Hardesty Bison

Student Handbook

2022-2023

STUDENT HANDBOOK

INTRODUCTION

Welcome to the home of the Hardesty Bison. A school with spirit and pride.

While increasing your knowledge and developing your skills, your major responsibility while at Hardesty will be to respect your fellow students, teachers and staff members.

This handbook will acquaint you with the rules and policies of the Hardesty School system.

ACCREDITATION - Hardesty Schools are fully accredited with the State Department of Education. All credits issued by this school are acceptable in all schools of higher learning. Any student who graduates from Hardesty High School, taking the courses recommended for college entrance, is entitled to entrance in any institution of higher learning without any entrance examination, other than the classified tests.

INSPECTION – Each year, Hardesty Schools is visited by an official from the State Department of Education to determine if all state regulations are fulfilled.

ADMISSION AND ENROLLMENT ELIGIBILITY

FOR ADMISSION – All children who reside in the Hardesty district, under a legal guardian, and between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge.

ELEMENTARY ADMISSION – Students entering from an elementary school not accredited by the State Board of Education or a homeschool setting shall be required to take a placement exam. Results of the test may be used to determine grade placement. Copies of the exams given, and results, shall be kept on file for five (5) years.

JUNIOR HIGH ADMISSION – Pupils shall be admitted into Junior High School upon successful completion of the prescribed course of study of an accredited elementary school. Pupils coming from an elementary school not accredited by the State Department of Education, or a homeschool setting, shall be required to take a placement exam. Copies of the exams given, and results, shall be kept on field for five (5) years.

Handicapped pupils shall be admitted to the school on the basis of their social, emotional, and physical growth and chronological age.

HIGH SCHOOL ADMISSION – Any student shall be entitled to attend Hardesty High School, free of charge, under a legal guardian in the district, reside in the district or have been legally transferred to the Hardesty district, and they have not attained the age of twenty-one (21) years on or before September 1 of the school year. Provided further, any person who is of legal age and a resident of Oklahoma over the age of twenty-one (21) and under the age of twenty-six (26), and who ahs not completed the 12th grade of school shall be given the same educational privileges and opportunities provided by law for children over the age of five (5) and under the age of twenty-one (21) years of age, if he/she was unable to attend school for a definite period of time, or periods of time, because of physical disability or service in the United States Armed Forces, by reason whereof it was impossible for him/her to compete the 12th grade before reaching the age of twenty-one (21).

Pupils entering Hardesty High School from an elementary, junior high or secondary school not accredited by the Oklahoma State Department of Education, or the department of education of another state, or a homeschool setting, shall be required to take a placement exam. Results of the exam test may be used in determining the academic units a student is to receive as credit. Copies of the test given, and the results, shall be kept on file for five (5) years.

Handicapped pupils may be admitted to the high school on the basis of their social, emotional, and physical growth, and chronological age.

Students may be admitted to high school upon presentation of a transcript from an accredited eight-year elementary school, middle school or junior high.

ENROLLMENT – Students will pre-enroll in July or August of each year. A letter stating the date and time of pre-enrollment and a schedule of classes will be mailed at least a week before the pre-enrollment.

CLASS CHANGES – All changes of the class schedule for secondary students will be done prior to the end of the third school day of each semester, unless the student is able to show that a change is necessary (a written request for the class change from the parent is required). Any changes must be approved by the principal and the instructor of the class being added.

TEXTBOOKS – District-owned textbooks are issued to students when they begin a class. Students are responsible for returning textbooks in as good of condition as they were issued. The parent and/or student must pay for any damaged or lost books. If a lost book is found and returned, the price of the book will be refunded.

The cost of the students' textbooks that have been destroyed or lost will be reimbursed to the school at the following rate:

New book	100%
2nd year book	80%
3rd year book	60%
5th year book	20%
Over 5 years	$5.00

WITHDRAWAL FROM SCHOOL – If withdrawal from school is planned, a student should notify the principal's office of his/her intention and receive a clearance slip to be presented to each of his/her teachers. After the student has returned all books and school equipment, and has the necessary signatures, he/she must return the clearance slip to the principal's office.

Student records must be provided to another school within three business days of the request.

EDUCATION OPEN TRANSFER ACT (Adopted 11/13/00)

FILING AND NOTIFICATION DEADLINES (Update in process to match new State Legislation).

TRANSPORTATION

ATTENDANCE AREA BOUNDARIES – Students must reside and be legally enrolled in the Hardesty Public School district (I-15) to be eligible for school transportation.

TRANSFERRED STUDENT TRANSPORTATOIN SERVICE (Neighboring District) – A legally transferred student residing outside the school district, and otherwise eligible for transportation services, may be transported to school provided the student meets and boards the bus at a designated stop in the Hardesty Public School district. A bus route will not be extended to meet students living outside the authorized transportation area unless agreements have been made by the districts and approved by the State Board of Education.

TRANSPORATION ZONES – All students (PreK-12) will be eligible for transportation if they live 1 ½ miles or more from Hardesty School.

NON-PUBLIC STUDENTS – Non-public students are not eligible for transportation by Hardesty Public Schools.

SPECIAL EDUCATON STUDENT TRANSPORTATION – Transportation will be provided for any eligible special education student when transportation has been identified as a "related service". This service is educational services outlined in his/her Individual Education Plan (IEP).

AUTHORIZED RIDERS – Students who are assigned to buses as authorized riders are to board buses and depart buses only at scheduled stops.

COVID-19 – Hardesty Public Schools will follow local, State, Federal and CDC guidelines to help prevent the spread of COVID-19. Temperature checks will be performed at least twice daily. Students with a fever will be sent home. If no parent or guardian is available to pick up the student, an area away from other students will be provided to mitigate the spread of any illness. All desks and surfaces will be cleaned and wiped down daily.

IMMUNIZATION – A student entering Hardesty Schools for the first time shall present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. Certification must show that the child has received or is in the process of receiving immunizations against DPT (diphtheria, pertussis, tetanus), MMR (measles, mumps, rubella), poliomyelitis, Hepatitis A, Hepatitis B, and Varicella (or provide a statement of having had the Chicken Pox).

MEDICATION POLICY – Legally, Hardesty School is not allowed to provide any form of medication for students, unless specific guidelines are followed. They are as follows:

A. A form must be submitted by the parent of the student giving the school their permission to dispense medication.
B. The form must clearly state what medicine is to be administered.
C. A log must be maintained as to the medicine dispensed and kept with the release form
D. Any medication brought to the school must be delivered to the Superintendent's office. The medication will be accompanied by written authorization from the parent, guardian or person having legal custody, that indicates the following:
    1. Purpose of the medication.
    2. Time to be administered.
    3. The date for administering the medication.
    4. Other appropriate information requested by the principal or the principal's designee.
E. Prescription medication must be in a container that indicates the following.
    1. Student's name.
    2. Name and strength of medication.
    3. Dosage and directions for administration.
    4. Name of physician or dentist.
    5. Date and name of pharmacy.
    6. Whether the child has asthma, or other disability, which may require immediate dispensation of medication.

SELF-ADMINISTRATION OF ASTHMA MEDICATION – A student is allowed to self-administer their own asthma medication provided the parent/guardian has completed and signed the Authorization for Self-Administration of Asthma Medication release.

The parent/guardian is required to provide a written statement from the physician treating the student that has asthma, that the student is capable of self-administration of medication.

The parent/guardian of the student must provide the school an emergency supply of the student's medication.

The district is to inform the parent/guardian, in writing, that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

Authorization for Self-Administration of Medication (adopted 7/14/03).

RECORDS ACCESS – Student records shall be defined as any written material concerning individual students maintained by the school board, or concerning individual students maintained by the school board or its employees, except personal notes and class assignments, kept on file by school personnel solely for their own use and not communicated to any other persons.

All student records shall be available to a student's parent(s) or guardian(s), in understanding and interpreting technical material in the records. Students, age 18 or older, and parents of minor children have the right to inspect personal school records. Cumulative folders and transcripts are the principle parts of the students' records.

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent provides a certified copy of a court order denying the non-custodial parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless a certified copy of a court order vesting custody in the other parent is supplied.

In instances where the parents of the child are not available, or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child's guardian.

RELEASE OF INFORMATION – Schools must have written permission from the eligible student, parent or guardian to release information to any third party, except to:

A. Officials and teachers of the same school.
B. Another school where the student intends to enroll.
C. Certain state and federal officials.
D. Anyone to whom the student has applied for financial aid or from whom such aid has been received.
E. Testing and research organizations.

The building principal, or the principal's representative, is authorized to control and release information from individual schools. The parents should contact the principal for the release or review of information.

Directory information consisting of name, address, telephone number, birth date, place of birth, 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 the information.

ACADEMICS

ADVANCEMENT IN GRADE OR SUBJECT – High school pupils failing the first semester and completing the second semester satisfactorily will be required to retake only the first semester work.

