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LEADING TOMORROW

Kremlin-Hillsdale Public Schools

2024-2025 Student Handbook

Board Approved July 11, 2024

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Kremlin-Hillsdale Public Schools

Mailing Address

PO Box 198
Kremlin, OK 73753

Physical Address

705 5th Street
Kremlin, OK 73753

District Mission Statement

The mission of Kremlin-Hillsdale Public Schools is to provide the best education possible for the growth and success of all students in a safe environment taught by caring staff through a variety of quality programs and activities.

Board of Education

Cade Nickeson~President
Jon Schultz~Vice President
Jan Snapp~Clerk
Jason Aebi~Deputy Clerk
Lee Frisendahl~Member
Faron Johnson~Treasurer

Administration

Superintendent Crystal Szymanski (580) 874-2281 szymanskic@kremlin.k12.ok.us
Secondary Principal Corey Blough (580) 874-2281 bloughc@kremlin.k12.ok.us
Elementary Principal Brad Hawkins (580) 874-2283 hawkinsb@kremlin.k12.ok.us

Secondary Teachers

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Chelsea Edington	Language Arts, Yearbook	edingtonc@kremlin.k12.ok.us
Bryce Gannon	Counselor	gannonb@kremlin.k12.ok.us
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Anna Pirtle	JH/HS Science, Student Council	pirtlea@kremlin.k12.ok.us
Garan Qualls	Computer, Technology, Athletic Director	quallsg@kremlin.k12.ok.us
Jamelyn Schultz	Computer Literacy, Library Media Specialist	schultzj@kremlin.k12.ok.us
Kaylene Toelle	JH/HS Band	toellek@kremlin.k12.ok.us
Randall Vaught	Newspaper, JH/HS Social Studies, Athletics	vaughtr@kremlin.k12.ok.us
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Elementary Teachers

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Heather Carson	Fifth Grade	carsonh@kremlin.k12.ok.us
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Bryce Gannon	Counselor	gannonb@kremlin.k12.ok.us
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Heather Hellar	Fourth Grade	russellh@kremlin.k12.ok.us
Jamelyn Schultz	Library Media Specialist	schultzj@kremlin.k12.ok.us
Kaylene Toelle	Elementary Music	toellek@kremlin.k12.ok.us
Heather Vaught	Second Grade	vaughth@kremlin.k12.ok.us

Support Staff

Ruth Benton	Support
Crystal Blough	Support
Virginia Craig	Financial Officer
Donna Dykstra	Support
Sarah Floyd	Cafeteria
Kristi Hale	Elementary Secretary, Route Driver, Support
Tony Hellar	Maintenance, Route Driver, Support
Gale Messenger	Maintenance
Kelly Moffett	Support
Ginger Patton	Support
Christy Rundle	High School Secretary, Route Driver, Support
Diana Williams	Cafeteria Manager
Patty Wostal	Support

Support Organizations

Candace Nickeson	KHAEF
Kelli Schovanec	Bronc Booster Club
Kaylene Toelle	Band Booster Club
Harlee Combes	FFA Booster Club
VACANT	4-H Club
Gini Zaloudek	Wildhorse Gang

Introduction

The policies set forth in this handbook are intended to provide the structure and framework within which the students, parents, and faculty of our schools can work together to accomplish our educational goals.

Admissions

A student entering Kremlin-Hillsdale Schools for the first time must present a certificate of immunization or a certificate of exemption for religious reasons. Immunization must include:

- 4 DTaP
- 1 MMR
- 1 Varicella
- 3 IPV
- 2 Hep A
- 3 Hep B
- 1 tDap

Students asking for admission from outside our district will have to follow the district transfer policy. These students and parents will need to see the school administration.

Academics

Each student must earn a minimum of 26 units in high school to graduate from the Kremlin-Hillsdale Public Schools System. The minimum requirements for graduation shall consist of the following:

Kremlin-Hillsdale High School Graduation Requirements

Subject Area	Required Units
Language Arts	4 Units
Mathematics	3 Units
Science	3 Units
Social Science	(3 Units)
American History	1 Unit
Oklahoma History	1/2 Unit
Government	1/2 Unit
From Social Studies courses offered	1 Unit
Arts	1 Unit
Electives	12 Units

(Note: College Preparatory does require 2 Units of Foreign Language or Computer Science)

Oklahoma Requirements for High School Graduation

In addition to the following requirements, students will also be required to complete a Personal Financial Literacy Passport, CPR Training, Pass the Naturalization Test, and an Individualized Career and Academic Plan.

College Preparatory/Work Ready Curriculum

(Title 70 Oklahoma Statutes – 11-103.6, Achieving Classroom Excellence Act 2005)

23 Units or Sets of Competencies

4 English: Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Mathematics: Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics courses with content and/or rigor equal to or above Algebra I and approved for college admission requirements. (Beginning with students entering 9th grade in the 2008-2009

school year, 3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9);

3 Science: 1 Biology, 1 Physical Science (Chemistry, Physical Science, or Physics), and 1 other laboratory science course with content and/or rigor equal to or above Biology 1 or Physical Science and approved for college admission requirements;

3 History and Citizenship Skills: 1 American History, 1/2 United States Government, 1/2 Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western Culture and approved for college admission requirements;

2 Foreign Language or Computer Technology: To include 2 units of the same foreign or non-English language or units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit: Selected from the courses listed above: Or career and technology education courses approved for college admission requirements;

1 Fine Arts or Speech: Fine arts, such as music, art, or drama, or speech; and 6 Electives.

*Passport to Personal Financial Literacy – Beginning with students entering 7th grade in the 2009-2010 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7-12.

*To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign language as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Core Curriculum – For those opting out of the College Preparatory/Work Ready Curriculum (Title 70 O.S. – 11-103.6 and State Board of Education Requirements)

23 Units or Sets of Competencies

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

3 Mathematics: Algebra I or Algebra I taught in a contextual methodology which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I;

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

3 Social Studies: 1 United States History, 1/2 to 1 United States Government, 1/2 Oklahoma History, 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History;

1 Arts: Which may include, but are not limited to courses in Visual Arts and General Music; 1 Computer Science and 8 Electives.

