes to the program if needed and ensure that disciplinary sanctions are consistently enforced for students and employees.

The administrative offices of Pond Creek-Hunter Schools, Pond Creek, Grant County, Oklahoma, 73766

### **Drug-Free Schools and Communities Act**

In compliance with the Drug-Free Schools and Communities Act all employees are notified that the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited. Any such action can lead to disciplinary sanctions up to and including termination of employment and referral for prosecution. Completion of an appropriate rehabilitation program may also be required.

Compliance with these standards is mandatory. If employees need information regarding drug and alcohol counseling and rehabilitation and re-entry programs, please contact the superintendent of schools.

### **Drug-Free Schools and Communities Act**

The staff of the Pond Creek-Hunter Public School system is concerned about a student's total development and the availability of illicit drugs and alcohol in American society today.

It is the responsibility of the Pond Creek-Hunter School system to inform students and parents that the possession or use of illicit drugs and/or alcohol, including tobacco, is wrong and harmful. The possession or use of illicit drugs and /or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken.

Disciplinary methods may include, but are not limited to the following:

1. Before school or after school detention
2. Conference with the parent
3. Conference with the principal
4. Contact punishment
5. Corporal punishment
6. In-school suspension
7. Out-of-school suspension
8. Removal from class with an “F”
9. Temporary removal from class
10. Withholding of privileges
11. Completion of a drug rehabilitation program

Please see student handbooks for additional information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and re-entry programs be needed, please contact the school counselor or principal.

### **Tobacco on School Premises**

The Board of Education understands the concern of parents, educators, students, and other community members regarding the adverse effects of tobacco. Further, the Board is aware of Oklahoma law which prohibits the possession of tobacco by minors. Therefore, tobacco in any form, or tobacco products of any kind, shall not be used or possessed on school premises by students. Neither shall tobacco be possessed or used by students while attending any school sponsored event outside school premises, or while transporting to or from such an event.

The superintendent will prepare a regulation which supports this policy. Reference: 70 O.S. § 1241.

### **Smoking on School Premises**

The Board of Education recognizes that tobacco smoking has been shown to be responsible for much illness and early death. Smoke-laden air (passive smoke) also affects the non-smoker’s health and causes discomfort. Therefore, in an effort to provide a pleasant environment for all of our patrons and employees, the Board of Education has elected to have all of Pond Creek-Hunter buildings smoke free.

The administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking upon request of a patron or employee suffering discomfort from the smoke or who has hypersensitivity to smoke.

### **Reporting Students under the Influence or Possessing Non-intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances**

It shall be the policy of Pond Creek-Hunter Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or possession:

1. Non-intoxicating beverages
2. Alcoholic beverages
3. Controlled dangerous substance
4. Dangerous weapons
5. Missing or stolen property (if missing or stolen from the school grounds).

Reference: O.S. Title 70 Section 133.1

As the above are now defined by state law, employees shall notify the principal, shall immediately notify the superintendent of schools, and a parent or legal guardian of said student of the matter.

Any suspension and or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Pond Creek-Hunter Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, this is to include under the influence of low-point beer, alcoholic beverages, or a controlled dangerous substance in the classroom, and who reports such information to the appropriate school official, shall be immune from all civil liability. School personnel will in no way be held liable for the reporting of violation of policy (s).

## **ARTICLE XXVIII**

### **Alcohol and Drug Program Policy**

The Pond Creek-Hunter School District establishes a program meant to support students who are affected by the use of alcohol and other drug problems along the following guidelines:

1. The possession, use, delivery, transfer, or sale of alcoholic beverages or controlled substances by students while in school or at school sponsored events are expressly forbidden.
  - a. First offense: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from one to ten days, and will be ineligible for participation in all extracurricular activities for a period of one calendar year. The building administrator may reduce the suspension if:
    - i. The student and family agree to the screening of the offender for chemical dependency.
    - ii. If chemical dependency is indicated by this screening a full alcohol and drug evaluation will be facilitated.
    - iii. The parent and offended follow all evaluation recommendations.
  - b. Second offense: Parents and law enforcement will be contacted immediately upon verification of the violation. A recommendation for expulsion will be made to the Board of Education, the building administrator, or the Board of Education expulsion review committee. The Board of Education may hold such recommendation for expulsion if

the offender has successfully completed all previous evaluation recommendations.