PROFICIENCY BASED PROMOTION – Upon the request of a student parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more area of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion, referenced test, thesis, project, product or performance. Proficiency in all laboratory science courses will require that students are able to perform relevant laboratory techniques.
2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. § 11-103.6; S.L. § 244 *Curricular Standards and Options for High School Graduation*.
    a. Social Studies
    b. Language Arts
    c. The Arts
    d. Languages
    e. Mathematics
    f. Science
3. Proficiency for advancing to the next level of study will be demonstrated by a 90% or comparable performance on an assessment or demonstration.
4. The opportunity for proficiency assessment will be provided at least twice each school year, beginning in the 1995-96 school year.
5. Qualifying student are those who are legally enrolled in the local school district.
6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
7. Students will be allowed to take proficiency assessments in multiple areas.
8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
9. Exceptions to standard assessments may be approved by a local district for those students with disabling conditions.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
2. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement which shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency will not be noted on the transcript. Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency.
4. If proficiency is demonstrated in a Grade 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
5. Units earned though proficiency assessment will be transferable with students among school districts within the State of Oklahoma.

Proficiency assessment will measure mastery of the Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the priority academic student skills, in other words, assessment will be aligned with curriculum and instruction.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course skipping
8. Individualized education programs

Each school district will disseminate materials explaining the opportunities of proficiency-based promotion to students and parents in the district each year. Proficiency criteria for each core curriculum area will be made available upon request.

Appropriate notation for core curriculum area(s) completed - Appropriate notation will be made for elementary, mid-level, or high school level students satisfactorily completing Grade 9-12 high school curriculum areas. Completion may be recorded with a letter grade or pass notation. This curriculum area will count toward meeting the requirements for the high school diploma.

ATTENDANCE – All pupils are required by law to be in regular attendance from age 5 to 18, or until graduation from high school. The administration of the Hardesty School checks attendance with care and promptness. Any student who has a total of ten (10) absences from one (1) class will fail that class, but will not be excused from attending that class.

A student will be marked absent according to the ruling of the State Department of Education that states: “Any student must be counted absent if he is not actually present for classes although the cause for his absence is beyond his control.”

A student who has been absent must pick up an admit slip from the principal upon returning to school. He/she will not be admitted to class without the slip. The slip will be presented to each teacher for signature and will be turned in to the last period teacher.

CLASSIFICATION – Students enrolled in Hardesty Schools will be classified in the following manner: Elementary, Grades PreK-8; high school, Grades 9-12.

A high school student shall be classified according to the number of units they have completed: 0 to 6 units, 9th grade; 6.5 to 13 units, 10th grade; 13 to 20 units, 11th grade; 20.5 or more units, 12th grade.

Students transferring into the district will be placed according to their transcript from the sending school.

Students coming into the district from a home-based school will be required to take a norm-referenced test. The result of the test will determine the grade placement of the individual.

The State Department of Education requires students to attend school 360 minutes a day.

STUDENT RETENTION – In accordance with the policy of the Board of Education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for entire course of study as determined by the teacher.

Students in grades 1 – 8 must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument, which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified, at any point of the academic year, as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the “limited knowledge” level on the reading portion of the statewide third-grade criterion-referenced test.
4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
5. Beginning with the 2015-16 school year, students who score at the unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports. Whenever a teacher, or a placement committee, recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian(s), if dissatisfied with the recommendation, may appeal the decision by complying with the district’s appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian(s) may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the parent(s) or guardian(s) reasons for disagreeing with the decision of the Board.

Complete details of the procedure are in the District policy. (Adopted 12/9/13; Revised 7/21/14)

REQUIREMENTS FOR GRADUATION – Students who will graduate from Hardesty High School must have 23 units or sets of competencies to graduate. The 23 required units shall include the following:

1. 8 units – Language Arts, which shall be made up of 1 unit of Grammar and Composition **and** 3 units that 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 the Grammar and Composition.
2. 8 units – Mathematics, which shall be made of: 1 unit – Algebra I **and** 2 units that may include, but are not limited to the following courses: Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus,

Statistics and/or Probability, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I.

3. 8 units – Science, which shall be made up of: 1 unit – Biology I **and** 2 units in the areas of life, physical or earth science or technology that 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 Physics, Principles of Technology, qualified agricultural education courses (include, but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.
4. 8 units – Social Studies, which shall be made up of: ½ unit U.S. Government, ½ unit Oklahoma History, 1 unit American History, 1 unit World History, 2 units Arts.
5. 8 units – Electives

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

Early graduation from high school is not offered by this district. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma.

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

a. Algebra I;
b. English II; and
c. Two of the following five:
    1. Algebra II
    2. Biology I
    3. English III
    4. Geometry, and
    5. United State History.

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternative tests and an alternative method for students to demonstrate mastery; including exceptions and exemptions to these requirements for unusual circumstances, as required by law.

Students with disabilities whose individualized education program (IEP) indicates that they are to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program may be eligible to graduate for a public high school with a standard diploma after failing to meet the end-of-instruction requirements of state law, if a determination is made by the local school district that the student:

1. Obtains a written recommendation for a student's teacher of record in consultation with the teacher in each subject in which the student failed to meet the requirements of the end-of-instruction examination. The recommendation must be supported by the principal by documentation demonstrating the acquired knowledge of the student by alternative measures as required by the individualized education program (IEP).
2. Completes remediation opportunities to the extent required by the individualized education program (IEP).
3. Retake the exam in each subject in which the student failed to meet the end-of-instruction requirement if the individual education program (IEP) requires retake opportunities.
4. Maintains at least a C average, or the equivalent, in each subject in which the student failed to pass the end-of-instruction examinations.
5. Meets all other district graduation requirements.

End-of-instruction test shall not be required for those students who qualify as follows:

1. Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), ACT plan or Preliminary Scholastic

Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) alternative test shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United State History.

2. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advance Level Examination Program (CLEF) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United State History.
3. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advance Placement course exams, ACT, Work key's job skills assessment, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United State History.

Beginning with the 2015-16 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student object in writing.

Complete details of the procedure are in the District policy. (Revised 7/21/14)

COLLEGE ADMISISON STANDARDS, COURSES TO TAKE – Below are the courses you must take if you want to go to an Oklahoma State College or University. If you enter the job market after high school, these courses will also help you prepare for on-the-job success.

Course requirements for Oklahoma State Colleges and Universities:

a. 4 units – English (grammar, composition and literature)
b. 3 units – Math (Algebra I, Algebra II, geometry, trigonometry, math analysis, and calculus)
c. 2 units – Laboratory Science (Biology, chemistry, physics, or any lab science certified by the school district; general science course don't qualify)
d. 1 unit – Citizenship (Economics, geography, government and non-Western culture)
e. 3 units – Other (from any of the 12 units listed above or selected from computer science units or foreign language units)

15 units TOTAL

Colleges and universities also recommend, but do not require, that you take an additional unit in lab science, an additional unit math, plus two units in fine arts (music, art, drama and speech).

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OLAP) – OLAP is a unique program set up by the Oklahoma Legislature for eighth, ninth and tenth grade students that will help pay for their college education if their family's income is $50,000 or less, at the time of enrollment.

Students must take the following high school coursework to meet OLAP program requirements:

a. 4 units – English (grammar, composition and literature)
b. 2 units – Lab Science (Biology, chemistry, physics or any certified lab science; general science with or without lab may not be used to meet this requirement)
c. 3 units – Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus)
d. 2 units – History (including 1 unit of American History)
e. 1 unit – Citizenship Skills (Economics, geography, government or non-Western culture)
f. 2 units – Foreign or non-English language (two years of the same language) **or** 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.)

g. 2 units – Additional units of subjects listed above.
h. 1 unit – Fine Arts (music, art, drama) **or** speech.

17 units TOTAL

Student requirement of OLAP

A. The student's family income must be less than $50,000 at the time of enrollment.
B. Take 17 units of required high school courses to help get ready for college (see the above chart).
C. Make a 2.5 GPA, or better, in those courses and a 2.5 GPA for your overall high school career.
D. Don't skip school.
E. Do your BEST!
F. Don't abuse drugs or alcohol.
G. Don't commit criminal or delinquent acts.
H. Meet with a teacher, counselor or principal to go over your schoolwork and records.
I. Provide information when requested.
J. Apply for other financial aid during your senior year of high school.
K. Take part in OLAP activities that will prepare you for college.

GRADES AND EXEMPTIONS FROM SEMESTER TESTS

Grades appearing on the report cards and all permanent records are determined by the following scale:

1. 90 to 100 = A
2. 80 to 89 = B
3. 70 to 79 = C
4. 60 to 69 = D
5. 0 to 59 = F

In order to encourage attendance, students that meet the following guidelines will be exempt from the semester test for classes in which they are enrolled as follows:

1. A with no more than 3 absences
2. B with no more than 2 absences
3. C with no more than 1 absence

An absence is defined in policy 6.5 and for the purposes of semester tests does not include "activity" absences.

REPORT CARDS – Report cards will be mailed on Wednesday following the end of the nine-week period. Parents are encouraged to phone or visit their child's teacher whenever they have a question or concern about their child's progress.