Oklahoma Tuition Scholarship Program

(Title 70 O.S. – 2601, Oklahoma Higher Learning Success Act)

Subject to the availability of funds, OHLAP will help pay the college tuition for students. To enroll in the program, students must be (1) an Oklahoma resident; (2) enrolled in the 8th, 9th, or 10th grade in an Oklahoma High School; (3) Students whose parents' federal adjusted gross income (AGI) does not exceed \$60,000 for 1 or 2 dependent children, \$70,000 with 2 or 3 dependent children, \$80,000 with 5 or more dependent children; and (4) must meet additional requirements as defined by the Oklahoma State Regents for Higher Education. Curricular requirements are as follows:

4 English: Grammar, Composition, Literature; courses should include an integrated writing component;

3 Mathematics: Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Advanced Placement Statistics;

3 Lab Science: Biology, Chemistry, Physics, or any certified lab science; general science with or without a lab may not be used to meet this requirement;

3 History and Citizenship Skills: Including one unit of American History and two units from the subjects of History, Government, Geography, Economics, Civics, and/or non-Western Culture;

Foreign Language: Two years of the same foreign or non-English language or two computer technology courses in programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics. (Keyboarding or typing classes do not qualify. One foreign language and one computer course will not meet this requirement.);

2 Additional: From subjects listed above; and

1 Fine Arts or Speech: Fine arts, such as music, art, or drama, or speech

*17 units are required for OHLAP. The 17 are among the total of 23 units or sets of competencies required for graduation according to state law and regulations. Local school district graduation requirements may exceed 23 units. For more information, detailed requirements, and additional scholarship opportunities, contact the Oklahoma State Regents for Higher Education at (800) 858- 1840, or go to the Oklahoma Promise website at <http://www.okhighered.org/ohlap>.

Concurrent Enrollment

The concurrent enrollment program provides an opportunity for interested students to expand their course studies. A cooperative program set forth by the State Board of Education and the State Regents for Higher Education, concurrent enrollment allows students who are enrolled in an accredited Oklahoma high school to take college classes. Kremlin-Hillsdale Public Schools offers concurrent classes starting with a student's 11th grade year. College courses taken through concurrent enrollment will receive dual credit for high school and college. Grades earned for 3 or 4 hour semester courses will be used for high school grade GPA under the normal 4.00 scale. **Each concurrent course will be used to satisfy 1/2 of a high school unit with the exception of Math, Science, and Humanities courses which will receive 1 high school unit. English Composition I and English Composition II must both be taken in order to satisfy the Senior English requirement- 1/2 credit for each course. Early and Late American History must both be taken in order to satisfy the U.S. History requirement-1/2 credit for each course. College Humanities courses can be taken to satisfy the Fine Arts requirement. Students may not drop concurrent classes without prior approval which includes signatures from parent/guardian and the Kremlin-Hillsdale Counselor. Grades for Concurrent Classes Must be submitted to the Kremlin-Hillsdale Counselor weekly to be used for eligibility purposes.**

Oklahoma School Of Science And Mathematics

Students may apply for the OSSM Program, hosted at Autry Technology Center, in Enid. OSSM Classes will count as three (3) Credits Earned for one year. See the Counselor for details.

Full-Time Students

A school day by state law consists of not less than six hours devoted to school activities. Students in grades 6 through 12 shall be expected to carry a full load of subjects. ALL STUDENTS shall be required to enroll in a class each class period offered. Students may not be dismissed to take private music lessons or other private instructions.

Kremlin-Hillsdale Student Classifications:

Freshman- Students who have six (6) or fewer units of credit on record

Sophomores- Students who have six and one-half (6 1/2) to twelve (12) units of credit on record

Juniors- Students who have twelve and one-half (12 1/2) to eighteen units of credit on record

Seniors- Students who have eighteen and one-half (18 1/2) or more units of credit on record

Report Cards/Progress Reports

Students in grades 6 thru 12 are not issued Progress Reports of Grade Cards. Student academic performance may be monitored by the parent from your home computer. At parent request, the school will issue a password to parents so they can view student progress weekly. The passwords are issued through our grade book provider, and when received, the school will send notification home through the students. Some individual teachers send periodic grade reports home with students.

Makeup Policy

Any work missed because of absence or participation in school activities must be made up. Generally, one day will be allowed for each day absent (this includes the day of return to school plus the number of days that have been missed). It is the student's responsibility to ask for and turn in makeup work. Students absent over an extended period of time may ask for work assignments to be sent home. An admit slip must be obtained from the office before returning to class. If a student is absent with prior knowledge of the absence (school activity, vacation, etc.), it is the responsibility of the student to get all class work covered during the absence prior to the absence. Arrangements must be made with the teacher to turn in completed work. If no arrangement is made, all work is due upon the student's return to school.

Parent-Teacher Conferences

There will be scheduled conferences with parents and students after the first and third quarters. Parents will be notified of the times and dates prior to the conferences. However, individual conferences are encouraged at any time throughout the year.

Incomplete Grades

If a student has one or more incomplete grades at the time the grade cards are issued that student will be notified by the teacher to make up this work within the first ten (10) class periods of the next grading period or receive an "F" for that subject.

Grading Scale

All teachers in all subjects will use the following grading scale:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing

Enrollment

Secondary students will begin pre-enrollment processes during the months of April and May. Pre-enrollment will allow the administration ample time to develop the least restrictive schedule based on the needs of the students. Final enrollment will take place prior to the beginning of each school year.

Class Changes

All changes of class schedule for secondary students must be initiated within the first three days of each semester. The high school principal, the school counselor, the instructor of the class to be dropped, the instructor of the class being added, and the parents of the student must approve all class changes. Class change forms are available in the Counselor's office.

Honor Roll

Students who achieve academic excellence will be named to an Honor Roll at the end of each semester. Students eligible for the Superintendent's Honor Roll must have a 4.0 GPA, with all A's. Students eligible for the Principal's Honor Roll must have all A's and B's. Student's scoring in the upper 10% of the student body will be eligible for the Oklahoma State Honor Society.

Honors Program

Objectives:

1. To encourage increased student enrollment in academic subject areas
2. To broaden the scope of the student's academic knowledge
3. To recognize the students who have achieved academically above and beyond basic requirements
4. Honor students must have been involved in some extra-curricular activities all four years of high school. (Extra-curricular activities may include athletics, band, scholars bowl, competitive FFA, and other activities deemed appropriate).

Criteria – To be considered an honor graduate, the following criteria must be achieved:

1. 3.5 GPA or above based on seven semesters
2. Specific classes from Oklahoma's "College Preparatory/Work Ready Curriculum," OSSM, or Concurrent Enrollment in grades 9-12 that must include:
 - a. 4 English units (Composition 1 and Composition 2 through concurrent enrollment may be used as one of these units)
 - b. 4 Math units or sets of competencies (satisfied through AP Exam)
 - c. 4 Science units or sets of competencies (satisfied through AP exam)
 - d. 4 History units (1-US History, 1/2-US Government, 1/2-Oklahoma History, and 2-additional history courses)
3. Students must earn 28 units
4. Honor students must have been involved in some extra-curricular activities all four years of high school

Valedictorian and Salutatorian

The Valedictorian and Salutatorian of each graduation class must meet the requirements of the honors program. In the event a graduating class has no one who meets the requirements of the honors program, or only one student meets the honors requirements, the Valedictorian and/or Salutatorian will be the students with the highest GPA. Each Valedictorian and Salutatorian will be required to prepare and deliver an approved speech at the Commencement Program.

The student or students, in the event of a tie, who have the highest GPA and meet the honors requirements, will be named Valedictorian. The student or students, in the event of a tie, who have the second highest GPA and meet the honors requirements, will be named Salutatorian.

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.

