

# **Thomas Intermediate Elementary School**

**2025-2026**

4<sup>TH</sup> – 7<sup>th</sup> Grades  
Student Handbook



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**Thomas Intermediate Elementary School Handbook**

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Welcome to Thomas Intermediate Elementary School. This handbook was designed to serve as a helpful guide for students, parents, and Thomas School staff. It provides important information about our school's policies, procedures, expectations, and resources. Our goal is to ensure that everyone in our school community understands and follows the guidelines that support a safe, respectful, and effective learning environment. We encourage all families to read this handbook carefully and refer to it throughout the school year.

## **I. SCHOOL DAY**

The school day begins at 8:00 am and ends at 3:00 pm. The building opens and supervision of students begins at 7:30 am. Students arriving after 8:00 am will be counted tardy. If you need to talk with your child's teacher, the best time to call would be from 7:40-8:00 am or after school. You may also call and schedule a time to talk with your child's teacher. All messages and/or deliveries must be made prior to 2:00 pm to ensure that they reach students. Parents must check in at the office during these visits.

## **II. ENROLLMENT REQUIREMENTS**

For new students enrolling in the Holdenville School System, a copy of the student's birth certificate and immunization records are required before the student may attend. Current Oklahoma State Department of Health immunization requirements for the fourth, fifth, sixth, seventh grades are:

- 5 DTP/DTap/Td/Tdap - If the 4<sup>th</sup> dose is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose is not required.
- 4 Polio - If the 3<sup>rd</sup> dose is administered on or after the child's 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose is not required.
- 2 MMR
- 2-3 Hep B - Previously unimmunized adolescents 11 through 15 years of age may receive a two (2) dose series of Merck® Adult Hepatitis B vaccine. All other children (younger or older) must receive three (3) doses of Hepatitis B vaccine.
- 2 Hep A
- 1 Varicella

Children following a medically approved schedule for completion of an immunization series may be allowed to attend school. Parents or guardians are required to present a schedule for completion of the required immunizations that have been signed by a licensed physician or public health authority. Oklahoma's School Immunization Law allows exemptions to immunizations for medical, religious, or personal objections. The exemption forms are available from the Oklahoma State Department of Health.

All students entering the seventh grade beginning with the 2011-2012 school year will be required to have one dose of Tdap vaccine. Oklahoma's school law states that Tdap is required for all students attending the 7<sup>th</sup> grade beginning with the fall 2011 semester, so the deadline is the first day of school of the 2011-2012 school year.

### **III. ATTENDANCE, ABSENCES, TARDIES, AND TRUANCY**

#### Absences:

1. **Attendance/Activity participation**

Students must attend school full-time on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

2. **Perfect Attendance**

In order for a student to receive the Perfect Attendance Award, he/she must meet the following criteria:

- No absences
- No tardies
- No early check-outs

3. **Missed Work**

It is the student's responsibility to check with the teacher for missed work. Students can get their work when they return to school. Students are given one day for each day absent to make up assignments. Missed work is limited to assignments given during absence of the student. Long-term assignments are due on the date required (teacher discretion) or the next day in attendance after an absence.

**\*If it is an extended absence, parents may make arrangements with the principal. The final decision is with the principal.**

4. **Make-up School**

**Any student that misses more than seven days will not receive credit for that semester. Students that exceed 7 absences at the end of each semester will be required to attend summer school.** Out of school suspensions, homebound, and school approved activity absences are exempt from these guidelines. Ten or more unexcused absences will be submitted to the District attorney for further review, extenuating circumstances will be reviewed by the attendance committee.

5. **Virtual/Distance Learning**

Must complete daily attendance online or will be considered absent.

6. **Vacation**

Thomas Intermediate Elementary discourages family or student vacations while school is in session. Absences due to vacation trips are considered unexcused, therefore, parents/guardians are strongly discouraged from taking their children out of school for family vacations. Valuable classroom instruction time can never be replaced by make-up assignments. When families decide to take their children out of school for vacations, they must notify the school of their intentions.

### Activities Absences:

Any extra-curricular activity sponsored or approved by the school's discretion is a "school activity". Per Standards for Accreditation of Oklahoma Schools 1998 rule 210: 35-17-2 (b) (3)(B) a student may miss a class period no more than 10 times per school year due to school activities.

### Homebound Absences:

Homebound absences are not true absences because the student is in attendance at home. If a student has an emergency health problem or a chronic health problem, immediate or pre-planned homebound instruction can be made available. Contact the principal's office for details.

### Tardies:

#### **Beginning and End of School**

4<sup>th</sup> grade students who arrive between 8:00 am and 10:00 am will be tardy. Students who arrive or leave between 10:00 am and 1:00 pm will be counted a half day absence. A student who leaves after 1:00 pm will be tardy.  
5<sup>th</sup> – 7<sup>th</sup> grade students will be counted tardy/absent by the hour.

Students are allowed 3 tardies each semester. If a student exceeds 3 tardies, the following will occur:

- 4 tardies – after school detention, call to guardian
- 5 tardies – will result in after school detention, call to guardian, and an escort to class.
- 6 or more tardies – will result in an in-school detention (ISD) for each occurrence, call to guardian

All student attendance, absence and transportation information is compiled on a half-day basis with the exception of attendance, absence and transportation information for half-day early childhood or kindergarten programs which are recorded on a full-day basis. A student must be in attendance for two-thirds (2/3) of the first half of the school day to be recorded present for one-half day; likewise, a student must be in attendance for two-thirds (2/3) of the second half of the school day to be recorded present for one-half day.