PROGRESS REPORTS – As a method of better informing parents of academic progress, difficulties, as well as exceptional work, a progress report will be mailed midway through each nine-week period and at any time deemed appropriate by the instructor.

PARENT-TEACHER CONFERENCES – There will be scheduled conferences with parents during the first and third nine weeks for grades K-12.

INCOMPLETE GRADES – All students who, at the time grade cards are issued, have one or more incomplete grade(s), will have two weeks to make up their work. If work is not made up during this time, zeroes will be recorded and the grade will be determined and entered in the grade book.

HONOR ROLL – In order to qualify for the Superintendent's Honor Roll, a student must make no grade lower than an A. For the Principal's Honor Roll, a student must have no grade lower than a B. The honor roll shall also be limited to those students whose citizenship is satisfactory. Grades are figured each of the four nine-week periods.

Any student qualifying for the Superintendent's Honor Roll or Principal's Honor Roll will receive an award at the end of the school year. Those students who make either the Superintendent's or Principal's Honor Roll during all four nine-week periods will receive an Academic Letter of Recognition and an Academic Bar.

HONOR SOCIETY – Membership in the Oklahoma Honor Society is limited to the Top 10% of the student body. Students who have grades for the current semester and last semester of the preceding year, which places them in the Top 10%, will be awarded certificates of membership.

ACADEMIC HALL OF FAME CRITERIA

1. Student must maintain a seven-semester cumulative GPA of 3.75.
2. Student must be active in or have participated in at least two extra-curricular activities.
3. Student must have attended Hardesty for four consecutive semesters, and be a Hardesty graduate.
4. Student must have scored a minimum of twenty-six (26) on ACT national test.

VALEDICTORIAN AND SALUTATORIAN SELECTION GUIDELINES

SENIORS – The senior class valedictorian and salutatorian selection will be determined using the cumulative grade point average (GPA) for the first seven (7) semesters of grades 9-12. The senior with the highest GPA will be named valedictorian. If the difference between the GPA of the top two students is less than 0.01, the Co-Valedictorians will be declared. The senior with the second highest GPA will be named Salutatorian. If the difference between the GPA of the top two students is less than 0.01, then Co-Salutatorians will be declared.

A senior is eligible for valedictorian or salutatorian if student has attended the three previous consecutive semesters at Hardesty Schools and classified as a senior at the beginning of the school year. Any student not meeting the above criteria, regardless of GPA status, will not be eligible for valedictorian/salutatorian accolades.

8th GRADERS – The 8th grade valedictorian and salutatorian selection will be determined using the cumulative grade point average (GPA) for the first three (3) semesters of grades 7-8. The 8th grader with the highest GPA will be named valedictorian. If the different between the GPA of the top two students is less than 0.01, then Co-Valedictorians will be declared. The 8th grader with the second highest GPA will be named salutatorian. If the difference between the GPA of the top two students is less than 0.01, then Co-Salutatorians will be declared.

An 8th grader is eligible for valedictorian/salutatorian if student has attended all semesters of their 7th and 8th grade years at Hardesty Schools. Any student entering Hardesty Schools after the beginning of their 7th grade year will not be eligible, regardless of GPA status, for valedictorian/salutatorian accolades.

ACADEMIC PROGRAMS

CONCURRENT ENROLLMENT STUDENT (REGULATION) – This Hardesty Board of Education policy, in accordance with ACE legislation and SB 290 session 2009, shall govern the concurrent enrollment, dual credit, and EOI testing of any Hardesty High School student who wishes to participate in college classes during his or her junior and/or senior year.

In order to enroll concurrently in college coursework, students must qualify for and follow these rules and restrictions:

1. Qualifications:

Seniors – Option 1: ACT/SAT minimum composites

a. Comprehensive University – 75th percentile
b. Regional University – 62nd percentile
c. Two-Year College – 46th percentile

Option 2: ACT test score of 19 in the area where study will be pursued.

Juniors – Only option: ACT/SAT 90th percentile.

All students must be on schedule to graduate with their class.

2. All concurrent classes taken by high school students will be listed on the high school transcript, but not all classes must count for credit.

Before the semester for college coursework begins, the student and parent/guardian must sign the “Agreement of Dual Credit” paperwork at the principal’s office to choose whether the coursework will or will not count towards high school credit.

If no contract is signed to opt out of dual credit, the default according to SB290 is that the course will be placed on the high school transcript for high school credit.

3. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:
   College Algebra = 1 unit Algebra II
   General Biology = 1 unit of Biology II
   General Botany = 1 unit of Botany
   English Comp 1 Eng. = ½ unit of English IV
   Comp. II = ½ unit of English IV
   Intro. To Chemistry = 1 unit of Chemistry
   Chemistry 1 = 1 unit of Chemistry
   Am. History early = ½ unit of U.S. History
   Am. History late = ½ unit of U.S. History
   Intro. To Geography = ½ unit of World Geography
   Am. Fed. Government = ½ unit American Government
   Intro. to Speech = ½ unit Speech

Courses not listed and for which academic credit is sought may be submitted to OSDE for review of course curriculum alignment with the Oklahoma Priority Academic Student Skills.

4. Any courses attached to an End-of-Instruction (EOI) test will still need to be taken as part of the permanent records for meeting the Achieving Classroom Excellence (ACE) Act of 2005 as revised in 2006. (Summary: Students that are beginning freshmen from the 2008-09 school year and later must pass, with satisfactory or advanced, the EOI for Algebra I, English II, and at least two of the following: Biology I, U.S. History, English III, Geometry, and/or Algebra II. Any student receiving credit on their high school transcripts for the class must also take the subjects EOI test.)
5. All concurrent students must be enrolled in a minimum f six Hardesty High School classes for credit, but must have all eight hours of the school day accounted for on their schedule at the office.
6. Students who drop or fail to complete a class within the given semester will receive an F on their high school transcript if it is being taken as a dual credit course. If the concurrent class is not going to count for high school credit, the concurrent class will still be listed as an F, I or W on the high school transcript, but will not go against the high school GPA for that student.
7. Any student dropping a concurrent enrollment course, dual credit or not, in the middle of a semester will be required to add high school courses to fulfill the school day requirement.
8. In Dual Credit, unless otherwise stated above, each three-hour course will court for ½ unit of high school credit and each four-hour or greater course will count for 1 unit of high school credit.
9. If a student fails for drops a concurrent class, he/she will not be allowed to enroll in concurrent classes the following semester and will need to have a full schedule of classes at the high school.

INTERNET-BASED INSTRUCTION – Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Hardesty Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

DEFINITIONS

SYNCHRONOUS INSTRUCTION occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student (s) and instructor as the primary form of instruction is also synchronous instruction.

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

WEB-BASED INSTRUCTION uses the Worldwide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

TWO-WAY INTERACTIVE VIDEO INSTRUCTION provides for real time (synchronous) interaction between students(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real time.

GUIDELINES – Prior to offering an internet-based instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education.

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The Board of Education will grant students credit for completion of courses offered by means of internet-based instruction and will assume all responsibility for such coursework.
3. Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery system courses offered for credit through this district.
4. The principal, or designee, shall evaluate and approve/disapprove all students' requests to participate in courses delivered by means of internet-based instruction. Only those approved enrollments shall be eligible for credit granted by the district.
5. The principal shall appoint a certified staff member to serve as the building-level contact person to assist students enrolling in online courses and to serve as a liaison to the online teachers and provider(s).
6. Students earning credit by means of internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments other than the school site at which the student is enrolled.
7. Courses offered for credit by means of internet-based instruction shall be aligned with the Priority Academic Students Skills (PASS).
8. The Hardesty Public School District shall NOT BE liable for payment of any fees or charges for any internet-based course for a student who has not complied with the district's internet-based instruction policies and procedures.

GIFTED AND TALENTED

MISSION STATEMENT – It is the goal of Hardesty Public Schools to identify and facilitate those students who demonstrate outstanding ability in intellectual, artistic or academic areas. These exemplary students will be provided with appropriate educational experiences to nurture the development of the individual's highest capabilities. To achieve this goal, Hardesty Schools will:

A. Assess the instructional level of each identified student.
B. Expand the curricular opportunities of identified students.
C. Provide individualized instruction to meet the needs of identified students.
D. Provide identified students with a variety of learning rats and styles according to each unique need.

IDENTIFICATION OF STUDENTS:

A. Procedures for identification will be nondiscriminatory with respect to race, economic background, national origin or handicap.
B. Nominations will be sought from a variety of sources, including but not limited to: 1. Professional educators; 2. Parents; and 3. Self.
C. Data will be collected on nominated students using;
    1. Testing methods: Standardized ability or achievement tests; student achievement within the curriculum; and other as appropriate
    2. Non-testing methods: Student grades within specific academic areas; projects; and other as appropriate.
D. Screening
    1. A score in the Top 5% on a nationally standardized test of intellectual ability will result in automatic placement into appropriate gifted programming options with parental approval, according to State Law.
    2. A score in the Top 5% on a nationally standardized test of achievement will result in automatic placement into appropriate gifted programming options with parental approval.
    3. Student placement will be based on multiple criteria. No single criterion or score will be used to exclude a student.