Graduation Dress Requirements

Appropriate dress for boys for Graduation and Commencement will be a collar shirt, tie, slacks, and dress shoes for boys. For girls, appropriate dress will be a dress or blouse & skirt and shoes.

Seventh and Eighth Grade Promotion

Students shall pass all core subject areas to be promoted to the next grade level. The satisfactory completion of summer school courses to remediate courses which have been failed, during the school year, will be allowed for promotion.

Student Records and Information

1. Students (18 or older) and parents/guardians of minor children have the right to inspect personal school records. Cumulative folders and transcripts are the principle parts of the student record.
2. Schools must have written permission from the eligible student or parent to release information to any third party, except:

- a. Officials and teachers of the same school
 - b. Another school where the student intends to enroll
 - c. Certain state and federal officials
3. When the information has been released to a qualified source without parental consent, the parent should be notified.
 4. DIRECTORY INFORMATION consisting of name, address, telephone number, date & place of birth, all honors & awards, and activities must be released to any qualified organization requesting such information unless the parent has a request on file authorizing the school not to release this information.

General Information

School Closing Information

In the event of severely inclement weather or mechanical breakdown, the school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced by the School Messenger System. Phone calls will be made to your home and/or cell phones. It is very important to update your phone number changes with the school. We will also use TV stations 4, 5, 9, and 25 out of Oklahoma City and Enid radio stations KGWA, KNID, and KXLS. Reports in the morning will be between 6:00 and 7:30 am. If the report states that "buses will run one hour late," then school will begin one hour late also. If no report is heard, it is assumed that school will be in session. Please refrain from calling the school.

Visitors

All visitors to the school must report to the Principal's Office. Prior arrangements MUST be made before an all-day visitor is permitted in the secondary school. Visitors WILL NOT be allowed during nine-week and semester exams. Visitors are not allowed to accompany class-sponsored events without prior approval of the sponsor and administration.

Vehicle Regulations

Driving and Parking Lot Rules and Requirements: Automobiles driven by our students present a major problem as far as public relations and safety are concerned. Students who will not observe the following high school parking and traffic rules will not be permitted to drive their cars to school.

1. The speed limit for school zones should be observed while in the vicinity of the school property.
2. A very slow rate of speed should be observed while cars are approaching or leaving the school.
3. All students who drive to school will park in the designated area southwest of the school. Parking in any other area must be approved by the High School Principal prior to any parking change.
4. Students are not allowed to re-enter any vehicle without authorization from the school administration.
5. No student vehicle will be driven during school hours without administrative approval.
6. When students arrive at school, vehicles are to be vacated and no loitering in or on the cars will be permitted.
7. The school is not responsible for vehicles or their contents. Students are encouraged to lock their car doors.
8. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.
9. Before and after school students should use 4th Street and F Avenue to park in the Student Parking Lot to the south of the main school entrance. Do not use 5th Street due to Elementary drop-off and pick-up.

Violation Consequences: A violation of rules can result in:

1. Suspension of driving privilege for the remaining school year.

Tornado Safety Rules

1. Tornado Watch – there is a chance of dangerous weather later with damaging winds. Be ready to move quickly and orderly to safety in an emergency.
2. Tornado Warning – a tornado has been sighted nearby and you should go at once to the area designated and protect yourself.
3. The warning signal will be short blasts.
4. Students will go to their assigned areas as indicated on the storm map located in each room.
5. Everyone should be instructed to respond on a specific command to assume protective posture when danger is imminent.
6. Protective posture is: lie face down, draw your knees up under you, and cover the back of your head with your hands.

Fire Drill

Move in an orderly manner to the designated exit. Fire drill maps are located in each room. A CONTINUOUS BELL SIGNALS A FIRE. Stand by your teacher once you have left the building. By doing this, it will help them check roll to make sure all students are out of the building and are safe. Do not go back into the building until your teacher or an administrator tells you to do so.

Asbestos Policy

The asbestos management plan is available for review in the Superintendent's office during normal business hours at no cost.

Child Abuse and Neglect

Any certified or support employee of the Kremlin-Hillsdale School District suspecting child abuse or neglect shall notify the Department of Human Services (DHS) at (800) 522-3511. Initial questions may be asked of the student which may help in determining if cruel or inhumane treatment of any kind has occurred. In no case shall the child be subjected to undue pressure in order to validate suspicion of abuse. Validation of suspected abuse is the responsibility of DHS. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately. An administrator must be notified immediately following DHS notification. The reporting staff member will make a written report to be submitted to the superintendent within 48 hours of the initial contact.

Conduct

Each person who enrolls in the Kremlin-Hillsdale School System immediately becomes one of its citizens and is entitled to full benefits of citizenship and to the obligations of good citizenship. The school is judged by the attitudes and deeds of its citizens wherever they are seen at any time. Their standard of conduct shall be to always think and do those things, which are right and proper in a democratic society. Their speech and actions will be expected to be above adverse criticism. Use this list of good conduct suggestions as a guide to treating others with respect:

1. Be kind to others and respect the rights of others
2. Boys should hold open the doors for girls and let them go first
3. Respect property of other students and the school
4. Do unto others as you would have them do unto you
5. Be friendly and civil to everyone

Student in Good Standing: A “Student in Good Standing” shall be defined as a student who:

1. Has NO zeros in any classes during the school year
2. Has NO detention referrals during the school year
3. Has NO referrals to the principal’s office during the school year
4. Has NO unexcused absences during the school year (The Parent/Guardian should contact the school no later than 9:00 a.m. on the day of the student’s absence. If no contact is received, the school will attempt to contact the Parent/Guardian. “Unexcused Absences” must be changed within two days of the particular absence – No Exceptions!)
5. Has NEVER been placed on the D-List or Ineligible list during the preceding quarter

Bronc Pride Days: In an effort to provide POSITIVE consequences for outstanding student performance both in and out of the classroom, Kremlin-Hillsdale Junior High and High School will celebrate BRONC PRIDE DAYS throughout the school year. These days will celebrate students who have been identified as “Students in Good Standing.”

Closed Campus

Students must stay on the school grounds from the time they arrive until they are dismissed or until they are picked up by the bus. Any student leaving school must have permission from the administration. Parents will authorize student departure/dismissal from the school by phone or signing the student out at the appropriate office.

School Meal Programs

All Kremlin-Hillsdale students will establish a “Lunch Account” prior to eating in the cafeteria. Students may charge only five meals prior to replenishment of funds in the account. The school will notify students when their account balance reaches \$5 or less. Parents are encouraged to make note of when lunch payments are due. Kremlin-Hillsdale Schools offer a breakfast program for all students, Pre-K through 12. Students must not be late for class because of the breakfast program. Exceptions will be made for a late bus or slow breakfast line.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food, and waste paper on the plate or table. Dispose of waste properly.
2. Return plates, silverware, and glasses to the receiving window.
3. Keep the tables and floors clean.
4. Keep the lines orderly, do not push or run to lunch.
5. All food must be eaten in the cafeteria. Pick up and clean up any food you drop or spill.
6. Chewing gum is not permitted.
7. No carbonated beverages are allowed in the cafeteria.
8. Sack lunches are permitted. A parent may bring lunch to their children only. No other outside food or drink is allowed.