2. Because of the potential danger to the student presented by his/her acute intoxication of alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose while in school, or at a school sponsored event, will be transported immediately to the local hospital or facility designated to provide detoxification services followed by immediate notification of parents and police. Following his/her return to school, Section One of this policy will be implemented. Pond Creek-Hunter School District retains the right to screen any student that is not meeting performance standards as outlined by the Pond Creek-Hunter School District and may be screened for chemical dependency as a root cause for the student's inability to perform at standardized performance levels. The substance abuse subtle screening inventory is recommended to be used for alcohol and drug screening.
3. The following are guidelines for staff members in the referral of students for screening and evaluation:
  - a. Any student who is witnessed in violation of Section One is to be referred to the counselor's office for alcohol and/or drug screening.
  - b. Any student who exhibits a definite and repeated pattern of unacceptable school performance may be referred to the counselor's office for alcohol and/or drug screening.
  - c. Any student exhibiting symptoms or indications of an alcohol or drug related problem is to be referred to the counselor's office for an alcohol and/or drug screening.
  - d. Any student who self-discloses alcohol and/or drug related behavior, who places himself or others at risk or in eminent danger is to be referred to the counselor's office for alcohol and/or drug screening.

## **ARTICLE XXIX – Medicine**

1. No medicine shall be administered to students by school personnel unless a form authorizing to administer medicine has been signed by the parent or legal guardian.
2. Students prescribed inhalers and/or epi-pens may carry them.

## **ARTICLE XXX – Child Abuse and Neglect**

Under Oklahoma law “abuse and neglect” means harm or threatened harm to a child’s welfare by a person responsible for the child’s health or welfare. Harm or threatened harm to child’s health or welfare can occur through: Non-accidental physical or mental injury; Sexual abuse, or neglect treatment or maltreatment, including the failure to provide adequate food, clothing, or shelter.

Suspected physical and sexual abuse cases are investigated by the County Department of Human Services. Each case is professionally evaluated to determine the necessity of treatment for the family. Criminal prosecution is not the primary purpose of the investigation or the reports made by the educator.

The law provides immunity from civil liability and criminal penalty to all who participate in good faith, in the making of a report or investigation, in physical and sexual abuse, or in any judicial proceedings resulting from such a report.

### **Reporting Procedure**

Any certified or support employee of the school district suspecting child abuse or neglect, shall notify the building principal at once. If the abuse or neglect is judged to be valid, the principal shall report the situation immediately to the County Department of Human Services. After 4:30 p.m. the report can be made to the Child Abuse Hotline 1-800-522-3511 or 1-800-347-1062.

Should the school employee making the original report be dissatisfied with the principal's administrative decision on handling the matter, said employee shall then personally report the suspected abuse or neglect directly to the superintendent's office.

The person making the oral report to the Department of Human Services is also responsible for submitting a written report (appendix). The written report must follow the oral report and be made within forty-eight (48) hours of the contact which disclosed the existence of possible abuse. Copies of the written report shall be sent to the district attorney, Department of Human Services, and to the principal's office to be kept in a confidential file.

### **School Procedure**

School staff members may initially question the child to determine if the child's injuries resulted from cruel or inhumane treatment, sexual abuse, or malicious acts by the child's caretaker. However, in no case shall the child be subjected to undue pressure in order to validate suspicion of abuse. Validation of suspected child abuse is the responsibility of the Department of Human Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

The intent of this administrative procedure on reporting child abuse and neglect is based on protecting the best interest and general welfare of children. Schools are in a unique position to help in the process, as they have a close and daily contact with children of school age.

## **ARTICLE XXXI – Search and Seizure Policy**

The superintendent, principal, teacher of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of Oklahoma Statutes or for missing or stolen property if said property can be reasonably suspected to have been taken from a pupil, a school employee, or the school during school

activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reasons shall be necessary for such search. Schools shall inform pupils in the student discipline code that they shall not have any reasonable expectation of privacy rights towards school officials in school lockers, desks, and other school property.

## **ARTICLE XXXII**

### **Parental Inspection of Certain Materials**

House Bill 1072, §11-105.1 This allows parental inspection of curriculum and materials used in sex education and certain related programs or tests; allowing optional participation in such classes or programs; requiring a school district superintendent to notify parents and guardians of their right to inspect the curriculum and material; allowing optional participation in sex education programs that discuss sexual behavior or attitudes; requiring that all curriculum, materials, tests, surveys and questionnaires be approved by the school superintendent or a designee of the school district; providing exceptions; effective date Nov. 1, 1995.

## **National Defense Authorization Act**

Section 9528 of the ESA, 20 U.S.C.\*7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by \*544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub. L. No. 107-107), require LEAs to:

- Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and
- Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

### **Bullying Prevention**

Bullying will not be tolerated anywhere at Pond Creek-Hunter Schools. This includes school facilities, premises, and non-school property if the student is at any school sponsored, school approved or school related activity, event or function. (i.e. Field trips or competitive athletic events) where students are under the supervision of staff. Reporting bullying to school staff is encouraged. Pond Creek-Hunter Schools staff will strive to maintain confidentiality of any student target or bystander who reports bullying.