#### **During School**

All students who have unexcused tardies that occur between class periods will receive consequences such as after school detention, this will be determined by the building principal.

### Truancy:

Truancy occurs when a student leaves school without being officially checked out through the office or when a student remains away from school without the knowledge or consent of the student's parents or guardians. Disciplinary action will be assessed.

#### **IV. SCHOOL PROPERTY**

Your child will have free use of a variety of text, library books, workbooks, technology devices, and other materials. Please provide a convenient, safe place to keep the materials if your child brings them home. Lost or damaged materials must be paid for at replacement cost. Misuse or accessing inappropriate content on school computers, Chromebooks, or I-pads will result in disciplinary consequences.

#### **V. EMERGENCY CLOSINGS**

If the Holdenville School System will be closed due to severe weather conditions, the official announcement will be over the radio station, TV channel nine, Thomas' Facebook page, and the automatic messaging system.

#### **VI. INJURY OR ILLNESS AT SCHOOL**

If a student becomes injured or sick at school, a staff member will attend to him/her and the parent will be notified. Simple first aid will be administered.

When emergency medical attention is necessary, and neither the parent nor the person listed on the enrollment sheet can be located, the family physician will be called, or the child will be taken to the doctor or the emergency room at Holdenville General Hospital. Authorization for such action will be on file in the school office, unless instructions have been given to the contrary.

According to state law, any child infected with a contagious disease such as pink eye, chicken pox, impetigo, or infested with head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice must present to the principal, before being re-admitted, a certification from a health professional or a representative of the State Department of Health indicating that the student is free of live head lice. Students that have been identified with head lice more than three times during the school year will be reported to the Department of Human Services.

If a child is well enough to attend school, but the parent does not want the child to go outside during recess or P.E., a note should be sent to school indicating the parent's wishes.

## **VII. MEDICATION**

In order for a child to be administered prescription or non-prescription medicine at school, the following procedures MUST be followed:

### **1. Prescription Medication**

**A.** Prescription medication must be in an original Pharmacy Label container that indicates the following

- Student's Name
- Name and strength
- Dosage and directions for administration
- Name of Physician
- Date and Name of Pharmacy

**B.** Such medication must be accompanied by a written authorization from the parent, legal guardian, or physician that indicates the following

- Purpose of the medication
- Termination date for administering
- Time to be administered

### **2. Non-Prescription Medication**

**A.** Non-Prescription medication must be in the container that indicates

- Student's Name
- Dosage and directions

**B.** Such medication must be accompanied by a written authorization from the parent

**C.** Cough Drops are a medication and must be turned into the office. Students are not allowed to pass out to other students.

All medication will be kept and dispensed by the school secretary, principal, school nurse, or staff. The school will not provide Tylenol, aspirin or any such type of product to any student. School personnel can only give medication to students provided by the parent or guardian.

**The student is responsible for asking to take all medications at the appropriate times.**

## **VIII. TRANSPORTATION**

The Holdenville School District provides safe transportation for those students who are legally eligible to be transported to and from school. Loading and unloading from a bus must be made with caution. The driver of a bus is a school official and has the same authority in disciplining as a teacher in the classroom. A "BUS VIOLATION REPORT TO PARENTS" will report misconduct to the principal and the parent. The first note is a warning and must be signed by the parent as an indication that that he/she has knowledge of the infraction. A copy is sent to the principal. The second note will bring disciplinary action and the possibility of suspension from the bus for a designated period

of time. The third note is subject to complete suspension. At this time, the parent must meet with school officials prior to the return of bus riding privileges. Depending on the severity or type of violation, the principal has the option of deviating from the disciplinary schedule.

### **IX. CAFETERIA/FOOD/DRINKS**

Holdenville Public Schools has been approved through a program called (CEP) Community Eligibility Provision to provide FREE breakfast and FREE lunch to ALL students no matter the family income level.

The Child Nutrition Program follows the meal pattern for the (HHFKA) Healthy Hunger Free Kids Act which requires milk, choice of vegetable and/or fruit, grain/bread, meat or meat alternative. We strive to provide 2 healthy meals for each student every day. Any beverages brought from home must be **caffeine free** and **no soda** allowed.

Monthly menus are available on the Holdenville Schools web site at [www.holdenville.k12.ok.us](http://www.holdenville.k12.ok.us).

Food and drinks purchased off-campus are only allowed in the cafeteria and not in the school building. No caffeine allowed. Clear liquids only.

### **X. CLASSROOM VISITATION**

Thomas Teachers welcome visits from parents. A parent who takes an active role in their child's education encourages the child's progress. Parents wishing to visit a classroom are required to phone the school (379-6661) to schedule an appointment. Scheduling in advance avoids disrupting the classroom routine. Any visitor must check in at the office and be escorted by a school employee to the classroom.

**Non-enrolled students may not visit the classrooms.**

### **XI. PERSONAL PROPERTY**

For the identification and protection of personal property, articles such as coats, jackets, sweaters, gloves, lunch boxes, etc. should be **labeled with student's name**.

Students are not allowed to bring earphones, earbuds, speakers, lighters, iPods, toys, trading cards, knives, toy guns, skateboards, hard balls, or bats. **The school will not be responsible for personal property that has been lost, stolen, or damaged.**

Students are not allowed to pass out invitations at school.

Confiscated items will be taken to the office. Guardians will be required to pick the item(s) up at the school office.



## **XII. ELECTRONIC DEVICES**

Students are not allowed to bring recorders, radios, MP3 players, iPods, CD players, earbuds or any other electronic device to class or to classroom buildings. These items cannot be in use when on activity trips. Students violating this rule will face disciplinary action. Possession of any material with inappropriate content will result in disciplinary action for the student in possession as well as the supplying student. The school will not be responsible for lost, damaged, or stolen personal equipment. Recorders for educational use in class are permitted.