*Meal Cost for 24-25: Breakfast \$2, PK-6 \$3.25, 7-12 \$3.50

Lockers

Student lockers are located in the hallways of the building and will be assigned during enrollment. Students should keep their lockers in clean condition. Kremlin-Hillsdale Schools will not be responsible for the contents of any student locker. Students may padlock their lockers, but a key or combination to the lock must be left in the High School Office. Lockers are the property of the school and can be inspected under certain circumstances. **There should be no food or drinks in these lockers.**

Cell phone/Smart Watch Policy

Cell phones/smart watches are not to be seen, heard, or used while at KHS between 8:20 a.m. and 3:35 p.m. every school day. Students are encouraged and advised to leave cell phones/smart watches in backpacks, lockers, vehicles, at home, or any safe place that is not a distraction. Students that choose to bring a cell phone to school will be asked to leave their phones in their lockers, etc. All classrooms are designated cell phone-free spaces. Students having cell phones out/visible/heard during class time will have their phone taken to the office. First Offense: Administrator Counsel with student, parent notification, student may pick up phone end of day. Second Offense: Detention, parent notification, and student must sign a warning form. Third Offense and Beyond: Parent/ Guardian will have to pick up the device and the student will be assigned to In School Suspension. The rule will be strictly enforced by all KHS faculty, staff, and administration.

KHS has phones available for student everyday use and in the event of an emergency in all classrooms and the front offices.

If any electronic communication is of a criminal nature: videos or pictures of a fight, occupied locker rooms, bathrooms or nudity, the student will be suspended a minimum of three days and the phone confiscated and reported to the proper authorities.

Kremlin-Hillsdale Schools will not be responsible for lost or stolen cell phones/smart watches.

The administration of Kremlin-Hillsdale Schools may alter or adjust this policy as deemed necessary and/or practical.

Student Dress

The dress guidelines are designed for all students with emphasis on good grooming, cleanliness, and proper dress. These guidelines are an integral part of the student's education process, which tends to enhance one's appearance and personal image of the school. Guidelines for proper dress include:

1. Students may not wear clothing that is too tight, too short, or too revealing. This includes halter tops, midriff shirts/blouses, tank tops (shirts having shoulder widths of less than the size of a dollar bill and exposes any undergarment), see-through shirts or blouses, shirts/blouses/dresses with spaghetti straps, and other revealing clothing. Shorts must be hemmed. Softe shorts are not allowed. Boys must wear shirts with sleeves. Unnatural hair color is prohibited. Students shall not wear short shirt/crop tops/rolled up t-shirts (shirt that exposes stomach or back).
 - a. Girls may wear sleeveless blouses that are not tank tops. Boys must wear shirts that are sleeved.
 - b. For students in grades Pre-K-12, all dresses, skirts, or clothing of a similar nature may not be any shorter than knee length, unless it is a school issued uniform.
 - c. Shorts of proper length may be worn until Fall Break, and may not be worn again until after April 1. All shorts must be mid-thigh or longer.
2. All students will wear proper undergarments in an appropriate manner.
 - a. No undergarments will be worn as regular tops or bottoms.
 - b. All undergarments must be covered at all times.
3. Students may not wear clothing that has unreasonable or inappropriate cuts and holes. (No holes above midhigh.)
4. All students are required to wear shoes. Cleated shoes are not permissible in the school building. Flip-flop type shoes are allowed.

5. Clothing with advertisements of alcoholic beverages, drugs, drug paraphernalia, objectionable or implied slogans and pictorial images may not be worn.
6. Any clothing or hair style which detracts or disrupts students in their performance of school duties will not be allowed (administrative discretion).
 - a. 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 allowed.
 - b. Pajama pants and house-shoes will not be allowed at school.
7. Boys are not allowed to wear mustaches, beards, goatees, or extreme sideburns such as mutton chops.
8. The wearing of hats, caps, stocking caps, scarves, or hoods will not be permitted inside any school building except for medical or religious reasons (must apply to the local board of education) or deemed as necessary equipment for a class.
9. Small earrings may be worn in the ears by girls only. No body piercing jewelry will be allowed by boys or girls including those worn in the nose, lip, eyelids, tongue, or any other part of the face or body. Jewelry, earrings, or similar items may have to be removed in certain classes where a student's health may be endangered.
10. Draping over-garments (blankets, oversized Snuggie-like hoodies, etc.) may not be worn to school. Book bags or coats are not allowed in the classroom.
11. During the time students are allowed to use the swimming pool, all female students above fourth grade will be required to wear a one-piece swimming suit or a two piece with a t-shirt over it.

Any change in the normal school dress regulations must first have administrative approval. Any student in violation of the dress code will either be given school issued attire to wear for the remainder of the school day or be sent home. This will be left to the administrator's discretion.

The KHS faculty will help administer student dress regulations with the administrator making the final decision. The Kremlin-Hillsdale Administration reserves the right to make exceptions or adjustments to school dress regulations as deemed necessary and/or appropriate for the school environment. Violation of the dress code may result in the student being suspended, out of school, with zeros recorded for all class periods missed.

Items Prohibited at School

Chewing Gum is not permitted in Kremlin-Hillsdale Schools Elementary, Junior High or High School Buildings. No Backpacks allowed in any classroom. In addition to generally accepted items prohibited from school grounds or activities including tobacco, any type of e-cigarettes, alcohol, drugs, cell phones, smartwatches, and pagers, the following items will not be allowed on KHS school grounds: portable music playing devices of any kind, headphones, laser pointers, guns, knives, animals, reptiles, billfold chains, dog collars, computer games, playing cards, or other articles deemed inappropriate, disruptive, or dangerous to the school environment.

Yearbook

Policy for individual pictures being included or excluded from the yearbook. If a student is present on picture day (or picture retake day) and has a picture taken, they will be included in that year's yearbook regardless if the student remains in KH the entire school year. If a student enters KH after individual, re-takes, or group pictures have been taken, said person will not be included.

Reporting Students Under the Influence or Possessing Intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substance

It shall be the policy of the Kremlin-Hillsdale 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/her possession:

1. Intoxicating or non-intoxicating beverages
2. Alcoholic beverages

3. Controlled dangerous substance
4. Dangerous weapons
5. Missing or stolen property if missing or stolen from school grounds

(Reference: OS Title 70 Section 133.1)

As the above are now defined by state law, employees shall notify the principal, who shall immediately notify the superintendent of schools and a parent or legal guardian of the said student of the matter, and possibly law enforcement. 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 Kremlin-Hillsdale Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession any of the above named items on any school grounds, who reports such information to the appropriate school official, shall be immune from all civil liability.