4. Uniform identification procedures will be used to identify students for specific gifted educational options.
5. Alternative assessments procedures may be used to allow an unbiased assessment of students from all cultural and economic backgrounds.
6. Placement will be made in programming options appropriate to the student's needs, interests and abilities with parental approval.

E. Review of Placement
1. An informal review of placement by the gifted coordinator will be ongoing.
2. A student can be removed from a programming option that is not meeting specific needs with prior notice to the coordinator and following a conference with parents.
3. Students can be removed from the program at any time by parental request.
4. Strict confidentiality procedures (as defined elsewhere by Board policy) will be followed in regards to records on all nominated students.
5. Parents may appeal a placement decision with which they disagree. Appeals will be made to the coordinator.
6. Evaluation of the appropriateness of student's placement in the gifted program will be ongoing.

DIFFERENTIATED EDUCATON

Differentiated education incudes multiple options and curriculum options for each identified student in respect to areas of pace, breadth and depth.

PROGRAMMING OPTIONS

1. Programming options will be coordinated by the gifted committee form the time the students are identified through graduation.
2. Students will be placed in programming options based on their abilities, needs and interests.
3. Gifted child educational programming is ongoing and a part of the school schedule. Students will be provided with an appropriate differentiated education within a timely manner.

CURRICULUM

1. Curriculum for the gifted extends or replaces the regular classroom.
2. Curriculum is differentiated in content, process and/or product.
   a. Content is differentiated in pace, breadth and depth.
   b. Process for gifted students stresses creativity and higher-level thinking.
3. Curriculum is planned to assure continuity.

ELEMENTARY GIFTED EDUCATIONAL PLAN - Teacher based

1. Individual Instruction – Teachers will provide individual instruction in class focused on the specific, advanced educational needs of that student.
2. Continuous Progress – Teachers will match student's abilities and needs to the content and pacing of the curriculum. (Students move ahead on the basis of mastery.)
3. Cluster Groups – Teachers will group identified students (if applicable) to enhance their learning. (Give advanced curriculum to meet the level of learning or challenge the level of learning.).
4. Resource Room – Identified students will be released from their regular classroom on a scheduled basis to work with identified teachers on a number of projects designed to enhance skills.
5. Career Development – Students will receive career information and participate in career-related activities.
6. Trips for Further Learning – Identified students will take educational trips for enrichment.
7. Creative Academic Competition – Identified students may participate in creative and academic competition when available.

MIDDLE SCHOOL AND HIGH SCHOOL EDUCATION PLAN – Teacher based

1. Individual Instruction – Teachers will provide individual instruction in class focused on the specific, advanced educational needs of that student.
2. Continuous Progress – Teachers will match student's abilities and needs to the content and pacing of the curriculum. (Students move ahead on the basis of mastery.)

3. Cluster Groups – Teachers will group identified students (if applicable) to enhance their learning. (Give advance curriculum to meet the level of learning or challenge the level of learning.)
4. Career Development – Students will receive career information and participate in career-related activities. (Examples: interest inventory, job search, college search, job shadowing.)
5. Trips for Further Learning – Identified students will take educational trips for enrichment.
6. Seminars – Special, short-term sessions (when available) may be attended for focus on one area of study.
7. Concurrent Enrollment – (High school only) Qualified students may take college classes concurrently while in high school.
8. Strengths and Weaknesses – Student's strengths and weaknesses will be identified. (One specific weakness will be targeted.). Teachers and staff will provide opportunities for students to improve their weakness and cultivate their strengths.
9. Creative Academic Competition – Identified students may participate in creative and academic competitions when available.

EVALUATION

1. A systematic plan for on-going evaluation is part of program planning and implementation. An on-going evaluation process will be established by the Advisory Committee on Gifted Education.
2. Students, teachers, parents, and administrators will annually evaluate gifted educational programming. Evaluation results will be communicated in a timely and meaningful way to Advisory Committee, and as appropriate, to students, parents and the public.
3. The evaluation process assesses each component of gifted education. These include:
   a. Identification
   b. Instructional program
   c. Program management
   d. The evaluation processes
4. The evaluation process will focus upon the appropriateness of educational programming provided for gifted students.
5. A plan for evaluation will be developed before the end of the school term in order to collect specific data for the purpose of analyzing.
6. Data for evaluation can be obtained from a variety of instruments, procedures or information sources.
7. Student progress will be assessed, with attention to mastery of content, higher-level thinking skills, and creativity.

ADVISORY COMMITTEE

1. The advisory committee members will be appointed. *The committee will consist of at least three (3), but not more than eleven (11) members, at least one-third (1/3) of whom shall be selected from a list of nominations submitted by associations whose purpose is advocacy for gifted and talented children.* [70 O.S. 1210.308(A)].
2. The advisory committee will be demographically representative of the community.
3. The advisory committee will be appointed no later than September 15 of each school year for a two-year term and *will consist of parents of children identified as gifted and talented and community members, who may be but are not required to be parents of students within the district.* [70 O.S. 1210.308(A)].
4. The first meeting will be called no later than October 1 of each year.
5. The advisory committee will meet at other times during the year, as necessary. All meetings of the committee will be subject to the provisions of the Oklahoma Open Meeting Act.
6. The advisory committee will assist in the formulation of district goals for gifted education, assist in preparation of the district report on gifted child education programming, and perform other advisory duties as requested by the Board of Education. [70 O.S. 1210.308(C)].

BUDGET

1. The superintendent will prepare a budget for the gifted education program.
2. The budget will be prepared on forms required by the State Department of Education and submitted as required.

EXPENDITURE REPORT

1. An expenditure report for the previous school year will be submitted by the superintendent to the State Department of Education by August 1 of each year as required by 70 O.S. 1210.307(D).

2. The report will outline the expenditures made by the district during that year for gifted child educational programming.
3. The report will identify expenditures by major object codes and program classifications pursuant to the Oklahoma Cost Accounting System.

HARDESTY SCHOOL AG FARM POLICY – RULES AND REGULATIONS PERTAINING TO THE OPERATION OF THE HARDESTY AG FARM

PURPOSES OF THE AG FARM

1. A laboratory where material taught in the classroom can be applied in actual hands-on experiences.
2. A place for testing with livestock and plants.
3. A place for demonstrating breeds and types of livestock, as well as facilities to workout judging teams.
4. An area where chapter-owned livestock can be kept for experimental purposes.
5. Provides an area for 4-H and FFA students to keep livestock they own and practice up-to-date management techniques.
6. To provide an opportunity for students to develop responsibility by subjecting them to situations in which their performance can result in a profit or loss, therefore creating "real life" situations and better preparing them for future occupations.
7. To learn to work together as a team – respecting the rights of their fellow man and learning to care for and respect the property of others.

GENERAL RULES

1. All animals must be properly fed and cared for at the Ag farm or they will be automatically removed.
2. The use of unethical practices or improper conduct by either student or adult will result in the student losing all rights to the Ag farm facilities.
3. All students driving vehicles must obey the 20 mph speed limit. Vehicles should be kept on the road, with no spinning or digging of tires. Violation of this rule will result in loss of Ag farm privileges.
4. All students using the Ag farm will be assigned Chapter livestock (if applicable) to care for as part of their responsibility.
5. All houses must be cleaned on a regular basis with all used straw being removed and replaced with fresh bedding. The student is also responsible for keeping pen and equipment in good condition. Pens and houses should be cleaned out when animals are sold or removed from the farm.
6. Work days will be announced from time to time, as necessary, to maintain the Ag farm.
7. Any student or parent not participating on work days, without previous arrangements, will forfeit rights to keep animals at the farm.
8. All violators of the rules set forth will receive a written warning once, upon second offense student will forfeit all rights to keep animals at the farm or to use Ag farm facilities.

LIVESTOCK KEPT AT AG FARM

1. Livestock must be owned by student or chapter, or leased under suitable arrangement with the Ag instructor.
2. All animals moved in and out of the farm must be cleared through the Ag instructor.
3. Animals will be assigned pen space and equipment as it becomes available.
4. Breeding by chapter owned boars must be cleared through the Ag instructor.

LOTS AND HOUSES

1. Swine houses: All houses should be built as per approved specifications – 14 feet long, 8 feet wide and on skids.
2. Houses should be painted white and panels should be painted black. Both houses and panels should be maintained by the student who uses them.
3. Barrow houses shall be 4 feet by 8 feet, with sod bottoms.
4. Up to two (2) stalls may be available for rental at the discretion of the Ag instructor. A fee of $75 per semester will be charged.

MAXIMUM NUMBER OF ANIMALS

COMMERCIAL PENS

A. Swine – each student will be allowed one pen.
B. Sheep – each student will be allowed one pen.
C. Cattle – each student will be allowed one pen.

