

# STUDENT HANDBOOK

A Guide for Students, Faculty, and Patrons

All Students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Hominy Board of Education, State Department of Education, and Oklahoma Secondary School Activities Association.

## SCHOOL CALENDAR 2017-2018

August 10.....	New Students Enrollment
August 14-16.....	Staff Development (No School)
August 17.....	Beginning of First Quarter
September 1.....	No School
September 4.....	Labor Day (No School)
October 17.....	End of First Quarter
October 18.....	Parent/Teacher Conferences
October 19 & 20.....	Fall Break
October 23.....	Begin Second Quarter
November 20-24.....	Thanksgiving Holidays
December 20.....	End of Second Quarter
December 21 – Jan. 3.....	Winter Break
January 4.....	Beginning of Third Quarter
January 15.....	Staff Development (No School)
February 19.....	Staff Development (No School)
March 16.....	Parent/Teacher Conferences
March 10.....	End of Third Quarter
March 19-23.....	Spring Break
March 20.....	Beginning of Fourth Quarter
May 11.....	Graduation
May 24.....	End of Fourth Quarter



### High School Bell Schedule

Warning Bell	8:10 a.m.	
	Begin	Dismiss
First Period	8:15	9:10
Second Period	9:15	10:05
Third Period	10:10	11:05
Fourth Period	11:10	12:05
Lunch Period	12:05	12:25
Fifth Period	12:30	1:25
Sixth Period	1:30	2:20
Seventh Period	2:25	3:15
Dismissed	3:15 p.m.	

### Middle School Bell Schedule

Warning Bell	8:10 a.m.	
	Begin	Dismiss
First Period	8:15	9:10
Second Period	9:15	10:05
Third Period	10:10	11:05
Lunch Period	11:05	11:25
Fourth Period	11:30	12:25
Fifth Period	12:30	1:25
Sixth Period	1:30	2:20
Seventh Period	2:25	3:15
Dismissed	3:15 p.m.	

**HOMINY PUBLIC SCHOOLS**

200 S Pettit  
Hominy, Oklahoma 74035

**THE VISION OF HOMINY PUBLIC SCHOOLS**

Hominy Public Schools Strives to develop a balanced student by aiming for and rewarding excellence, by recognizing that every student has worth, and by recognizing that every student has the ability to learn. Hominy Public Schools endeavor to create a safe, nurturing learning environment, in order to foster academic achievement, self-control, and a positive work ethic. Hominy Public Schools prepare the student for life, as well as for post-high school education and a college or vocational technical setting, enabling the student to have a successful and rewarding future.

**DIRECTORY OF SCHOOL PERSONNEL**

**Board of Education**

- Chrissie Fairweather . . . . . President
- Darrell Brown..... Vice President
- Rhonda Wallace . . . . . Clerk
- Jessica Graham . . . . . Member
- Fi Davis . . . . . Member

**Superintendent of Schools**

Doyle Edwards  
MS in Education  
Oklahoma State University

**High School Principal**

Scott Harmon  
MS in Education  
Southern Nazarene University

**Middle School Principal**

Scott Harmon  
MS in Education  
Southern Nazarene University

**Dean of Students**

Mike Bobbitt  
BS in Education  
Southeastern Oklahoma State University

## GENERAL INFORMATION

### Visitors

Student visitors will not be allowed during the school day. All visitors and parents are asked to report to the principal's office.

### Messages

Students will not be called from a class, an activity, or study hall to answer the telephone except in cases of emergency. If the party calling wishes, the student can return the call during the student's free time. The office phone will only be available for student use in case of emergency. Permission from school personnel shall always be obtained prior to using an office phone.

### Internet Use

Students who use the school internet will sign the district's "Internet Use Agreement." Students will abide by the rules or lose Internet privileges.

### Lockers

The school cannot accept any responsibility for anything lost or taken from lockers. Lockers are school property and may be opened and searched by school officials at any time. Students cannot expect their locker to be private. Lockers will be assigned by the principal's office at the beginning of the year.