Medication

Legally, Kremlin-Hillsdale is not allowed to provide any form of medication for students unless the following guidelines are met:

1. Parents must submit a permission to dispense medicine form of the student giving the school their permission to dispense medicine.
2. The form must clearly state what medicine is to be administered.
3. A log must be maintained for the medicine dispensed and kept with the release form.
4. Medication to be dispensed must be in the manufacturer's packaging or a pharmacy issued container.

Due to legislative guidelines, NO medicine will be given unless the guidelines listed above have been followed. Forms are available in the high school and elementary school offices.

Self-Administration of Medication

Pursuant to 70 OS; 1-116.3, the Kremlin-Hillsdale Board of Education permits students to self-administer inhaled asthma medication and anaphylaxis medication. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:

1. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
2. A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
3. Acknowledgment from the student's parent or legal guardian that the district and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and acknowledgment that the district has provided this information in writing to the parent or legal guardian.

School Nurse

Kremlin-Hillsdale Schools will utilize nursing services provided by the Garfield County Health Department. The nurse will review student shot records and provide assistance with various health needs depending on availability. Aids Awareness Training, as mandated by the State Department of Education, is provided through the Garfield County Health Department. Situations which arise during the school day with illness or other health related issues will be attended by school personnel within the abilities of the available person(s). Parents will be notified if deemed necessary.

Search and Seizure Policy

The superintendent, principal, teacher, or security personnel 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 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 the 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. The search will be conducted by an administrator and a witness or a person of the same sex as the person being searched with an administrator present. The extent of any search shall be reasonably related to the objective of the search. In no event shall a strip search of the student be allowed. The authorizing personnel shall have the right to detain the pupil to be searched and to preserve any items pursuant to the search. Any pupil found to be in possession of any of the items mentioned above or other items which are dangerous or hazardous or inappropriate for the school environment may be suspended for a period not to exceed the current school semester and the succeeding or not more than 2 semesters. Suspension may be appealed to the Kremlin-Hillsdale Board of Education through the superintendent.

Harassment, Intimidation, Bullying, and Hazing Investigating Reported Incidents

No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation, and bullying by students at school and/ or by electronic communication, 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, Intimidation, and Bullying

“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. This type of conduct includes, but is not limited to, gestures, written or verbal, horseplay, such as “Z-5’s,” or physical acts or electronic communications. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sponsored events. “Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone, or other wireless telecommunication device, or a computer. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

Investigating Reported Incidents of Harassment, Intimidations, Bullying, Horse-playing or Threatening Behavior

The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

1. Harassment
2. Intimidation
3. Bullying

4. Horse-playing

The above prohibitions apply to such conduct at school and/or by electronic communication 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, bullying or intimidation at school.

Any student who believes he/she has been subjected to acts of harassment, intimidation, bullying, or excessive horse-playing, as specified above, shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them, and take any actions deemed appropriate.

Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

1. The alleged incident shall be documented in writing by the principal.
2. The investigation shall be made in a timely fashion.
3. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident, collection of documentary or other evidence relating to such incident, involvement of local/state/federal law enforcement authorities, involvement of other district officials who may be of assistance and/or guidance in the matter, and/or any other legal means by which the investigation may be facilitated.
4. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating, and responding to such matters (see policy 408).

When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation, and/or bullying.

McKinney-Vento Homeless Assistance Act

In an effort to strengthen education support for students who find themselves and their families in temporary homeless circumstances, the U.S. Federal Government has passed the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431). The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence. This includes students living in:

- Double-up housing with other families or friends
 - Runaway/homeless youth shelters (even if parents invite the youth home)
 - Hotels or Motels
 - Shelters, including domestic violence shelters
 - Cars, abandoned buildings, parks, the streets or other public spaces.
 - Campgrounds or inadequate trailer homes
- Students in homeless situations have the right to:
- Get help enrolling and succeeding in school from the district's liaison for the Education of Homeless Children and Youth or from a designated building contact.
 - Stay in the school they went to before becoming homeless or whatever school they were enrolled in last, even if they move out of the district, or they can choose to go to the local school in the area where they are living.
 - Get transportation to their school of origin provided or arranged by the school district, or a joint effort among school districts.
 - Receive the same services and access to special programs as provided to all other students.

For enrollment or transportation assistance please contact Kremlin-Hillsdale Public School's homeless liaison:
Bryce Gannon

Attendance Policy

All students will take nine-weeks and semester exams in the classes in which they are enrolled.

Absences

Regular attendance is essential for promotion and success in your schoolwork. When an absence is necessary, it is the student's responsibility to see that this work is made up on time (one day for each day the student was absent). Example: Absent 1 day, students have one day to make up their work, that is, if absent on Tuesday, return to school Wednesday, makeup work is due on Thursday. If make-up work is not finished in days allowed, a zero (0) will be given for that day. Excessive absences, even though excused, are bound to affect a student's grades.

1. If a student is absent, their parents need to call the office. It is the responsibility of the parent to notify the school the day the student is absent. The phone number is (580) 874-2281
2. If it is not possible to call, the parent is asked to write a note, which the student will bring to school the day he/she returns, explaining the student's absence. If this is not done on the day the student returns, an unexcused absence will be recorded, and work missed cannot be made up for credit.
3. If the student has a dentist or doctor appointment, the student needs to check out through the office. Upon returning, the student needs to bring an appointment card with the time of the appointment or note signed by the doctor.
4. If a student becomes sick at school, they need to report to the office to be dismissed from school. A parent will be notified.
5. The student needs to always check out at the office to leave school for any reason. Failure to do so will constitute an unexcused absence.
6. The parents of students reported absent first period from class will be contacted by the high school principal's office each morning.
7. Students are to have an "Admit to Class" pass from the principal's office when returning from an absence. Absences due to school-sponsored activities do not apply. Any other absence requires an admit slip. Last period teachers will collect all admits and turn them in with the absentee log at the end of the day.
8. Students with 10 or more absences in any class for the semester will not receive credit for that class. In emergency situations, an attendance committee composed of the principal, counselor, and faculty member may grant exceptions. Students who habitually are absent and then have an emergency, which puts them over the 10-day rule will not receive credit.
9. Students who are absent for 16 or more days in a school year will be deemed chronically absent by the Oklahoma State Department of Education.

College Day

Senior Students at Kremlin-Hillsdale are allowed two (2) College Visitation Days, which will be approved by the Principal (AP), and will not count as an Absence. These days must be arranged through the Kremlin-Hillsdale Counselor one week in advance of the visitation day. Proof of attendance is required.

Tardy Policy

Promptness to class is necessary to enhance effectiveness of the day-to-day operations of the school. Students who are late to class disrupt the class beginning. Students who enter class more than 15 minutes after the scheduled class start time, without proper written authorization, will be counted as Unexcused Absent. Three unexcused tardies per class period will be counted as an unexcused absence. Failure to attend detention will result in referral to the Principal.