### **Cell Phones:**

Once a child arrives on school premises, cell phones must be turned off and in the child's backpack. Students can turn cell phones into teachers to keep in a safe place until the end of the day. Thomas staff will confiscate any cell phones that are out while on school premises. Disciplinary steps will take place according to the Thomas IES Guidelines.

## **XIII. DRESS GUIDELINES**

Students should be allowed to dress casual and comfortable. Clothing, shoes, or accessories that are considered distracting in the learning environment will not be allowed. It is expected that you will exhibit good taste, good grooming, neatness and modesty in dressing appropriately for school each day.

The following are guidelines for student dress and must be followed:

- a. Clothing must not be see through.
- b. No crop tops.
- c. No alcohol, tobacco, vaping, obscene, suggestive, or disruptive slogans on clothing.
- d. No biking shorts.
- e. All sleeveless tops and tank tops must be in good taste (no cleavage or low hanging arm holes).
- f. No gang associated articles.
- g. Hats, hoods, or other head coverings are not allowed in the building, unless on designated "Hat Day" or for religious reasons.
- h. Proper shoes must be worn at all times. No skate shoes, house shoes, cleats, or plastic flip flops.
- i. No rolling backpacks (unless for softball or baseball).
- j. No chains.
- k. All clothing must be in good taste and not be a distraction or a disturbance during the school day.
- l. Sunglasses inside the building are prohibited, unless on a designated dress up day.
- m. Leggings may be worn IF the top is long enough to cover the bottom.
- n. Skirts, dresses, shorts, etc must be of modest length. No shorter than a dollar bill width above the knee while standing.
- o. "Sagging" will not be allowed. No undergarments should be seen.

**\*The school administration has the final decision on the appropriateness of dress for the day.**

#### **XIV. FLOWERS AND GIFTS**

In order to minimize disruption of the educational process and to maintain an atmosphere of safety and security, all flowers and gifts delivered to Holdenville Schools must be pre-arranged through the building principal. If balloons are delivered to the school, students must have someone pick them up. Balloons and/or glass items will not be allowed on the buses for safety reasons. All individuals including parents, visitors, and vendors must report to the school office before contacting students or employees.

#### **XV. GRADES, REPORTS, HOMEWORK, AND ZAP**

Communication between the home and school is important. We begin the year with an Open House early in the school year to get acquainted. During October and March, a conference day is scheduled to discuss student progress. Student progress is reported eight times during the year with six progress reports and two report cards. Parents are encouraged to request a Wengage personal identification number (PIN) for access to their student's Wengage grades and lesson plans. Parents are encouraged to call the school and arrange a conference or telephone conference any time they wish to discuss their student's progress.

**Grading scale:** 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, Below 60= Failing. For seventh grade eligibility will go out every Monday for any extra-curricular event. All students failing one or more classes will be placed on probation for one week. If the student is failing one or more classes for two or more consecutive weeks, the student will be deemed ineligible for extra-curricular activities.

If a student is absent, they are given one day for each day of absence to make up work. Other late work will be received but is susceptible to points deducted (up to 10% for each school day that work is late).

##### **Homework:**

- There are multiple purposes for homework:
- To reinforce school learning by providing practice and applications.
- To stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
- To enrich the school experience through related home activities.
- To offer practice in budgeting time.
- To develop mature reading ability.

You should expect the possibility of homework each day. Time needed to complete daily homework assignments will vary for each of you.

##### **ZAP (Zeros Aren't Permitted):**

- If a student receives a zero on an assignment for any reason, they qualify for one ZAP opportunity.
- The teacher will contact the parent/guardian to schedule a day so they can have transportation for the student.
- The teacher will enter an "I" into the gradebook (incomplete) as a place holder for the assignment for one week. If the student does not complete

the assignment at ZAP then the teacher will grade the assignment according to the effort on the assignment.

- ZAP will be held on Tuesday and Thursday of each week.
- START time is 3:15 pm to 4:15 pm
- If the student does not attend the scheduled ZAP their grade will result in a zero.

## **XVI. DISCIPLINE**

The discipline plan at Thomas School is based on the Board of Education policy. The following is a summary of our discipline policy at Thomas School. It is based on these ideas:

1. All students can behave correctly.
2. All students deserve an orderly place to attend school.
3. Students should know the rules. The rules should be consistent and equal for all students.
4. Those who choose not to follow the school rules should know the consequences of their choice.
5. If students are breaking the rules, parents should be informed and involved in the solution.
6. Correct behavior should be recognized and rewarded

Rules for the common areas (recess time, cafeteria, and halls)

1. Follow directions, stay in assigned areas, rules of play, use of facilities, equipment, and etc.
2. Specific rules will be given to students.
3. Students will not fight or assault others- this includes promotion of or encouraging a fight through gossip, note writing, relaying information, social media, etc.
4. Students will not possess dangerous objects (knives, guns, pepper spray, mace, etc.).
5. Students will not damage or steal property (public or private).
6. No gum, food, or drinks permitted unless approved by the teacher.

Students **will not** disrupt the educational process- this includes violence, noise, coercion, threat, intimidation, vulgar language, verbal abuse, passive resistance, or conduct to cause the disruption or obstruction of any process of the school.

### **Thomas IES Disciplinary Guidelines**

**Detention:** After School 3:15 pm – 4:15 pm

**Suspension:** Short Term Suspension (1 day to 10 days)  
Long Term Suspension (more than 10 days)

**Extra-curricular Activities:** Students that are suspended or in ISD on the day of the activity will not be allowed to participate in the activity.