BREEDING STOCK

A. Swine – each student will be allowed to house two bred gilts or sows through weaning age of pigs.
B. Sheep – each student will be allowed to house two bred ewes through weaning age.
C. Cattle – each student will be allowed to house two bred heifers or cows through weaning age of calves.
D. Boars, bulls and rams may be housed at the farm, but the combined numbers of male and female may not exceed two per student.

SHOW STOCK

A. Swine – each student may house two (2) Denver animals, three (3) county animals and two (2) OKC animals.
B. Sheep – each student may house three (3) show animals per show season.
C. Cattle – each student may house two (2) show animals per show season.

COMBINATIONS

A. Swine – each student may house two gilts, sows or boars and one barrow or any combination that equals three (3) per show season.
B. Sheep – each student may house two (2) ewes or rams or any combination that equals three (3) per show season.
C. Cattle – each student may house two (2) heifers, cows or one bull and one steer, with combination not to exceed three (3).

VARIANCES

A. Students may be granted a variance from the above maximum numbers for short periods of time.
B. Short periods of time shall be determined by the Ag instructor.
C. Approval of the variances will be granted by the Ag instructor in consultation with the school administration.

DRESS CODE – STUDENTS

This portion of the handbook is designed to uphold a certain standard of dress that is appropriate for an education setting. Anything found to be inappropriate due to form-fitting clothing, length of dresses, shorts, or any other type of clothing, in any way that disrupts the educational process will require the student to change clothing, even if the student must return home to do so.

Examples of inappropriate clothing includes, but is not limited to, the following:

1. See-through garments or see-through mesh, halter tops; other pieces of clothing that are too tight, baggy, gaping or revealing; tank tops, shirts or tops that do not come down to the top of the pants.
2. Leggings are form-fitting clothing and may only be worn to school when covered.
3. Shorts must reach at least mid-thigh on a student.
4. Dresses must be at least mid-thigh length.
5. Tight-fitting shirts, pants or shorts are not allowed.
6. No sagging pants exposing undergarments.
7. Any print on any clothing that shows images of weapons, gang information of any kind, inappropriate symbols or gestures, drugs, words describing inappropriate thoughts, actions, events, etc.
8. No head wear of any kind in the school buildings, except for hairbands designed to hold up hair out of the eyes.
9. No sunglasses while in the buildings.
10. No hoodies covering a student's head while in the buildings is allowed.
11. No bandannas of any kind, style or design allowed while at school.
12. Body piercing – exposed body piercing is limited to the ears. (7/11/05)

13. Public displays of affection – students are not to show public displays of affection toward other students. This includes hugging, kissing, holding hands, etc. Displays of affection are not appropriate in school. Repeated offenses will be dealt with by the principal and will involve the parent(s) or guardian(s) of the student or students involved. Disciplinary action will be at the discretion of the administrator.

CONDUCT AND DISCIPLINE

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

Disciplinary action will be determined by the school administrator in alignment with Hardesty Public School's policy.

CORPORAL PUNISHMENT – State Law does permit schools to use corporal punishment as part of their discipline policy. Corporal punishment is prohibited from being administered to any child who is in the custody of Department of Human Services, as per State Law. Hardesty Schools does have the right to use corporal punishment and will do so as long as the law is in effect.

The teacher of a child attending public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance, or in transit to the school or classroom presided over by the teacher.

Corporal Punishment will be used only in the most extreme cases and will be administered by the principal or his designee, with the teacher as a witness. A discipline referral will be written up by the teacher explaining the need for extreme measures and the referral will become part of the discipline file for the child.

SEARCH POLICY

Pursuant to House Bill 1343, as passed by the first session of the 41st legislature, the Hardesty Board of Education passed the following policy:

The superintendent, principal, or any teacher in the Hardesty Public School district, upon reasonable suspicion, shall have the authority to detain or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school property, 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 substances, as defined in the Uniform Controlled Substance Act, intoxicating beverages, non-intoxicating, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for any missing or stolen property if said property be reasonably suspected to have been taken from a pupil, school employee, or the school during school activities.

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

In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

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

Any pupil found to be in possession of any of the above may be suspended by the superintendent or principal for a period of time not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education by any pupil suspended under this policy.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access o school lockers, desks and other property in order to properly supervise the welfare of pupils. School lockers, desks and other school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

Whenever it appears to any teacher that a student may be under the influence of non-intoxicating beverages, alcoholic beverages, or a controlled substance, the teacher shall report the matter, upon recognition, to the principal or his designee.

The principal, or his designee, shall immediately notify the superintendent of schools, or his designee, and a parent or legal guardian of the student of the matter.

ENFORCEMENT OF STUDENT SEARCH POLICY

The above state policy shall be interpreted and enforced by teachers and administrators in the following manner:

1. Elementary administrators and teachers may search students as stated by the above guidelines without notification of parents. Parents will be notified of the results of such search.
2. Secondary administrators and teachers may search students as stated by the above guidelines with the following conditions applied:
    a. In the event that the search involves dangerous weapons, controlled substances, intoxicating beverages, or missing or stolen property, the search will be limited to removable outerwear, such as coats, jackets and sweaters. NO search of personal clothing such as shirts, pants or dresses will be conducted unless in the presence of either parents and/or legal authorities. In any case, a reasonable attempt will be made to notify the parent of the intended search, in order to allow parents to be present.
    b. In the event that dangerous weapons, controlled substances, intoxicating beverages or missing or stolen property is found by the administrator or teacher, parents and legal authorities will be notified.

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 to access the internet under the supervision of their teachers. Individual student accounts and e-mail addresses will not be provided and the student will not be permitted to use the address to send and receive mail at school.

Since the internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of the material which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from 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.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of internet use will be considered confidential 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 others 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.

Staff and students must agree to attend an internet orientation which will address the issues of appropriate use of the internet, copyright laws, internet etiquette, and fees (if any incurred) during the use of the services. An internet use agreement will be signed by all persons wishing to use the services provided by the school district.

We are using Untangle for our technology protection measure. Untangle protects against access by adults and minors to visual depictions that are obscene, pornography or with respect to use of computers with internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activities of minors.

Our Internet Safety Policy addresses the following as required by CIPA;

a. Access by minors to inappropriate matter on the internet and world wide web;
b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
c. Unauthorized access, including so-called “hacking” and other unlawful activities by minors online;
d. Unauthorized disclosure, use and dissemination of personal information regarding minors;

e. Measures designed to restrict minors' access to materials harmful to minors;
f. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chatrooms and Cyberbullying awareness and response.

Violation of the Internet Acceptable Use Policy will result in forfeiture of all internet user privileges. Violators shall also be subject to appropriate disciplinary action. The administration has the right to deny access to any individual them deem necessary. REF: 21 O.S. S1040.75 Approved 8/9/99.

STUDENT AND STAFF CODE OF CONDUCT

The purpose of providing internet access to students is to promote the exchange of information and ideas with the global community. This statement represents a guide to the acceptable use of the technology provided by the school district.

All users will be expected to abide by the general accepted rules of network etiquette. These rules include but are not limited to:

1. Be polite. Messages should not be abusive to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number, or those of other students or employees of the district or community.
4. Illegal activities are strictly prohibited. Anyone found to have used the system for any illegal act will be reported to the proper authorities, disciplinary action will be taken, and internet privileges will be permanently lost.
5. Be aware that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities will be reported to the authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All copyright and licensing laws will not be intentionally violated.
8. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, uploading or creation of computer viruses or changing equipment or system setting. The user will pay any financial restitution which may be required to repair the equipment or system.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student, on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy 4.1.3 applies to sexual harassment of employees.

REPORT, INVESTIGATION AND SANCTIONS

It is the express policy of the Board of Education to encourage students of sexual harassment to come forward with such claims. This may be done through the Grievance Policy.

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension, or termination subject to applicable procedural and due process requirements.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements. (Adopted 7/14/03)

HARASSMENT

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

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

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

The district, in its Safe School Committee, shall address prevention of and education about harassment, intimidation and bullying behavior by students, pursuant to O.S. Sec., 24-100. Revised: 12/10/12; 7/21/14

SUSPENSION AND EXPULSION/IN-SCHOOL SUSPENSION

In an attempt to keep students within the learning environment, in-school suspension has been developed. Students will remain in a learning area while being isolated due to an infraction of school rules. Students will have opportunities to make-up work, and to complete assignments in order to keep pace with the class. The student will remain in the detention area from the beginning of school to the end of the school day. Students will be allowed to leave the detention area to take care of personal needs, only when given permission to do so by the person in charge of the area. The student will work on assignments given by the teachers to keep them abreast of the progress of the rest of the class.

Students placed in in-school suspension will not be eligible to participate in any extracurricular activities on days of suspension.

OUT-OF-SCHOOL SUSPENSION

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

1. Violations of policy or regulations.
2. Possession of an intoxicating beverage, low-point beer.
3. Possession of missing or stolen property if the property is reasonable suspected to have been taken from a student, a school employee, or the school during school activities.
4. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act).
5. Possession of a firearm shall result in out-of-school suspension of not less than one year.
6. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property.
7. Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

CONDITIONS OF SUSPENSION

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another

classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

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

The principal may determine that it is necessary to recommend suspension from school. The decision to suspend would be made after the principal has investigated the facts, given the student oral or written notice of the charge(s) and provided an opportunity for the student to present his/her version.