### **Pond Creek-Hunter Public School in Compliance with the Family Education Rights and Privacy Act of 1974**

In accordance with the policy of the Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

1. Parents and students eighteen years of age or older shall access to the student's cumulative records. If appropriate, the noncustodial parent as well as the custodial parent shall have access to student records.
2. In the event a parent or student eighteen years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading, or inappropriate, the parent or student shall be given the opportunity to challenge the record at a formal hearing to consider the correction or deletion of any inaccurate, misleading, or inappropriate information.
3. In the event the parent or student eighteen years of age or older does not concur with the decision of the hearing official concerning a challenge, an appeal can be made to the Board of Education.
4. Parents and eligible students have the right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. A translation of the FERPA rights will be arranged by the district to non-English speaking parents in their native language.
6. The release of the student records and personally identifiable information shall only be by written consent of the student over eighteen years of age, parents, or legal custodian, or legal guardian.
7. The Special Education Teacher or School Principal shall take appropriate steps to notify parents and students of their rights under this act.

## **Annual Notification of FERPA Policy**

Within the first three weeks of each school year, the Pond Creek-Hunter School District will send home a notice to parents and eligible students of their rights under the FERPA and this policy. (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolled in a post-secondary school. The student then becomes an “eligible student”.

### **Fees for Copies of Records**

There will be no fee assessed to obtain copies of student records for parents, eligible students, or third party request with prior consent.

### **Nondiscrimination Statement**

The Pond Creek-Hunter School District I-90 does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Pond Creek-Hunter School also does not discriminate in its hiring or employment practices.

This notice is provided by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Lori Unruh, Compliance Coordinator

Office Address: 200 E. Broadway, Pond Creek, OK 73766

Phone Number: 580-532-4241

Days/Hours: Monday-Friday 7:30 a.m. – 4:00 p.m.

### **Individuals with Disabilities Education Act**

*The Individuals with Disabilities Education Act (IDEA)* is a federal funding statute which mandates a free appropriate public education (*FAPE*) for children who qualify as disabled under one or more of the fourteen (14) specified disability categories. Each categorical definition states that the condition must “adversely affect a child’s educational performance.” “Special education”: is defined as “specially designed instruction...to meet the unique needs of a child with a disability.” (34 C.F.R.300.17.) Eligibility is established by a multidisciplinary team evaluation process. Qualified students are provided with an *Individualized Education Program (IEP)* which outlines the child’s special education program.

Section 504 of the Rehabilitation Act is a broad civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Individuals must meet the definition of “individual with a disability” as listed above and it must be determined that the disability substantially limits one or more of the student’s major life activities as defined previously. Eligibility is established through documentation of the disability and identification of the major life activities that are affected. Qualified students are provided with a written plan to outline the specific education modifications/accommodations that are necessary.

## **ARTICLE XXXIII – PARENT’S BILL OF RIGHTS**

District’s board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child’s course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child’s participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school; and

7. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:

- a. the right to opt out of sex education curriculum if offered by the District;
- b. open enrollment rights;
- c. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003;
- d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
- h. the right to review test results;
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
- k. the right to receive a school report card;
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
- m. the right to public review of courses of study and textbooks;
- n. the right to be excused from school attendance for religious reasons;
- o. policies related to parental involvement pursuant to Title 25 O.S. Section 2003;
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record. Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the District

Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board of Education. The Board of Education will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board of Education shall formally consider the request at the next subsequent public meeting of the Board.

# **NOTICE**

## **Pond Creek-Hunter Schools**

Provide educational opportunities to handicapped students age 0-21.

These services are provided in accordance with IDEA which requires an appropriate education for handicapped children 0-21.

Any person having knowledge of a handicapped child not identified or served, please contact:

**Director of Special Education  
200 East Broadway  
Pond Creek, OK 73766**

### **AHERA Mandated Asbestos Inspection and Management Plan**

In accordance with federal law, Pond Creek-Hunter Schools was inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those which can be crumbled by hand pressure, and therefore have a potential to release airborne fibers if the material is damaged or disturbed. Non-friable materials are hard, and therefore are incapable of releasing asbestos fibers, unless the materials are machined in some way.

These materials posed no problems as long as they are not handled improperly. These materials are primarily found in the floor and ceiling tiles.

The complete inspection report and asbestos management plan are available for review during normal business hours in the School Administration Office. We are pleased with the plan and continue to strive to provide a quality and safe environment for our students and faculty.

**Revised June 30, 2016**