**These are guidelines only and are at the discretion of administration. These guidelines may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to disciplinary procedures, citations, fines, and or prosecution.**

<b>Rule Violation</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
Abusive or Vile Language	1 to 3 days ISD	1 to 3 days Suspension	3 to 5 days Suspension
Arson	5 to 180 days Suspension		
Assault/Threat on Staff	5 to 10 day Suspension and referral to Law Enforcement	10 days or up to Current Semester and referral to Law Enforcement	Current semester and next semester with a referral to Law Enforcement
Assault and Battery of Staff	Current semester, next semester and referral to Law Enforcement		
Assault/Threat of Student	1 to 3 days ISD	3 to 5 days ISD and possible referral to Law Enforcement	1 to 10 days Suspension and referral to Law Enforcement
Assault and Battery of Student	1 to 3 days Suspension and possible referral to Law Enforcement	5 to 10 days Suspension and referral to Law Enforcement	45 to 90 days Suspension and referral to Law Enforcement
Bullying with Physical Injury	1 to 3 days Suspension and possible referral to Law Enforcement	5 to 10 days Suspension and referral to Law Enforcement	45 to 90 days Suspension and referral to Law Enforcement
Bullying without Physical Injury	1 to 3 days After School Detention	1 to 3 days ISD	1 to 10 days Suspension
Disrespect for Authority	1-3 days After School Detention	1 to 3 days ISD	1 to 3 days Suspension
Disruptive Conduct	1 to 3 Days Lunch Detention	1 to 3 days After School Detention	1 to 3 days Suspension
Dress Code Violation	Correction of Violation (must call home)	1 to 3 days ISD	3 to 5 days ISD
Drug and Alcohol Under the Influence	45 to 90 days Suspension and referral to Law Enforcement	180 day Suspension and referral to Law Enforcement	

Drug and Alcohol Distribution at School	180 day Suspension and referral to Law Enforcement		
Drug and Alcohol Using at School or possession at School	45 to 90 days Suspension and referral to Law Enforcement	180 day Suspension and referral to Law Enforcement	
Failure to Show for Detention	½ day ISD	1 to 3 days ISD	3 to 5 days ISD
Fighting/Physical Altercation	1 to 3 days Suspension	3 to 5 Days Suspension	5 to 10 days Suspension
Firearms or Destructive Device possession	180 day Suspension and referral to Law Enforcement		
Internet Misconduct	1 to 3 days ISD and lose of internet use for remainder of current Semester	3 to 5 days and lose of internet use for remainder of current Semester and next Semester	1 to 10 days Suspension and No Internet
Misconduct on the Bus	1 to 3 days After School Detention and lose of Bus usage for 5 days	1 to 3 days ISD and lose of Bus usage for 20 days	1 to 10 days Suspension and No usage of Bus
Non-Compliant	1 to 3 days Lunch Detention to 1 to 3 days After School Detention	1 to 3 days After School Detention to 1 to 3 days ISD	5 or more days ISD
Public Display of Affection	Verbal Warning with documentation	1 to 3 days After School Detention	1 to 3 days ISD
Sexual Harassment	3 to 45 days Suspension and referral to Law Enforcement	90 days Suspension and referral to Law Enforcement	
Sexual Misconduct	10 to 45 days Suspension	180 days Suspension	
Threats to School Verbal or written	10 to 45 days Suspension and referral to Law Enforcement	45 to 90 days Suspension and referral to Law Enforcement	90 to 180 days Suspension and referral to Law Enforcement
Tobacco/Vape Possession	3 days Suspension with 3 days ISD and 1 school counseling session	5 days Suspension with 5 days ISD and 2 school counseling session	10 days Suspension and referral to Law Enforcement
Tobacco/Vape Using at School	5 days Suspension with 5 days ISD and	10 days Suspension with referral to Law Enforcement	Long-term Suspension

	2 school counseling session		
Theft	1 to 3 days ISD	1 to 5 days suspension with a referral to law enforcement	5 to 10 days suspension with a referral to law enforcement
Vandalism/Destruction of Property/Electronics	1 day After School Detention to 5 days Suspension PLUS costs	5 days ISD to 10 days Suspension PLUS costs	Long-term Suspension PLUS costs
Violation of Academic Integrity	1 to 3 days After School Detention, Parent Notification, zero on assignment	1 to 3 days ISD, Parent Notification, zero on assignment	5 to 10 days ISD, Parent Notification, zero on assignment
Weapons	10 days Suspension to current Semester	Current Semester Suspension and Next Semester	
Wireless/Cellular Devices(phones)	Contact Parent to pick up Phone	1 to 3 days ISD	1 to 3 days Suspension

### **Classroom rules:**

All of the common area rules apply. Teachers will post specific rules and consequences in their room, give a copy to the principal, and send a copy to the parents on the first day of school.

**Short term out-of-school suspension:** Consists of ten or fewer days whereas long term out-of-school suspension is any suspension greater than ten days.

**Method of Appeal to a Committee:** An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than ten school days, the procedures applicable to long-term out-of-school suspensions must be followed.

**Hearing the Appeal:** The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was not a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term The

Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday thru Friday.

Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party, choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education.

If no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

### **Method of Appeal to the Board of Education for Out-of-School Suspensions Greater than Ten Days**

An appeal can be requested by letter to the Superintendent of Schools or to the Board of Education Clerk. If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education requires the student and parent or guardian to file a written request for appeal within two days of the principal's decision.