If a student is suspended, the student will not be released from the school premises until a parent has been contacted and the specific act(s) for which the suspension was ordered and the length of the suspension explained to the parent. A conference may be scheduled for the student and parents to discuss the problem arising in the suspension.

If a student's parents cannot be contacted by telephone, the student may be sent or taken home (depending on the age of the student) or placed in in-school suspension until the end of the day.

If at the end of the school day, parents have not been contacted, then the principal will mail a notice giving all pertinent information and encouraging the parent(s) to contact the principal.

Students suspended will not be allowed to attend school, take part In or be present at any school-sponsored activities, or be on the premises of the Hardesty Public School.

APPELLATE PROCEDURES

Any student who has been suspended or expelled may appeal to the suspension committee.

SUSPENSION COMMITTEE

The suspension committee shall consist of three teachers, one appointed by the building principal, one selected by the suspended student, and one selected by mutual agreement.

APPELLATE PROCESS

The suspended student's parents shall notify, in writing, the superintendent as soon as possible following the suspension, or the notice of the intent to suspend, of their intent to appeal the suspension.

Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee. The appeal shall be heard within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf, including his/her own testimony.

The suspension committee shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five (5) school days of a decision.

Decisions of the suspension committee may be appealed to the Board of Education.

ABSENCES AND TARDIES

ABSENCE POLICY

Hardesty School recognized the following absences:

ACTIVITY ABSENCE is those in which the student is absent due to student participation in school-sponsored events or activities. Class work should be made up prior to the absence, but may be made up later, at the discretion of the classroom teacher. An activity absence is not counted as a day missed.

EXCUSED ABSENCE – Students will be allowed ten (10) excused absences per semester. Parent notification by phone, note, or personal contact should be made as soon as it is known that an absence will occur. Upon returning to school, students will be expected to make up all work missed. It is the student's responsibility to ask for and turn in make-up work. Students will have the number of days absent plus one to complete work missed during the excused absence. Students absent over an extended period of time may ask for work assignments to be sent home.

Excused absences will be given upon parental notification except when the student oversleeps.

Students who miss a class more than ten (10) times in a semester will automatically fail that class for the semester and shall be placed immediately on the Ineligible List. Parent/Guardians of such students will have the right to a hearing before the superintendent and the principal to request that credit for the semester be granted. Allowance for documented appointments with medical professionals will be considered. The decision of the superintendent and the principal may be appealed to the Board of Education.

TARDIES – Hardesty Schools will recognize two types of tardies, excused and unexcused.

UNEXCUSED TARDIES are those in which the student is late to class or school without receiving permission from the administrators. If a student is late to class without receiving permission from the teacher first or without a note form the principal or another teacher, they will receive an unexcused tardy for that class period. If a student is more than twenty (20) minutes tardy, then the student will be counted absent.

EXCUSED TARDIES are those in which the student has received prior permission from the administration. The principal may excuse, at his discretion, a student's tardiness if notified prior to student(s) tardiness by phone, note or personal contact. A student will not be excused to oversleeping. If a student is more than twenty (20) minutes tardy, then the student will be counted absent.

THREE UNEXCUSED TARIES WILL COUNT AS ONE ABSENCE.

EXTRACURRICULAR ACTIVITIES

DEFINITION – Extracurricular activities are those activities that do not relate directly to the academic curriculum. Field trips, when properly planned, would be part of the academic curriculum. All school activities will be placed on the activities calendar maintained in the high school principal's office. No activities will be scheduled during semester test week.

POLICY – A student shall not be permitted to miss any one class period more than ten (10) times per school year due to participation in extracurricular activities. Any exceptions to this number, not covered by this policy, must be submitted in writing to the internal Activities Review Committee. This committee will make their recommendations to the Board of Education and they, or their designated representative, will make the decision to permit or refuse the request.

The sponsors of each extracurricular activity should make every effort to schedule the event outside the framework of the school day.

Activities covered under this policy are: athletics, FFA, cheerleading, academic team, as well as other clubs and organizations.

ELIGIBILITY – Students who represent the Hardesty School System in any extracurricular activity as defined in the policy must ear the privilege by meeting the following conditions:

1. Passed all subjects during the preceding semester (if a student has not passed all of his/her classes during the preceding semester, he/she will be ineligible during the first six weeks of the current semester).
2. Maintains a passing grade in each course during the current semester (an academic team member can have no grade lower than a C to maintain eligibility).
3. Must attend school on any game, contest or event day. (7/11/05)
4. Be in attendance at least 90% of the time. 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.
5. Be in good standing with teachers, coaches and administrators.

6. Must satisfy any additional standards and requirements of the Oklahoma Secondary School Activities Association (OSSAA).

EXCEPTIONS – The following activities are to be exempt from the above policy:

1. Assemblies.
2. College visits when approved by the principal.
3. Serving as page in the legislature.
4. Travel time to and from contests.
5. Local through national levels of school-sponsored contests. Sponsors of these contests must submit in writing the criteria for earning the right to present the school at these activities or contests. These criteria should be presented at the beginning of the year and give the approximate dates of the event. These activities or contests must be approved by the Board of Education for them to be considered as an exception.
6. Class activities.
7. Yearbook activities.
8. Student government activities.

INTERNAL ACTIVITIES REVIEW COMMITTEE – The Board of Education will appoint an internal committee composed of four (4) faculty members and one (1) parent. They will be responsible for periodic review of exception requests and are to annually review the entire activity policy. They will make recommendations to the principal on any deviations to the ten-day rule. The principal may grant or deny any exceptions that the committee recommends. Any decision made by the principal may be appealed to the Board of Education.

ACTIVITIES CALENDAR – To eliminate conflict, an official calendar is maintained by the principal. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible.

1. The school or teachers will not schedule any type of activity in connection with the school on Wednesday night or Sunday.
2. School activities must be scheduled at least two weeks in advance with the principal. Exceptions may be granted for unforeseen circumstances.

SCHOOL SPONSORED DANCES, BANQUETS AND PROMS

1. The dance will be over by 12:00 a.m. No one may enter after 10:00 p.m.
2. Refreshments will be provided by the sponsoring school organization.
3. Students that leave may not return to the dance.
4. Only Hardesty High School students and their dates (dates must be in grades 9-12, unless approved by the sponsors) will be permitted to attend.
5. All school rules apply.
6. The sponsors have the right to remove anyone at their discretion.
7. The sponsoring organization will be responsible for cleanup.
8. Dances will have school personnel and parents as sponsors.
9. Outside dates will be approved by the sponsors.
10. School dances will be financed by gate and/or donations.

SCHOOL PARTIES – Classes and organizations are permitted one class party each school year. Sponsors will request and supervise the party.

Parties must be scheduled at least two weeks in advance with the principal. An outline of events must accompany the request.

SCHOOL TRIPS – If it is necessary that cars be used in making activity trips, an adult will be in each car as driver and this adult must be approved by the principal.

When an activity bus is taken on an activity trip, those riding the bus will go and return on that bus unless permission to return from the trip with the parent is secured from the sponsor of the activity.

If the activity trip includes an overnight stay that includes males and females, then a male and female sponsor must be included.

SCHOOL BUSES – Students who ride school buses should be careful about loading and unloading. Always wait for the bus to stop.

After a student gets on the bus, he/she is under the control of the bus driver. The driver is a school official and has the same authority over students as a teacher.

Any misconduct on the bus will be reported to the office, and disciplinary action will be taken. Students are to be at the bus stop on time. Drivers are not required to wait on late students.

Bus riders are to remain seated while the bus is in motion. No food or drinks are to be brought or consumed on any bus unless approved by the driver and/or sponsor.

SENIOR ACTIVITY ACCOUNT EXPENDITURES

1. Only those students who begin a school year classified as seniors may participate in senior class account expenditures.
2. All class members are expected to participate in fundraising projects. The extent of participation shall be determined by the senior class sponsor.
3. All fundraising activities must be approved by the Board of Education.
4. Up to a $300 allowance per student will be allowed for purchases through Jostens.
5. Up to a $300 allowance per student will be allowed for purchases through Bluncks.
6. Graduating seniors that are enrolled at a post-secondary institution for the fall semester following graduation, will be eligible to receive up to a $750 scholarship.
7. Josten's, Bluncks and scholarship amounts will vary depending on the money available for each senior class.

ATHLETIC CONDUCT – Students on the term must be eligible according to the OSSAA Rules and Regulations Handbook. Team members are to be at scheduled practices and games. Absences may be excused by the coach if a note is received from the parent or guardian. The note must explain the reason for the absences. Excessive absences or non-participation will cause the student not to letter. The team members are expected to behave according to the Hardesty Schools Student Handbook.

Appropriate team dress will be determined by the coach for all home and away games.

Coaches may handle all their own discipline in accordance to the student handbook.

All students must be enrolled in the athletic classes in order to participate and be eligible to letter.