Tardy Passes

Students who are late for school must obtain a late pass from the office before entering class (1st hour only). It is the responsibility of the student to obtain a pass from the teacher before leaving class if he or she could be tardy for the next class. If a student is late for class and the student does not have a pass, that student will receive an unexcused tardy. If a student is late getting to class from lunch, the pass must be obtained from the person on lunch duty or the teacher that kept them late. In order for a student to go from one room to another during school hours, a hall pass must be obtained and signed by the teacher in charge of the student for that period. A student should not ask to be in a classroom where no teacher is present. The office will not issue passes except for the late pass when a student checks into school.

Student Body Regulations

All students must adhere to the Student Dress guidelines while attending or participating in any school function. Exceptions may be granted by the sponsor with administrative approval.

Assemblies

All students should express school spirit during any assemblies/pep rallies held throughout the year. Performers are our guests and students must respect them and their peers at all times during these performances. All school activities of any class or organization must be approved by the sponsors of the class or organization and by the appropriate principal.

Activity Trips

School supplied transportation will be used for all regularly scheduled school activities. Students must go and return via the transportation supplied by the school. Exception: Parents permitting students to return outside school provided transportation understand the school is not responsible for accidents, etc. Parents must sign the student off of the bus in person. Coaches will carry permission slips on all activity trips.

Transportation

Route buses and Technology Center buses will be offered. The routes will start the same as last year, but changes will be made where necessary. Most of the routes are long; therefore drivers will try to operate the buses so that they will be at the appointed place at the appointed time. Be early to the bus pickup point. The buses are scheduled to arrive at the school building no sooner than 7:55am, and no later than 8:05am. Safe transportation is the ultimate goal. Each bus rider is asked to:

1. Sit facing forward while the bus is in motion
2. Throw NO objects in the bus or from the bus at any time
3. Obey the bus driver when they make a request

The bus drivers have a great responsibility and they do not have time for disciplinary problems. It is the order of the Board of Education that all school rules and expectations also apply on buses. The bus drivers are to send any offender to the office.

Chromebook Use Policy

Kremlin-Hillsdale Public School provides Chromebooks for students to use while at school.

- These devices are to be used for educational purposes.
- Students are to use only the devices assigned to them, unless approved by administration.
- Only wired headphones/earbuds shall be used with school issued devices. No Bluetooth headphones/earbuds.

- Students are to use school issued devices only. The exception for use of school devices only would be for Juniors and Seniors that attend college and/or OSSM courses, the exception must be approved by administration.
- Students should treat Chromebooks as valuable electronic devices.
- Students that vandalize or maliciously damage school issued devices can be held financially responsible for repair or replacement of the device **and may lose the privilege of device use.**

Any device used on the school's network is subject to filtering and monitoring.

Student-Faculty/Staff Communication

Beginning July 1, 2024, students may not communicate individually with any faculty or staff through electronic means. All KHS faculty and staff will utilize school email, Google Classroom, Google Suite, School Messenger, or Remind for all communications. Parents/Guardians will be provided access to all platforms.

Internet Use Policy

The Board of Education believes that the use of the internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for the staff, students, and the community. However, students may not use chat rooms or email at school.

Students will be under teacher supervision. It is not possible to constantly monitor individual students and what they are accessing. Student and other users will refrain from intentionally accessing and downloading any text, pictures, or online conference that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Personal information should not be revealed. Records of internet use will be considered confidential to the public but will be accessible to the administration to monitor proper usage of the equipment and appropriate material. Users must be aware that any message or information posted on the internet may be accessed by other than for whom it is not intended.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates the copyright laws. All persons wishing to use the services provided will sign an internet use agreement. Violation of the Internet Acceptable Use Policy will result in forfeiture of all internet user privileges. Violators shall also be subject to disciplinary action. The administration has the right to deny access to any individual they deem necessary.

Internet use for part time users in adherence to statutes for KHS students are for homebound, full-time students in need of course work not offered, and for part-time up to 5/7 of a day. The student will pay all charges of the course and students enrolling in the internet course must participate in the Oklahoma School Testing Program. The student, if course is not taken at the school site, will provide his/her own equipment and internet access.

Online Classroom Policies

High school students at Kremlin-Hillsdale Public Schools are encouraged to participate in Online classes. We expect our students to be on their best behavior while in the online classroom. You represent the students of Kremlin-Hillsdale, therefore your behavior reflects upon this school.

1. Equipment used is very expensive and must be left alone
2. Follow the direction from the online instructor

The online instructors have the right to declare any student as a behavior problem and can expel the student from the class. No credit will be received for that class. A student who is expelled or withdraws from an online class during the semester will not receive credit for that class.

Student Discipline

The Kremlin-Hillsdale Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual at the school. "The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or the classroom presided over by the teacher." (Article VI, Section 112, School Laws of Oklahoma).

The BOE advocates while education is a right of our youth, it is not an absolute right. Every child has the right to an appropriate education. Any student CHOOSING to interfere with that RIGHT by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to PROTECT THE RIGHTS OF OTHERS.

Discipline is normally the responsibility of the teacher. Each teacher will have classroom rules that will be displayed in the classroom. A copy of these rules will be given to parents and also the principal.

Behavioral problems that cannot be handled by the teacher will be referred to the principal.

The best form of discipline is self-discipline. It is our aim to help develop in each student the high standards of self-discipline that are needed for good citizenship. Most students will exemplify strong self-discipline and perform or function without the threat of rules hanging over their heads. But for those who REPEATEDLY and WILLFULLY disrupt the learning environment and are not responding to the school or classroom discipline plan, will be referred to the principal.

Students attending Kremlin-Hillsdale Public Schools are EXPECTED to maintain a level of conduct whereby their speech and actions are above adverse criticism.

One of the responsibilities of the school is to teach young people that they live in a society governed by laws established by their fellow citizens, and that they must expect certain consequences should they break these laws. Since learning to accept responsibility for one's actions is a learning process, we would expect that students would, upon occasion, break certain rules. Punishment for these infractions must be tempered with good judgment; judgment will be based upon the maturity of the student and the seriousness of the offense. The teacher is expected to maintain an atmosphere that is conducive to the learning situation.

The teacher should correct any behavior that disrupts the learning process. Continuous disruptive behavior by a student beyond what can be handled in the classroom shall be referred to the principal.

The following are considered to be SOME of the unacceptable behavior by students:

1. Behavior which would bring injury to other students or adults (including horse-play)
2. Behavior which would disrupt the learning process for fellow students
3. Behavior which would cause damage to local school building, school property, property of students, and to the property of other schools with which our students participate in various school activities
4. Behavior which brings dishonor to the school, such as trashing the hallways, writing graffiti on any surfaces, or any so called "pranks" against school facilities, vehicles, school grounds, or faculty members
5. Behavior at any school event which is injurious to the reputation of our past, present, and future school population
6. Failure to attempt a reasonable academic achievement

The following are some SPECIFIC examples of unacceptable behavior

1. Fighting; throwing objects; practical jokes which may result in injury
2. Disrespect for teachers; wearing inappropriate clothing; inappropriate actions (obscene gestures, actions, and language), etc.
3. Gum chewing in carpeted areas; defacing of equipment, books, etc.; breaking windows; vandalism; theft; etc.