**Hearing the Appeal:** The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent or guardian and student will have the right to an "open" or "closed" hearing at their option. Reasonable effort will be made to accommodate the work schedule of parents.

**Out-of-school suspensions shall include an individualized plan** of education which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, and social studies. A copy of this plan shall be provided to the student or the parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's education progress until the student is re-admitted into school.

## **XVII. PROFICIENCY-BASED PROMOTION/ ACCELERATION**

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by proficiency testing. A student may earn and receive credit in any core course by taking a proficiency test and scoring 90% or better. The procedure for placement of students enrolling for the first time in the Holdenville School District shall be as follows:

1. Students entering grades 1 through 8 shall be placed according to, but not limited to one or all of the following:
  - A. Results of criterion testing, or mastery, or district average, whichever is lower in basic skills in grades 1 through 8.
  - B. Proficiency Testing – All credits entered on student transcripts will have a letter grade assigned to commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by: proficiency examination, admission examination from private non-accredited schools, and admission examinations for enrolling home-schooled students.
  - C. Reviewing of student record-documentation from non-accredited schools that may include course work, text books, or other curriculum related material.
  - D. Standardized achievement test results.
  - E. An assessment prepared by Holdenville Public Schools.
2. Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Holdenville Public Schools Individual Education Plan placement team. These students will be required to satisfy the admission criteria which are appropriate for their ability.
3. All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated using the Grading Scale listed in this handbook.
4. In all cases the building principal's decision will be final and may not be appealed.



## **XVIII. GENERAL CODE OF CONDUCT OF STUDENTS**

Any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place has a direct and immediate affect on maintaining order and discipline in the school shall be subject to the disciplinary procedures set out in this handbook, including suspension and/ or expulsion.

## **XIX. STUDENT SEARCH POLICY**

A search of a student, student's property, or lockers may be conducted for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property.

**DCCA**

## **NO TOBACCO/VAPING 24/7 POLICY**

The Holdenville Public School Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (second-hand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility or on the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the school.

Therefore, effective August 11, 2008 smoking, chewing, vaping or any other use of tobacco by staff, student, and members of the public is prohibited in or upon any school property 24 hours a day, seven days a week.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including, but not limited to, the following:
  - a. All interior portions of any building or other structure used instruction, administration, support services, maintenance or storage. This also includes, but is not limited to, areas normally reserved for the exclusive use of faculty or support staff.
  - b. All school grounds and buildings over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product package for smoking and vaping.
3. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

All students, faculty, and staff are responsible for adhering to this policy. Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to adhere to the policy or leave the premises. Students who violate this policy will be disciplined according to our policy. Penalties for students are stated in the student handbook.

(Federal law does not allow any facility for educational services to have designated smoking areas.)

This district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

## **XX. DRUG-FREE HOLDENVILLE SCHOOLS**

A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community as a whole, the Holdenville Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K- third, fourth- sixth, and seventh- twelfth.

B. Students are hereby notified that the use, possession, or distribution of illicit drugs, alcohol, tobacco products including vapors is wrong and harmful.

C. Standards of conduct that are applicable to all Holdenville School students prohibit the unlawful possession, use or distribution of illicit drugs, tobacco products, vapes and alcohol by students on school premises or as any part of any of its activities.

D. Disciplinary sanctions are listed below.

E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.

F. Standards of conduct are outlined in paragraph "C" and disciplinary sanctions in paragraph "D" will be part of notification to parents and students.

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 require that State as well as local education agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

(Federal regulations can be examined through the school office)

### **Disciplinary Action for Distribution**

Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (two semesters). The term contraband as used in this policy includes any dangerous or controlled substances as defined by Oklahoma statutes or alcoholic beverages of 2.0 alcoholic content or more. Reports to the Juvenile Service Unit, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try and distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

### **Disciplinary Action for Possession of Drugs, Alcohol, Tobacco, Vapors** (as defined by Oklahoma statutes)

If any student is in possession of or under the influence of drugs or alcohol at school or during a school function, the following will occur:

1. 1st Offense: The student will be placed in O.S.S. or the Alternative School for thirty days with minimum of ten days at level one. Loss of Extracurricular activities during suspension. The first offense may be reduced by 50% if the student:
  - A. Has impeccable attendance, behavior, and academic work while attending the Alternative School;
  - B. Satisfactorily participates in drug and Alcohol rehabilitation program at Juvenile Service Unit or approved agency.
  - C. Passes a minimum of two consecutive weekly drug/alcohol tests administered by Juvenile Service Unit or approved agency
2. 2<sup>nd</sup> Offense: The student will be suspended ninety days. Loss of Extracurricular activities during suspension.
3. 3<sup>rd</sup> Offense: The student will be suspended one hundred eighty days. Loss of Extracurricular activities for the remainder of the year

### **Disciplinary Action with Intent to Distribute**

Intent to distribute will be determined by the quantity of contraband in a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The first offense for intent to distribute will be punishable by suspension from school for ninety days or for the remainder of the current semester, whatever is greater. The appellate procedures for this suspension will be the same as any other type of student suspension.

## **XXI. STATEMENT OF RIGHTS**

### **FERPA—Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 ("Eligible Students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of Holdenville Schools receiving the request for access.

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent. The Holdenville Public School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information" and it will disclose that information without prior written consent. (as permitted by P.L. 99-31):

- The student's name;
- The name of the student's parent or lawful custodian;
- The student's address
- The student's telephone listing
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e, first grade tenth grade, etc.)
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Holdenville Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

Within the first three weeks of each school year, the Holdenville School District will publish in the Holdenville News the above list, or a revised list, of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) that they refuse to permit the school district to release or publish information designated as directory information about their student.