ANY ATHLETE WHO QUITS OR IS DISMISSED BY THE COACH DURING THE SEASON FORFEITS THEIR ELIGIBILITY TO LETTER.

All athletes must have a physical on file to participate in sports.

ALL ATHLETIC PROGRAMS – Starting positions for the team will be determined by the coach.

SPORTSMANSHIP - Real sportsmanship is demonstrated in the grandstand as well as on the athletic field. Officials rate schools on sportsmanship. This rating includes players, school authorities and spectators. Our team will never be any nearer victory because of boos and catcalls. The Bison will handle the game. They know the rules and play the game to the best of their ability.

DRUG FREE SCHOOL – Possession, use or distribution of illicit drugs and alcohol is strictly prohibited at Hardesty Public School. Appropriate disciplinary action will be taken if students or employees violate the established policy.

MOTORIZED VEHICLE REGULATIONS – Students brining any type of motor vehicle to school will leave it parked until school is dismissed each day. Permission may be obtained from the office for the student to sue such vehicle if necessary. Students will not be permitted to sit in or be around parked vehicles at any time during the school day. Cars should be kept locked.

TELEPHONE

PRESONAL CALLS FROM SCHOOL – Students are not to use the telephone for social calls. Telephone calls should be made during the lunch hour or between classes (only after received permission from the teacher of your next class). Students should not ask teachers for permission from the teacher to make phone calls during class time. Only for emergencies will students be called rom classes to the telephone.

WIRELESS COMMUNICATION (Adopted 10/8/01) – It is the policy of the Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Wireless devices are not authorized for use by students while at school and must remain in a student's locker while at school.

ARTICLES PROHIBITED AT SCHOOL – Some articles interfere with the educational process. These articles should not be brought to school unless permission is given to do so. A partial list would be radios of any kind, video cameras, tape recorders and electronic games.

Under no circumstances should the following items be brought to school: Mace, clubs, water guns, fireworks, knives, electronic paging devices, laser pointers, alcohol, drugs or firearms. Dipping is not allowed at school or at school-sponsored functions. (Refer to School Law, Section 759)

CARE OF PERSONAL PROPERTY – The building and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat.

Under no circumstances should one mark on the wall, desk or in any way deface school property. The destruction of school property will merit disciplinary action.

STUDENT INSURANCE – Student accident insurance will be available to the students of the Hardesty School. Information will be given when the policy application is presented to the students. The school distributes the applications for insurance as a service. The school does not receive any compensation for providing application blanks.

LIBRARY REGULATIONS

a. Books are due one week from checkout.
b. The student may have two books at one time. If more are needed for references for a project, the student is to receive permission from the librarian.
c. Books may be renewed for two more weeks unless there has been a call for it from another person. In rechecking, the book must be brought to the library so the new date can be stamped on it.
d. Fines of five cents a day on all overdue books will start on the day following the due date. Fines stop as soon as the book is returned. Students owing fines will not be allowed to check out a second book until the fine is paid. Notice of overdue books will be put on the hall bulletin board and in the library.
e. If a book is lost, the person responsible must pay the cost of replacing it.
f. Encyclopedias and reference books may not be taken home.
g. After being used, all magazines and newspapers are to be placed in their respective places.
h. Each student must have a hall pass signed by his or her teacher to use the library during class time.
i. It is the student's responsibility to present the hall pass to the librarian, and the librarian must sign the pass before returning to their class.
j. Conduct is quiet and orderly so that you will not disturb other students.

GYMNASIUM – Students of the Hardesty Schools are encouraged to use the gymnasium; however, the gym will only be open for student use when a staff member or an adult member of the Hardesty community is there to supervise activities.

For the protection of school property, students must have on regulation gym shoes while playing on the gym floor. No shoes used for street wear will be allowed. Students who insist on wearing shoes of this type will forfeit their privileges in the gym.

Gym lockers are provided for your convenience. Keep your personal belongings locked in your locker. The school will not be responsible for personal objects or money lost. The student assumes responsibility for his personal property and the school property assigned to him/her for his/her use. For sanitary and cleanliness reasons, articles left in the dressing rooms will be considered discarded and will be disposed of accordingly.

SCHOOL ASSEMBLIES – All students should express their school spirit through hand clapping (no whistling or shouting) during any assemblies held throughout the year. Performers are our guests, and students must respect them and their peers at all times during these performances.

Pep rallies are designed to boost morale and school spirit. While cheering, singing, and clapping are all part of the enthusiasm, whistling is no considered appropriate for indoor pep rallies.

MEDALS AND CERTIFICATES – All individual medals, certificates and awards earned by the students in athletics, academic subjects and perfect attendance will be presented at the end of the year at the Awards Assembly.

SELECTION OF CALSS SPONSORS – The selection of class sponsors will be appointed by the administration. A $500 stipend will be given to the junior and senior sponsor.

FUNDRAISING ACTIVITIES - All fundraising activities must be approved by the Board of Education.

GRADUATION ESCORTS – The escorts for the senior and eighth grade graduation will be the top two students from the junior and seventh grade classes.

DEBTS – All debts owed to the school must be paid in full before any student may be allowed to participate in graduation.

DRILLS

FIRE DRILLS – Hardesty School will regularly practice fire drills, with at least one drill per semester. The ALERT will be one (1) continuous bell. Students and staff should exit the building as quickly as possible through the appropriately marked exits. The all-clear signal will be given by the principal or will be one short blast on the bell.

TORNADO DRILLS – Hardesty School will regularly practice storm drills, with at least one drill per semester and with at least one in September and one in March. The ALERT will be announced over the intercom system. Students and staff should assemble in the nearest interior hallway, away from all glass. The all-clear signal will be given by the principal.

LOCKDOWN DRILLS – Hardesty School will have at least two lockdown drills per year.

INTRUDER DRILLS – Hardesty School will conduct an intruder drill, with at least one drill per semester for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method.

SAFETY DRILLS – Hardesty School will conduct two drills of either lockdown, fire drill, tornado drill, intruder drill, or any recommendation submitted by the Safe Schools Committee or any assisting fire or law enforcement department. The safety drills are in addition to the fire, tornado, lockdown and intruder drills already referenced.

MISCELLANEOUS

1. Students are not to bring food or drink into the halls or classrooms during the school day.
2. Hats and caps are not to be worn inside the school building during the school day, except for medical or religious reasons.
3. Student activities in the building after school hours must be supervised by a staff member.
4. Students are to use the south side of the school building at noon, during second lunch.

SCHOOL INFORMATION

WEEKLY BULLETIN – A schedule of weekly events will be posted on Friday morning of each week. All scheduled events must be turned in and approved by the principal no later than first hour Thursday morning.

BULLETIN BOARD – A bulletin board is maintained in the hall to inform students and teachers of coming events. This is for official use and nothing is to be posted without the permission of the principal or superintendent.

SCHOOL CLOSING INFORMATION – In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal.

School closing, delayed starting time, or early dismissal will be announced, when possible, on radio stations KGYN in Guymon and KSCB in Liberal, as well as on television stations KVII, KAMR, and KFDA. Reports will be given between 6:30 a.m. and 7:30 a.m. If no report is heard, you should plan on school being in session.

PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies.

VISITORS – All visitors to the school must report to the principal's or superintendent's office for assistance. They are not to go to a classroom and request to talk to any student without being escorted by the principal, superintendent or secretary.

Student's visitors are to be cleared through the principal's office, and their visits to classrooms must be approved by the classroom teacher. It is advised that s student not bring company to school for the entire day, unless the visit has been pre-approved by the principal and all teachers involved.

ASBESTOS STATEMENT – The environmental protection agency required that we advise you that our school building may have asbestos material. Although we have located, tested and removed all asbestos that could possibly be considered as posing any type of threat, we believe that no student is any way exposed to any health hazards that could be caused by asbestos.

In order to review the Asbestos Management Plan of Hardesty Public Schools, please contact the superintendent of schools to schedule an appointment.

CHILD NUTRITION POLICY – For FY 2021-22, free lunches will be available for all students at Hardesty Public Schools.

SCHOOL WELLNESS POLICY

PURPOSE – The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity patterns. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Component 1: Nutritional Education

Goal – All students in Hardesty School district shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Hardesty School district are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Hardesty School district adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

Policy Procedures

1. Per USDA Regulations 210.12 and 227, nutrition education is offered in school cafeteria as well as the health education curricula or the core curriculum (i.e. math, science, language arts), with coordination between food service staff and teachers.
2. Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee appointed by the Hardesty School district administration will study and make recommendations regarding health education, nutrition and health services.
3. Students in grades Pre-K through 12 will receive nutrition education that is interactive and teachers the skills they need to adopt healthy eating behaviors.
4. MyPyramid nutrition education resources, as well as other nutritional resources, will be used in the cafeteria and classroom. Advertising and other materials that promote Food of Minimal Nutritional Value (FMNV) will be eliminated on all school campuses. (Attachment A-Foods of Minimal Nutritional Value (FMNV)).
5. School staff will promote healthful eating and healthy lifestyles to students and parents. Parents of students will be provided with a Healthy Snack List to promote healthy snacks at school. (Attachment B-Healthy Snacks List).