### Cars

Students who drive their cars to school are responsible for them and assume responsibility in case of accident, theft etc.. The school recommends you keep your auto locked when it is parked in the parking lot. All accident reports will be turned over to the Hominy Police. Students will park, upon arrival, in the designated area(s) of the school. Buses will be provided as necessary for transportation from one school site to another. Students who abuse their driving privilege will not be allowed to have their car on school property. Students will not be allowed to go to their car during school hours without permission from the administration. Students must have a valid driver's license in order to drive on campus.

### Motorcycles

Motorcycles ridden to school by students must be parked in the area provided. These motorcycles are not to be ridden around campus. The same parking rules that apply to cars also apply to motorcycles.

### Student Medication Policy

Prescription and nonprescription medication must be left in the principal's office. Written permission from the parent or legal guardian on the Parental Authorization Form must accompany the medication. Telephone permission is not acceptable. Medication will be administered by the principal's office staff according to prescription instructions. The prescription must have a current date and be written in the name of the student. Parental Authorization Form may be obtained from the principal's office.

### School Insurance

The school has a student accident insurance policy available for all students. The policy can provide 24 hour protection or an "at school" protection, whichever is preferred. Participation in the insurance program is voluntary, but is encouraged, particularly if parents have no family policy that provides coverage.

### Food Service

Lunchroom facilities are available at the middle school for lunch. The cost will be \$2.15 per meal for grades 7-12 and \$3.10 for teacher meals. Breakfast cost will be \$1.00 for all students, K-12 and \$ 1.55 for teachers. Breakfast is served at the elementary cafeteria for grades K-12 and at the middle school for grades 7-8. Milk is .40 cents. Breakfast will be served 7:30 a.m. to 8:00 a.m. There are certain provisions for lower cost meals for lower income families. Applications for these meals can be made through the principal's office.

### Library

The school library is open each school day. All books are to be checked out before leaving the library area. Encyclopedias are not to be removed from the library at any time unless special permission has been given by the librarian. Books used for a special report may be checked out for one night. Other books may be checked out for a two week period. Only one checkout renewal will be given on a book. A fine of .05 cents per day will be charged for any overdue book. Students will be denied the privilege of checking out a book if he/she has an overdue book or an unpaid fine. Students are urged to be careful with all books, magazines, etc.; however, if damage does occur, the student should call it to the attention of the librarian immediately so the damage can be repaired. If the damage is excessive, the student will be responsible for the replacement cost of the damaged item. All school libraries are under the direction of the board of education. Library regulations will be posted each year.

### Care and Use of Building and Equipment

Hominy High School is the students home away from home during the school day. It is his/her duty to treat the building and the equipment with respect. A student should take pride in keeping the school building as clean and neat as possible. Use of the building, such as the gym, after school hours must be under the supervision of a faculty member or approved sponsor. Textbooks are issued to students free of charge each year. Since this is a free service, students are responsible for returning these books in good condition. When it becomes apparent that a book has been abused and damaged as the result of extreme carelessness or maliciousness, then the student responsible for the book shall either replace it or pay for the book. The same procedure applies to a lost book.

### **Fire Drills**

Fire drills will be held periodically as per state law. The alarm for fire shall be one continuous ring of the bell. In the event of a fire, the following procedure will be followed:

Teachers are to see that students leave the rooms as quickly and as orderly as possible with no running or shoving.

1. Teachers will be the last to leave the room, taking their grade books with them and following the students to the area designated by the building principal. Immediately upon reaching the assigned area the teachers will take the roll of their classes to insure that all students are present and accounted for.
2. Students are not to linger to get books, coats, or any other items. They are to leave the building immediately. They are not to leave the assigned area of safety unless released either by the teacher or administrator.
3. Teachers will see their students exit the building according to the emergency evacuation plan. The emergency evacuation plan shall be posted in each classroom in full view of all occupants.

### **Tornado Drills**

The tornado signal is a series of short rings from the bell. Parents may pick up their children in the case of a tornado warning. However, parents must come to the office and sign their child out. Students will not be allowed to leave the building with anyone other than their parent or legal guardian.