## **XXII. ASBESTOS STATEMENT**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at Thomas School and at the superintendent's office located at 210 Grimes Street, Holdenville, Oklahoma.

## **XXIII. CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS**

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should be also on file with the school.

All staff is instructed to refer any questions to the appropriate building principal or the superintendent.

**Unless we have a copy of the court decree, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent/teacher conference (not necessarily together in the same conference).**

#### **XXIV. BICYCLE HELMETS**

The principals and other administrators of Holdenville Public Schools fully support practices in bicycle safety by all students. This especially includes the wearing of protective headgear by riders. We believe that we must do all we can to prevent serious head injuries to people who ride bicycles. Therefore, we encourage students to wear helmets if they ride their bike to any school site.

#### **XXV. CIVIL RIGHTS COMPLIANCE STATEMENT**

The Holdenville Public Schools, District I-035 hereby gives notice that they do not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district complies with federal and state regulations for implementing Title VI, Title IX, and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Students or employees who have complaints of discrimination should direct them to the official assigned to investigate such allegations. Inquiries concerning application of this policy maybe referred to the Superintendent at 210 Grimes, Holdenville, OK.

#### **XXVI. PROHIBITING POLITICAL ACTIVITY DURING SCHOOL TIME**

Except when running for a school office, no student shall use school time or resources to promote political purposes. No petitions or other documents for such purpose shall be developed or circulated during school hours.

#### **XXVII. SEXUAL HARRASSMENT POLICY**

It is the policy of the Holdenville Public School District to maintain learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as discrimination on the basis of sex. Therefore, Holdenville Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass.

Definition:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity; or

2. Submission to or rejection of such conduct is used as a basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile, or offensive education or employment environment.

This policy applies to all students, all district employees (including administrators, teachers, and support staff) and all third parties of the district. Third parties of the district are defined as any individual who enters the school premises who is not a student or an employee. This includes visitors, parents, contractors, consultants, and vendors.

**I.** Sexual harassment can occur staff to student, student to student, staff to staff (male to male, female to female, female to male, and male to female). Sexual harassing behaviors, as defined above, may include but are not limited to:

1. Verbal harassment or abuse: derogatory comments, slurs, jokes, epithets, and sexually suggestive slang.
2. Pressure for sexual activity: continuing to express sexual interest after being informed that the interest is unwelcome. (reciprocal attracting between peers is not considered sexual harassment)
3. Unwelcome touching or sexually offensive pranks: bra snapping, skirt "flip-ups", pulling down someone's pants/ shirt and pinching.
4. Unwelcome non-verbal activities: leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures, or cartoons.
5. Suggesting or demanding sexual involvement as a means to control, influence, or affect the career, salary, and/or work environment of another employee or to affect the educational opportunities, grades, honors, programs, or activities available to students at or through the school.
- 6.

## **II.** Reporting, Investigating, and Sanctions

A. It is the policy of the Holdenville Public School District to encourage anyone who believes that they have been subjected to sexual harassment to come forward with such claims. To report alleged acts of sexual harassment:

1. Students who feel that they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or school administrator. If the student's immediate teacher or administrator is the alleged offender, the report will be made to the next level of supervision or administration or to any responsible adult person. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.
2. School district employees who feel they have been subjected to sexual harassment are encouraged to report the incident (s) to the site administrator or to the superintendent if the site administrator is the

harasser. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.

3. School district employees and third parties are responsible for reporting alleged violations of this policy in accordance with the district's sexual harassment complaint procedures.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred would be investigated and resolving complaints of sexual harassment. The superintendent may designate others to assist in the investigative process.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to: verbal warning, written reprimand, mandatory harassment training, transfer, suspension, demotion, or termination of employment subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include, but not limited to: verbal and/or written warning or reprimand, counseling, mandatory harassment training, community service, or suspension consistent with the student discipline code.

### **III. Coverage**

A. This policy applies to all students, all district employees (including administrators, teachers, and support staff), and third parties of the district. Third parties of the district are defined as an individual who enters the school premises who is not a student or employee. This includes visitors, parents, contractors, consultants, and vendors.

B. This policy applies to students and employees in connection with the entire academic, educational, extra-curricular, athletic, and other programs of the school whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location or elsewhere.

### **IV. Retaliation Prohibited**

The district will discipline any covered individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. Retaliation includes, but is not limited to: any form of intimidation, reprisal, or harassment.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

## **XXVIII. BULLYING**

It is the policy of the Holdenville School District that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.



No student will be subject to bullying, cyber bullying, hazing, harassment, or any other form of persecution by student or employee whether connected to a fraternity or organization or not.

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his/her power unfairly and repeatedly to hurt someone else.

For the purpose of this policy, violence is defined as any word, look, sign, or act that hurts a person's body, feelings, or things.

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

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

*Reference: 21 O.S. 1190*

*Adopted by the Holdenville Board of Education on July 8, 2002.*

### **XXIX. INHALER POLICY**

A student who has been granted permission by the district to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

### **HMS CHEERLEADER RULES AND REGULATIONS**

#### **TRYOUTS**

1. Tryouts will be held and cheerleaders will be selected in the spring for the following year. Tryouts are open to all students enrolled in Holdenville Middle School that are entering the seventh and eighth grades. All interested students must have a contract turned into the middle school cheer sponsor no later than the date set by the sponsor. As many as fifteen (15) cheerleaders may be selected for the middle school squad. A score of at least sixty percent must be attained to make the squad.
2. When contract is turned in each candidate will be given details about the cheer clinic. Attendance is required to learn tryout material.
3. If you are on the middle school ineligible list or are failing any class you will not be allowed to tryout.
4. Students that are suspended more than once during the school year will not be allowed to participate.
5. All candidates trying out must sign in before 4:00pm in the high school auditorium on the date set by the sponsor. If they arrive after that time they will not be allowed to try out. Each candidate will be assigned a number when you sign in at tryouts.