Component 2: Nutrition Standards for all Foods Available on School Campus

Goal – The primary goal is to ensure that reimbursable school meals meet the Child Nutritional Program requirements, and all foods and beverages sold or served to students, including those available outside of the school meal programs focusing on increasing nutrient density, decreasing fat and sugars, and moderating portion size.

Policy Procedures

1. Per USDA Regulations 210.10 and 220.8, school lunches and breakfasts will meet menu planning system guidelines as required by USDA.
2. Per USDA Regulation 210.10, school lunches will provide 1/3 of the recommended dietary allowance (RDA) for calories, protein, calcium, iron, Vitamin A, and Vitamin C as required by USDA.
3. Per USDA Regulation 220.8, school breakfasts will provide the RDA for calories, calcium, iron, Vitamin A, and Vitamin C as required by USDA.
4. Per USDA Regulation 210.10 and 220.8, the total calories from fat in school meals will be limited to 30% when averaged over the week.
5. Per USDA Regulations 210.10 and 220.8, the total calories from saturated fat in school meals will be less than 10% when averaged over one week.
6. Per USDA Regulation 210, Attachment A, Foods of Minimal Nutritional Value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
7. Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk produces at any time during the school day or at any place on the school premises.
8. Per Oklahoma Senate Bill 265, students in elementary, middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, or on special occasions.
9. The Hardesty School district will offer breakfast and lunch programs. Students and staff are highly encouraged to promote and participate in these programs.
10. Food safety will be a key part of the school food service program.
11. With food safety in mind, items brought from home are discouraged from being shared with other students in the cafeteria.
12. Students with special dietary needs (e.g. diabetes, celiac sprue, allergies) will be accommodated as required by USDA regulation.
13. Beverages of minimal nutritional value, including all carbonated drinks, are prohibited from being offered to students in the cafeteria while USDA reimbursable meals are being served or eaten.
14. Healthy food preparation techniques will be implemented while USDA reimbursable meals are served. (Food items will not be fried.)
15. Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water or light syrup.
16. Beverages, such as lemonade and fruit drinks, containing less than 50% fruit juice will not be offered to students during the school day while USDA reimbursable meals are served.
17. The most nutritious food items offered will be placed on the serving line first to encourage students to make healthier selections.
18. Students will be offered a variety of skim and low-fat milk, meat and beans, fruit and vegetables, and whole grains on a daily basis.
19. Nutrient rich food items and items selected from the Healthy Snack List will be available for sale where food and beverages are sold at school stores and/or concession stands.
20. High energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.

Component 3: Physical Activity.

Goal – The primary goal for Hardesty School district's physical activity component is to provide opportunities for every student to develop and maintain regular participation in physical activity, and understand the short- and long-term benefits of a physically active and healthful lifestyle.

Policy Procedures

1. Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee will study and make recommendations regarding physical education and physical activity.
2. All student in grade Pre-K through 8 will receive daily physical education (or the equivalent of 96 minutes per week for Pre-K through 4th grade students and 240 minutes for the 5th through 8th grade students) for the entire school year, meeting Oklahoma Senate Bill 312 requiring only 60 minutes of physical activity each week for grades K-5. Elementary students will be provided 20 minutes of daily physical activity (activity breaks, recess) beyond what is provided through physical education classes.
3. Students will be encouraged to participate in voluntary before- and after-school physical activity programs, such as interscholastic athletics or other school-initiated activities.

4. Staff will be discouraged from withholding PE/physical activity/recess as punishment and discouraged from using physical activity as a punishment or for instructional make-up time.
5. Only medical waivers/exemptions from participation in physical education are allowed for elementary and junior high students.
6. Staff will be encouraged to serve as physical activity role models for students.
7. Hardesty Public School will strive to maintain the recommended safety standards for installation and maintenance of the playground.
8. Hardesty Public School spaces and facilities will be available for students, staff and community members before and after school day or weekends and during school vacations as part of a joint venture with the community. School policies concerning safety and liability will apply at all times.

Component 4: School-based Activities.

Goal – The primary goal is to create a school environment that provides consistent wellness messages which are conducive to healthy eating and being physically active.

Policy Procedures

1. Per Oklahoma Senate Bill 1627, Hardesty Public Schools will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall consider recommendations made by the committee.
2. Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.
3. Per USDA Regulations 210.12 and 227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion and other related student-community support activities.
4. Students will be provided with a clean, safe meal environment.
5. Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of 15 minutes is scheduled for breakfast and 20 minutes for lunch.
6. Recess will be scheduled before lunch at the elementary level in grades Pre-K through 6th grade in order to increase food consumption and nutrient intake and decrease plate waste and improve cafeteria and classroom behavior.
7. Classroom teachers and administrators will not use candy or sweets as a reward.
8. If possible, classroom celebrations that involve food, should be combined to keep the number of celebrations to one a month. Each party should include no more than one food or beverage that is not on the Healthy Snacks List.
9. Hardesty Public School will support parents' efforts to provide a healthy diet and daily physical activity for their children. Hardesty Public School will send home nutrition information and post nutrition tips on the school website. The district will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties.

Component 5: Assessment.

Policy Procedures

1. A continuous effort by Hardesty Public School is necessary to assure that new policies are faithfully implemented.
2. A Wellness Policy will be reviewed yearly to ensure the components are reviewed and updated.
3. Any assessment instruments used will be a management tool and is not a part of the Wellness Policy.

Adopted September 2015.

TITLE I PARENT INVOLVEMENT POLICY: It is the goal of our Title I committee to develop a strong partnership between the school and home. Parents and schools working as partners to increase student achievement and develop positive attitudes about self and school.

The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their

children. Organizational support from the school board, administration, Title I teacher and building principal enables teachers to effectively develop the partnership.

Parents of Hardesty Public Schools students will be encouraged to participate in Title I activities and will be kept informed about the program and their child's progress. It is through close cooperation between the school and home that a student's academic success will improve. Two-way communication, both verbal and written, provide a sound basis for a good partnership between the school and home to provide an effective educational program for all students.

The Title I Parent Involvement Policy is to be fulfilled in the following manner:

Parents will be notified in writing regarding their child's participating in the Title I Program. The written material will include a copy of the Parent Involvement Policy, Parents Right to Know Policy and Parent School Compact.

The Parent School Compact will be given to all parents and describes how parents, school staff and the students will share the responsibility for improving student achievement.

Parents will be invited to enrollment night and fall parent teacher conferences at Hardesty to meet the staff, learn about the Title program, ask questions, give input and get feedback.

Efforts will be made to assist parents in understanding National Education Goals, State Content Standards, student performance standards, the school curriculum, and school expectations and assessment results.

Parents will be encouraged to visit their child's classes and attend other meetings and events. Parents will be encouraged to offer their ideas and suggestions to the school staff.

Newsletters will be sent monthly to all families. This communication will provide information and attempt to promote more interaction between the school and the parents.

Efforts will be made to accommodate parents with disabilities and to provide information to parents in the language used at home.

There will be opportunities for parents to share concerns and offer suggestions for the continued improvement of Hardesty's Title I program through a parent evaluation survey.

PARENTS RIGHT TO KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART-TIME ENROLLMENT

1. Public school districts in Oklahoma have two major sources of funding: ad valorem taxes and state aid. Ad valorem tax receipts are controlled by the assessed valuation of the property within the geographical boundaries of the school district and are not affected by the number of students enrolled and attending school. State aid, on the other hand, is determined by calculations that factor in the number of students attending the school district. An increase in the number of students therefore results in an increase in state aid, all other factors being equal.

2. The regulations of the Oklahoma State Department of Education provide that students who are enrolled on less than a full-time basis, as defined by the Oklahoma State Department of Education, may not be counted for state aid purposes. Accordingly, allowing students to enroll on a part-time basis would require the school district to provide an education for those students without receiving any additional state aid to pay for the cost of educating such part-time students.
3. In addition, the Board of Education of the school district believes that allowing students to enroll on a part-time basis would cause administrative disruption and make the administration and the efficient operation of the schools in the school district more difficult.
4. For these reasons, the Board of Education of the school district adopts the following policy governing part-time enrollment at the school district:

   It is the policy of the Hardesty School District that all students enrolling in the Hardesty Public Schools must do so on a full-time basis. Full-time basis shall be defined as attending classes each day of the school week for the full instructional day within the public-school system or in conjunction with another state-accredited institution such as a vocational-technical school district or a college or university for concurrent enrollment. The only exceptions to this policy shall be for fifth-year seniors and students with disabilities whose IEPs or accommodation plans require variations on student schedules. Only those students who are enrolled on a full-time basis, as defined herein, may participate in district-sponsored extracurricular activities.

   This policy does not apply to tuition-based classes such a driver's education courses given in the summer.

   If at any time after the adoption of this policy Oklahoma law allows part-time students to be counted for state-aid purposes, the board will reconsider this policy. (Adopted November 13, 2006.)