## **ADMISSIONS**

### **Admissions Regulations**

Admission requirements: All students of Hominy Public Schools shall reside with their parents or legal guardian (Court Document Stating Guardianship) and must present proper records (drop sheet and proof of residence) before they can enroll. Anyone wishing to enroll must have 1) latest transcript, 2) check-out grades, 3) shot records, and 4) social security number.

### **Transfer Regulations**

The Superintendent of Schools shall grant an application for transfer of a child from the district in which he/she resides to another school district furnishing instructions in the grade he/she is entitled to pursue if such transfer has the approval of boards of education of the sending and receiving district.

### **Jurisdiction**

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

### **Withdrawal From School**

Students who drop out of school for any reason should report to the principal's office for a withdrawal slip. This withdrawal slip must be signed by the student, the instructor in each class, the librarian, the lunch custodian, the counselor, and the principal. Students will need to get a copy of their transcript and check-out grades.

## **ATTENDANCE**

### **Arrival Time**

All buildings on the middle and high school campus will be open to students at 7:50a.m. and will close at 3:30 p.m. unless supervised by a school employee. Only students who have made special arrangements with a teacher and receive a pass from that teacher will be allowed in the building other than at the prescribed time. There is no reason for a student to be on the school campus before the building is open. Any student who makes arrangements to enter the building must stay in that room until 8:15 a.m. and then he/she may go to his/her first hour class.

### **Number of Absences Allowed**

The board of education recognizes that regular attendance is one of the most important factors of success in the school setting. Failure and subsequent withdrawal from school many times is a direct result of poor attendance. Students may not have more than twelve (12) absences **in each class period** a semester in order to pass. All absences will count against this total with the exception of absences occurring due to hospital confinement or homebound confinement. A note from the hospital must be turned in to the principal's office so that a record may be kept. **Notes from doctors concerning confinement will not be accepted after two days upon students returning to school.** Doctor's or dentist's office visits will count against the total. When student absences becomes excessive (15%) at any point in the semester, the student and parent may be required to go before the Truancy Board to resolve the student's issue with absences.

### **Attendance Procedure**

The parents of a student should call the high school (885-2141)/middle school (885-6253) on the day or days of absence. Students should bring a note from the parents on the day they return to school. Failure to follow this procedure will result in an excused absence changed to unexcused, unless special arrangements are made with the principal.

## Type of Absences

- A. Excused absence (counts against 12 total days):
1. Personal illness or serious illness in the immediate family
  2. Deaths or funerals
  3. Court cases involving the student
  4. Unavoidable doctor or dental appointments. Upon return students must turn in to the attendance office a card from their dentist or doctor verifying appointments or a note from their parent verifying an illness.
  5. Take your child to work day. Provided form from office is signed and returned by parents employer.
  6. College Day (Seniors only) 1 per year. Must have prior approval, Beginning immediately upon returning to school students with excused absences will have two full school days for each day missed to make up work. For example, if a student misses on Monday and returns on Tuesday, the assignment is due on Thursday. The receiving of assignments and make-up work is a student's responsibility to initiate. Make-up tests will be given at a time determined by the teacher.
- B. Unexcused absence (counts against 12 total days)
- Any absence for which a student does not bring a note will be considered unexcused. Absences due to truancy, suspension, oversleeping, will be considered unexcused. Students will receive a zero for each class missed and a zero on any test or hand-in work which is due. Make-up work will not receive credit for unexcused absences.
- C. Students who have been absent from school, for any reason, must get an admit from the office before returning to class.

## Absence Because of School-Sponsored Activity

These absences must be approved by the principal one day before the student is to miss school for the activity. These absences must be under the supervision of a school sponsor. When a student leaves on a school activity, he/she is responsible for whatever assignments, test, or projects were given while he/she was gone. These assignments are due when the student returns or at the teachers discretion. It is strongly suggested that these assignments be completed prior to the trip. NOTE: Nonparticipating students will not be excused to attend athletic event during school hours. **The State Athletic Association only sponsors district, regional, and state play-offs.** Absences to attend playoff events sponsored by the State Athletic Association will be counted as excused only if the parent wishes the student to attend. Students must be in good standing (both academically and behaviorally) with the school. Each student will be allowed a maximum of ten (10) school-sponsored activity absences per school year.