6. The cheerleading squad will be selected by an impartial three-member panel of judges. These judges will be selected by the sponsor from college or university cheerleaders that are not from Holdenville. Outside impartial sponsors or advisors may be used. Tryouts will be held after school in the high school gymnasium. Student's trying out for cheerleader will be required to wear plain white tops and solid blue or gold shorts. NO CHEERLEADING LOGOS on clothes or shoes. Applicants will be judged on appearance, technique and motion of cheer, voice, enthusiasm, and jumps. Only participants, sponsors, and principals will be allowed in the gym for tryouts. All other students and parents may wait in the auditorium. Only judges will vote the outcome of the tryouts. They will receive no input from any student or adult including school officials.

### ELIGIBILITY CRITERIA

1. All candidates/cheerleaders must meet and maintain eligibility as set forth in the HMS Student Handbook and by the OSSAA.
2. If a cheerleader becomes academically ineligible, they will not be allowed to cheer at games or at pep assemblies, but is still required to attend practices and perform all duties. Academic ineligibility counts as an unexcused absence.
3. In the event that a cheerleader must relinquish their position on the squad, it will be at the sponsor's discretion to fill the opening with the next highest score above 60% from the tryout list. If this date is late in the cheering season, then the position will not be filled.
4. Cheerleaders must be in good standing on game day to participate.

### CONDUCT

1. A cheerleader should at all times conduct herself in such a way as to avoid bringing discredit or dishonor to their school, team or cheerleading squad. A report of misconduct will result in a disciplinary conduct conference and possible suspension from the squad. Any cheerleader suspended more than once will be removed from the squad.
2. Possession of alcohol, drugs, drug paraphernalia, vapes or cigarettes will result in permanent suspension from the squad.

### PERFORMANCE GUIDELINES

1. Chewing gum, drinking pop or eating will not be permitted while on the field.
2. Cheerleaders will stand at attention between cheers and chants. Practicing cheers and chants or other routines makes a squad appear unprepared.
3. No cheerleader will behave in such a way that draws criticism from the crowd.
4. Cheerleaders should not visit with anyone from the stands during a game.
5. Duties for calling cheers and carrying signs and equipment will be rotated through the football season.
6. Cheerleaders will at all times show the utmost respect for coaches, sponsors, teachers, administrators, officials, cheerleaders and players from both schools. Anything less than full respect could result in permanent removal from the squad.
7. Cheerleaders should be on the field, in formation, by the time set by the sponsor. Cheerleaders will cheer all four quarters of the game and spread throughout the entire

crowd area during time-outs, as allowed by OSSAA. Time will be allowed for break after halftime performance as set by the sponsor.

8. Cell phones should be turned to silent or off while cheering and during practices. If the sponsor sees it or hears it during these times, it will be taken to the office and may be picked up the next available school day.

### ATTENDANCE

1. Required attendance at school during the day will follow the HMS Student Handbook and OSSAA for determining eligibility to participate in cheerleading activities.

2. A cheerleader is expected to cheer/participate/attend all scheduled cheer activities, including games, practices, fundraisers and pep assemblies. Any four (4) unexcused absences will result in permanent removal from the squad. (In other words, removal will take place on the fourth unexcused absence.)

3. If a student is absent from school on the day of a scheduled sporting event, they will not be eligible to participate in the event that evening unless the absence is caused by a school approved circumstance.

4. Excused absences include the following and must be approved in advance by the sponsor: personal illness or accident, funeral or death in the family, special school activities. NOTE: Out of town trips, doctor appointments, parental grounding, and family problems are not excuses for missing required practices and/or activities. Practices will not be set around anyone's personal schedule.

5. Tardies are not acceptable. You must be dressed and ready to cheer at practice and game arrival times. Three tardies will equal one unexcused absence.

### UNIFORMS

1. On game days, everyone will wear matching uniforms. All cheerleader uniforms are to be approved by the building principal prior to their purchase.

2. Uniforms are to be kept neat and clean. During the school year, each cheerleader is responsible for the upkeep of his/her uniform.

3. Uniforms and shoes are to be worn only for game days, games, and pep assemblies. At no time will any part of the uniform be worn by anyone other than the cheerleader. Allowing someone else to wear part of your uniform could result in the uniform being taken from the cheerleader and temporary or permanent removal from the squad.

4. Failure to have the appropriate uniform at a game will count as one unexcused absence.

5. Uniforms must be returned at the end of the football season. Your uniform should be returned in good condition.

6. Lost or damaged uniforms must be paid for by the cheerleader.

7. During practice, cheerleaders must be dressed in athletic attire, including cheer shoes.

8. Restrictions on jewelry are strict for the safety of all cheerleaders and set by the OSSAA. No jewelry will be allowed at performances or practices.

9. Hair is to be worn neatly. Long hair should be worn in a ponytail when stunting and at games. Hair ribbons that are provided must be worn when in uniform.

## TRAVEL

1. A cheerleader must travel to away games on the school bus or school transportation. A cheerleader may ride home with their parent/guardian only if the parent/guardian contacts the sponsor at the end of the game and checks them out. A cheerleader cannot leave with anyone else. Any exception to this policy must be made with the principal/sponsor in advance, as per the student handbook.
2. At the end of home games/practices and upon return on the bus from away games, cheerleaders are expected to return home the same way they arrived (i.e. drove, carpooled, etc.). Once the cheerleaders are dismissed at the school, parents/guardians are responsible for their child.