4. Use of drugs, tobacco, or alcoholic substances; use of abusive or unacceptable language
5. Irregular attendance at school and lack of effort to attain passing grades
6. Failure to file a vehicle or wireless telecommunication device form with the administration
7. Unauthorized possession or use of cellphones/smartwatches.

Possible Alternative Punishments for Misbehavior

1. In-School Suspension: Isolation from other students and the regular school activities. Possible loss of extra-curricular activities as well
2. Under-Disciplinary Action: Students are not allowed to participate in any extra-curricular activities or to represent the school in any fashion, be it athletics, 4-H, Band, etc.
3. Detention: Extra time put in noon or after normal school hours
4. Satisfactory Reimbursement: Reimbursement to affected parties for theft or vandalism. Parents liable for up to \$2,500.00 (OK School Laws, Section 1037, p. 663)
5. Corporal Punishment: Recommended for use only in cases of unusual incorrigibility and then as a final measure. When corporal punishment is administered, the teacher shall:
 - a. Have the principal or another teacher present as a witness
 - b. Explain to the student why they are receiving the punishment
 - c. Refrain from using corporal punishment while angry or upset
 - d. Not administer punishment before the class nor in the presence of any other student
 - e. Be extremely careful as to the placement of blows and the force of their impact so as to not physically injure the student
6. Suspension or Expulsion: Such expulsion shall not extend beyond the current school semester and the succeeding semester. Any student who is guilty of an act described in this section may be suspended out-of-school in accordance with the provisions of this section.
 - a. Students suspended out-of-school for ten (10) days or less shall have the right to appeal the decision to the Superintendent of Schools. The superintendent will determine the guilt or innocence of the student and the reasonableness of the term of the short-term suspension and this decision will be final.
 - b. Students suspended out-of-school for more than ten (10) days shall have the right to appeal the decision to the Superintendent of Schools. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision of the administration to the district board of education. Except as otherwise provided for in this section, no out-of-school suspension shall extend beyond the current semester and the succeeding semester. Upon full investigation of the matter, the BOE shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the district BOE shall be final.

The following provisions shall apply to students who are suspended out-of-school for ten (10) days or more. Upon the out-of-school suspension, the parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school district:

- a. Violation of a school regulation
- b. Morality

c. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offense" as specified in Section 571 of title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault

d. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

e. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the next paragraph of this subsection.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district BOE pursuant to the provisions of this section. The district superintendent, on a case-by-case basis may modify the term of the suspension. For purposes of this paragraph, the term "firearm" shall mean and include all weapons as defined by 18 USC Section 921.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health and safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.

No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception to a nonviolent offense or convicted as an adult of an offense defined as an exception to a nonviolent offense or who has been removed from public education by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students, or faculty. Until the school in which such student subsequently enrolls or re-enrolls can make that decision, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting. Suspended students who are on an Individualized Education Plan shall be provided the education and related services in accordance with the student's IEP.

A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by this section.

Complaint Resolution Procedure

Whenever a complaint is made directly to the school board as a whole or to an individual school board member, the individual or group involved will be advised to take the concern to the appropriate school staff member. The Board of Education will only hear complaints that have properly passed through the following channels:

1. The individual or group will be advised of the proper channeling of complaints, which is as follows:
 - a. Teacher or staff member
 - b. Building administrator

c. Superintendent

d. Board of Education

2. The procedure for complaint resolution is as follows:

a. Step One – A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the object of resolving the matter informally.

b. Step Two – If the complaint is not satisfactorily resolved in step one, the complainant will submit his/her complaint in writing to the building principal, stating the reasons for the complaint and the relief desired. The principal will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the principal will issue the complainant a written response stating the principal's decision and reasons therefore. Problems and questions concerning individual schools are appropriately directed to the principal at this level.

c. Step Three – If the complaint is not satisfactorily resolved in step two, the complainant will submit his/her complaint in writing to the superintendent of schools, stating the reasons for the complaint and the relief desired. The superintendent will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the superintendent will issue the complainant a written response stating the superintendent's decision and reasons therefore. Problems and questions concerning the school system as a whole are appropriately directed to the superintendent at this level.

d. Step Four – If the complaint is not satisfactorily resolved in step three, within ten (10) working days of receiving the response from the superintendent, the complainant may appeal the matter to the board of education. This appeal, which should be addressed to the clerk of the board, shall be in writing and shall be accompanied by a copy of the responses from steps two and three. The board will address the matter at the next regularly scheduled board meeting, provided the appeal is received in time to place it on that meeting's agenda in compliance with the Oklahoma Open Meeting Act. The meeting will consist of input from the parties involved in each step of the complaint, and/or others the board may feel are relevant to the issue.

After the issue has been investigated, the board will issue a written decision to the complainant and parties involved at each step of the process.

*NOTE: The above procedure for handling complaints does not apply to cases involving student suspension or expulsion, grievances filed by teachers where negotiated agreement is present, complaints relating to disability discrimination and/or cases regarding special education placement.

Extra-Curricular Activities

Extra-Curricular Activities shall be defined as "any school sponsored activity or social function that occurs outside the scope of the curriculum of the regular classroom." Participation in extracurricular activities, such as athletics, music, speech, and pep clubs presents our students to the community in a much more open manner than the classroom. For this reason, each participant is expected to meet performance levels above that of the non-participant. This performance is in the area of academic achievement, as well as student appearance, and student behavior. Extra-curricular activities play an important role at Kremlin-Hillsdale, so it is imperative to keep a close touch on the academics of the participants. Drug Testing will be mandatory for all students in grade 7-12 participating in extracurricular activities. All rules and regulations of the Oklahoma Secondary School Activities Association shall be complied with at the Middle School and High School level. The administration/activities director/coaching staff/activity sponsors shall have charge of all contests and/or activities and shall determine the eligibility of players to participate.

Scholastic Eligibility

Kremlin-Hillsdale Academic Eligibility Policy:

Eligibility will be checked during the fourth week of each semester, and every week thereafter. Students must maintain a passing grade in every course in which they are enrolled to remain eligible for any extra-curricular activities. At the end of a semester, if a student fails 1 class, they will be ineligible for participation for the first 2

weeks the following semester; if a student fails 2 classes, they will be ineligible for participation for the first 4 weeks the following semester; and if a student fails 3 classes, they will be ineligible for participation for the first 6 weeks the following semester.

Any other eligibility questions not addressed previously will be governed by the OSSAA Minimum Requirements.

OSSAA Minimum Requirements Governing Interscholastic Activities:

RULE 1 - AGE, PHYSICIAN AND PARENTS' CERTIFICATE

Section 1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. Non-athletics: Any student who reaches his twenty-first birthday before September 1 will not be eligible.