## Truancy

Students who do not attend class when their parents or guardians believe they have, or students who purposefully miss class without a legitimate reason will be considered truant. Students who are truant will not be allowed to make-up work and will be subject to disciplinary action.

## Homebound Program

The homebound program offered through Hominy High School provides students who are residents of the district and currently enrolled the opportunity to complete academic subjects when they are unable to attend public school because of prolonged illness (two weeks or longer).

## Perfect Attendance

To be eligible for perfect attendance, a student may miss no more than one class period for the entire school year.

## Arriving to School Late

A student reporting to school after 8:20 a.m. must use the following procedure:

1. His/her parent should call, come in with him/her, or send a note.
2. He/she must sign in at the attendance counter and obtain a pass for admission to class.
3. A student is counted absent after 10 minutes late.

## Leaving School Early

The board of Education of Hominy School District, in the interest of improving the education environment and facilitating the learning process for its students, adopts the following policy requiring students to remain on school premises throughout the school day.

1. A "school day" is a day on which classes are regularly scheduled to be held the school day is from 8:20 a.m. to 3:15 p.m.
2. Students may not leave school premises during the school day except with prior authorization to the school from the student's parent or legal guardian.
3. The student's parent or legal guardian must telephone the office of the principal for the students building on the day the student wishes to leave the premises in order to authorize the absence
4. The student must report to the principal's office prior to leaving to confirm that authorization has been received from the parent or the guardian.
5. Students who leave school premises without parental authorization or without following this policy, may be subject to discipline including suspension, and shall be allowed to leave school premises in the future only if a parent or legal guardian comes to the school in person to authorize the absence.
6. Absence from class or a study or activity period where the students attendance is required remains subject to the additional provisions of the schools policies on excused or unexcused absences and making up work.

7. If a student is leaving school premises during the lunch period only, then the following additional requirements will apply:
  - a. During the period, a student's parent or legal guardian must report to the principal's office in order to check the student out of school.
  - b. The student will be required to leave the school premises in the parent or legal guardians vehicle and not the vehicle the student drove to school premises that school day.
  - c. If a student is late returning from lunch, he/she will be tardy and will be subject to school policies regarding tardiness.
8. Students attending Vo-Tech classes may leave school earlier than the close of a normal school day to attend Vo-Tech, if they comply with existing policies or practices regarding attending Vo-Tech classes during the school day. Failure to follow proper procedures for reporting to and leaving school may constitute an unexcused or truant absence.

**Tardy Policy**

A student not within the proper area when the bell rings is tardy, and will be counted absent 10 minutes later.

1 <sup>st</sup> Tardy.....	1 Detention
2 <sup>nd</sup> Tardy.....	2 Detentions
3 <sup>rd</sup> Tardy.....	3 Detentions
4 <sup>th</sup> Tardy.....	1 Saturday Detention
5 <sup>th</sup> Tardy.....	2 Saturday Detentions
6 <sup>th</sup> Tardy.....	Appearance Before Truancy Board

After the seventh tardy the student will be subject to administrative option.  
 Students who fail to fulfill punitive action in 24 hours will automatically advance to the next step under punitive action.

**ACADEMICS**

**Grading Policy**

- A. The letter grades A, B, C, D, F and I will be used to indicate the level of achievement of all students. Along with scholarship, such factors as initiative, attitude, cooperation, attendance, and individual improvement may be taken into consideration when determining the students final grade. The letter grades used will indicate the following degree of achievement.
 

Percentage	Letter Grade	Description
100-90	A	Excellent: a superior quality of work.
89-80	B	Above average: a good quality of work.
79-70	C	Average: satisfactory quality of work or satisfactory progress in terms of ability.
69-60	D	Below expected quality of work.
59-below	F	Failure to meet a minimum competency level.
	I	Incomplete: the student is granted an extension of time to complete course requirements.
	FA	Failure due to excessive absence.
- B. A semester test will be administered in all academic classes. All students must complete requirements in order to receive a grade for that subject. Illness of a student and funeral attendance are the only acceptable reasons for giving tests after the close of school. Out of town trips are not considered sufficient reason to miss semester tests. Unless an emergency arises, permission will not be granted for students to take tests early. Should there be an emergency, the principal will determine if the emergency warrants a student taking the test early.