## INSURANCE AND PHYSICAL EXAMINATIONS

1. All cheerleaders must have a physical and proof of medical insurance affidavit on file before the first practice. If severe injury and/or illness occur, cheerleaders must have a doctor's written permission to resume cheerleading activities.
2. Signed permission to stunt must be on file before a cheerleader participates in stunting activities.

## PRACTICE

1. Attendance is required at all scheduled practices.
2. Cheerleaders are to be dressed appropriately for practice. Athletic wear and cheer shoes are required. Jeans are not acceptable dress. **NO JEWELRY.**
3. Safety will be the paramount concern at all practices. At no time will the squad practice stunting without a sponsor present.
4. Practices will be held every Monday and Wednesday from 3:30 pm to 5:30 pm. This may be subject to change.
5. If you have to miss practice, you must call your sponsor or Middle School Principal **BEFORE** practice.

## TRANSFERS

If a cheerleader is to transfer in from another school, they may be considered to join the squad if they transfer in before the beginning of the upcoming school year. The cheerleader must provide a score sheet and a letter from the administration from the previous school stating they made the squad for the upcoming school year. All decisions will be made at the discretion of the cheer coach and or the principal.

## **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior,

harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

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

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges

11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

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

REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2

***THIS POLICY REQUIRED BY LAW.***

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING COMPLAINTS ALLEGING  
DISCRIMINATION**

**DEFINITIONS**

**Discrimination Complaint:** A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, disability or age in its employment, programs and activities or does not provide equal access to the Boy Scouts and other designated youth groups. (including harassment and retaliation). Every effort should be made to have the complainant provide the following information:

1. Name, address and telephone number or other means of contacting the complainant
2. The specific location and name of the entity delivering the program service or benefit.
3. The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
4. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, religion, disability, age or that the school does not provide equal access to the Boy Scouts and other designated youth groups.)
5. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
6. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and board.

**Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, national origin, sex, religion, disability or age in its employment, programs and activities or does not provide equal access to the Boy Scouts and other designated youth groups (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

**Title VI, Title IX, 504/Title II, and Age Act Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

Section 504/Title II Coordinator – Special Education Director (for questions or complaints based on disability concerning students) and Section 504/Title II Coordinator – Special Education Director (for questions or complaints based on disability concerning employees, patrons and other adults)

210 Grimes Street  
Holdenville, OK 74848  
Telephone: 405-379-5483

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age) Coordinator – Special Education Director

210 Grimes Street  
Holdenville, OK 74848  
Telephone: 405-379-5483



**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### **PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

### **FILING, INVESTIGATION, HEARING AND REVIEW PROCEDURES**

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent. Complaint forms are available from the offices of the District's Coordinator or Superintendents Office. Complaint must be submitted within 30 days of the alleged violation.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to

the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing, within 5 days and request an appeal to the Superintendent of Schools. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator will notify the Superintendent of Schools, in writing, within 5 days after receiving the appeal. The Superintendent will hear the appeal within 30 days from the date of notification. Within 5 days of the meeting, the Superintendent will issue a decision.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence

presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

### **GENERAL PROVISIONS**

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, or age in its employment, programs and activities and does not provide equal access to the Boy Scouts and other designated youth groups.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Retaliation:** The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed

by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II Coordinator – Special Education Director

210 Grimes Street

Holdenville, OK 74848

Telephone: 405-379-5483

**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Individuals may also contact :

The US Department of Education

Office of Civil Rights

8930 Ward Parkway, Suite 2037

Kansas City, MO 64114

Office-816-268-0550 Fax-816-823-1404

email – ocr.kansascity@ed.gov

adopted 8-8-2011

revised 4-9-2012

revised 6-11-2012

### **MOMENT OF SILENCE**

It shall be the policy of this Holdenville Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in

voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held at the start of the school day, after the flag Salute.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at <http://sde.ok.gov/faqs/title-x-part-c-mckinney-vento-homeless-education-frequently-asked-questions> and <http://www.serve.org/nche>.

## 2025-2026 SCHOOL CALENDAR

August 14, 2025	First Day of School
September 1, 2025	Labor Day NO SCHOOL
October 13 & 14, 2025	Parent/Teacher Conf. 4pm to 7pm
October 15, 2025	End of 1 <sup>st</sup> 9 Weeks
October 16, 17 & 20, 2025	Fall Break NO SCHOOL
Nov 24 - 28, 2025	Thanksgiving Break NO SCHOOL
Dec 19, 2025	End of 1 <sup>st</sup> Semester
Dec 22, 2025 - Jan 5, 2026	Winter Break NO SCHOOL
Jan 5, 2026	Professional Day NO SCHOOL
Jan 6, 2026	Students Return
Jan 19, 2026	MLK DAY NO SCHOOL
Feb 16, 2026	Professional Day NO SCHOOL
March 6, 2026	End of 3 <sup>rd</sup> 9 Weeks
March 10 & 12, 2026	Parent/Teacher Conf. 4pm to 7pm
March 13, 2026	NO SCHOOL
March 16 - 20, 2026	Spring Break NO SCHOOL
April 3, 2026	Good Friday NO SCHOOL
April 10, 2026	Snow Day NO SCHOOL
April 17, 2026	Good Friday NO SCHOOL
April 24, 2026	Snow Day NO SCHOOL
May 1, 2026	Snow Day NO SCHOOL
May 14, 2026	Last Day of School