Section 2. No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. If you have questions concerning the qualifications or the insurance coverage of a health care practitioner offering to give examinations, it is suggested that you check with your school district attorney for an opinion. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

Section 3. Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and Rules of the Oklahoma Secondary School Activities Association. This constitution or set of rules should be approved by the Board of Directors of the Oklahoma Secondary School Activities Association.

RULE 2 - ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance. See Board Policy XLIV for supplemental on-line courses.

Question: At what point in the school year does the attendance rule begin?

Answer: Attendance for the semester begins with the first day of the semester, and continues throughout the entire semester. A student must be in compliance with the 90% attendance rule for each class in which a student is enrolled.

RULE 3 - SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities.

(Board Policy)

Section 1. Semester Grades

a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be

five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18-week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period. (1 credit = 1/2 Carnegie Unit) (Trimester Eligibility – Refer to Board Policy XXXVII)

b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

NOTE: The Board of Directors may make exceptions to non-traditional structures. (Ex. block, trimester, etc.) (Trimester Eligibility – Refer to Board Policy XXXVII)

e. A student who drops a class after the first three weeks of the semester shall be ineligible for at least a three-week period. To regain eligibility after three weeks, the student must be enrolled in the minimum number of classes required for eligibility, and be passing all subjects in which the student is enrolled. An exception is allowed for a student who enrolled in an AP or honors-level course and wishes to drop that course. A student dropping an AP or honors-level course after the first three weeks of the semester may maintain continued eligibility provided that (i) the student had a passing grade in the AP or honors-level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors-level course in the same subject.

Section 2. Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two weeks (during third week) of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes in which a student is enrolled can be no less than four. (For block and trimester exceptions contact the OSSAA office.) A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.

- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.

Section 4. Special Education Students

Special students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

Section 5. Stock Shows, etc.

- a. Individuals who have been declared ineligible to participate in extra-curricular activities by their local school administration will be declared ineligible to participate in this show.
- b. Individuals who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, individuals who are ineligible on the first day of the show will be considered ineligible through the duration of the show.
- c. If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary School Activities Association, the animals owned by the exhibitor are also ineligible for the show.
- d. Ineligible individuals who participate in the show will forfeit all show and/or sale premiums and awards; and will be subject to disciplinary action as provided by the local school policies.
- e. It will be the responsibility of the local school administration to notify the student's family and the show management or OSSAA if a particular student is ineligible to participate.

Authority

Teachers and staff have the responsibility to ensure a climate conducive to the safety and welfare of students and others in the school. They are also responsible for the learning and social development of students at school. Teachers and staff are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher or staff person has this authority at any time on school property or at school functions. One of the most serious offenses a student can commit is INSUBORDINATION to school personnel. Any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior toward a teacher or staff be tolerated.

Parents Rights to Know Policy

Every school district receiving Title I funds must annually notify parents of each child in each school receiving funds that they have the right to request information about the qualifications of their children's teachers. The information available to parents on request must include the following:

1. Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

3. What major each teacher earned his/her bachelor's degree in
4. Whether the teacher holds a graduate certification or degree and in what field or discipline
5. Whether a child is provided services by paraprofessionals and, if so, their qualifications In addition, every school receiving Title I funds must provide to each parent:

1. Information on the child's level of achievement on each required state assessment
2. Timely notice if a child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified as defined by law

All information provided to parents must be in an understandable and uniform format and provided in a language parents can understand to the extent practicable.

(Legislation: Title 1, Section 1111(h)(6) – parents right to know)

Notice of Non-Discrimination

The Kremlin-Hillsdale Public School District does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs and activities. This policy of nondiscrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board of education does business.

The following person has been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

Crystal Szymanski
Superintendent of Schools, Kremlin-Hillsdale Public Schools
PO Box 198
Kremlin, OK 73753
(580) 874-2284

Grievance Based on Discrimination Procedure

It is the policy of the Kremlin-Hillsdale Board of Education that the District shall not discriminate against any person on the basis of race, color, national origin, age, sex or disability. The District is committed to taking appropriate measures to remedy and prevent recurrence of any discrimination of which it has notice. The Board of Education has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discriminatory action prohibited by law: Any person believing that the District, its Board of Education or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VII of the Civil Rights Act of 1964 (race, color, national origin discrimination); (2) Title IX of the Education Amendment Act of 1972 (sex discrimination, sexual harassment); (3) Section 504 of the Rehabilitation Act of 1973 (disability discrimination); (4) the Age Discrimination Act of 1975 (age discrimination); and/or (5) Title II of the Americans with Disabilities Act of 1990 (disability discrimination) may bring forward a complaint –which shall be referred to as a grievance – to:

Crystal Szymanski
Superintendent of Schools, Kremlin-Hillsdale Public Schools
PO Box 198
Kremlin, OK 73753
(580) 874-2284

Any person who believes he or she has been subjected to such discrimination may file a grievance

under the procedures outlined below. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the availability and use of this grievance procedure does not prevent a grievant from filing a complaint of discrimination with the appropriate federal agency handling such issues.

Procedure for Grievance Resolution:

1. Informal Resolution: Prior to filing of a written complaint, the grievant is encouraged to bring the matter to the attention of the individual named above. Reasonable effort will be made to resolve the problem or complaint informally.

2. Formal Grievance Filing: In the event the problem or complaint cannot be resolved informally, the grievant shall comply with the procedures outlined below for filing a formal grievance:

a. The grievance must be submitted to the individual named above within thirty (30) days of the date the grievance occurs. In the event that the individual committing the alleged discriminatory act is the individual named above, a grievance may be made directly to the Board of Education.

b. The grievance must be in writing, containing the name and address of the person filing it, as well as the name of the grievant, if different.

c. The District shall conduct a thorough, reliable and impartial investigation of the grievance. The grievant will be afforded an opportunity to submit witness testimony and evidence relevant to the grievance and may be asked for additional information deemed necessary for investigating and resolving it. The District will issue a written decision on the grievance no later than thirty (30) days after its filing and shall maintain the files and records relating to the grievance at this level.

3. Appealing the Decision: In the event the grievant is not satisfied with the decision, the grievant may appeal the decision, as follows:

a. If not satisfied with the decision, the grievant may appeal the decision to the Board of Education within fifteen (15) days of receiving the Superintendent's decision.

The Board of Education shall place the grievance appeal on the agenda for its next regularly-scheduled board meeting and shall issue a written decision in response to the appeal no later than thirty (30) days after the meeting at which the appeal is addressed.

Free Appropriate Public Education (FAPE)

All students with disabilities are entitled to a Free Appropriate Public Education (FAPE). This includes students who are eligible for special education from ages 3 through the end of the school year in which they turn 22.

Child Find

Kremlin-Hillsdale Public School provides educational opportunities, in accordance with IDEA, to students with disabilities from ages 3-21.

Any Person having knowledge of a student with a disability or a suspected disability and in need of special education services and/or related services, please contact:

Crystal Szymanski
Superintendent of Schools, Kremlin-Hillsdale Public Schools
PO Box 198
Kremlin, OK 73753
Phone: (580) 874-2284