**Grade Point Average**

Grade point average (GPA) is determined using a weighted grade scale. In classes taken for College credit and all Advanced Placement classes, and A is equal to 5 points, B is equal to 4 points, C is equal to 3 points, D is equal to 1 point, and an F is equal to 0 points. In all other classes an A is equal to 4 points, B is equal to 3 points, C is equal to 2 points, D is equal to 1 point, and an F is equal to 0 points. The grade point average is determined by dividing total points earned by total credits attempted.

Each students grade point average is based upon semester grades received in all classes and is calculated upon completion of each semester that the student is in attendance. Middle school students who take high school level classes while in middle school will have letter grades on their transcripts. Also, if their grade for the high school level class is not an "A" or "B" they will not receive high school credit and they must take the class again in high school. Grades will be given each quarter and semester, and only the semester grades will be recorded on each students transcript. If a student has not paid library fines, dues, fees, etc., that students grade slips may be held until those responsibilities are met. Grade point average and rank in class are almost always among the criteria upon which a students college admission is based.

## School Records

A cumulative folder of student records is kept on file in the principal's office. Student records may be inspected according to provisions outlined in Public Law 93-380. In order for the school to release records concerning academic achievement, attendance, or standardized testing of any student, the parents of the student must sign a release form. Students eighteen (18) years of age or older may sign a release form themselves. This includes transcripts and entrance exam scores that are sent to colleges and universities as part of the college application. Forms for release may be obtained in the counselors office.

## Enrollment

Pre-enrollment Procedure: Pre-enrollment takes place during the second semester. In this way enrollment for the following year is completed during the summer months. The student, with the assistance and approval of teachers, parents, and counselors, elects the subjects he/she wishes to pursue. Announcements are made through the local paper concerning fall enrollment for students new to Hominy High School. New students are not considered officially enrolled until a transcript and a copy of health records from the previous school are in the principal's office.

## Change of Schedule

Any student wishing to drop or change his/her schedule should make the request at the counselors office. No changes in schedules will be made after the first full week of school without the request of the counselor or the principals approval.

## Testing Services

The testing services used by the district are the Armed Services Vocational Aptitude, State Mandated Criterion Reference Tests, and other special tests that may be necessary for students with special needs.

## Alternative Education

The Hominy school District recognizes that all students do not learn in the same manner. Because of this knowledge the district supports the use of an Alternative Education Program for those students needing an alternative method of completing the academic levels required by both the district and the state of Oklahoma. The following policy shall be adhered to when placing students into an Alternative Educational Placement:

1. Students shall not be placed into an alternative educational setting because of disciplinary reasons. Absences due to suspensions or other disciplinary measures shall be considered disciplinary reasons resulting in the above mentioned denial placement into the Alternative School.
2. Students who are otherwise in good standing shall be permitted to participate in extra-curricular activities.
3. Upon approval of school officials and with certification of completion of academic requirements by officials of the Alternative school, senior students shall be allowed to participate in graduation ceremonies.

## Central Tech

Central Tech is located at Drumright, Oklahoma. It is affiliated with Hominy High School; therefore, all credits received from Central Tech are the same as those credits received from Hominy High School. Provisions for training were set out as follows by the Vocational Education Act of 1963.

- A. High school students, juniors and seniors.
- B. Persons should have completed or left high school.
- C. Persons presently employed but who need training or retraining to achieve stability or advancement in employment.
- D. Special programs for industry.

Anyone wishing to make application to Central Tech may do so through the counselor's office. Both schools cooperate with each other on disciplinary cases. If a student is suspended from one school then that student is usually suspended from the other school. Bus transportation is provided for students attending Central Tech. Students are not to drive their cars or ride with anyone unless approved by the principal or his/her designated representative. Violations of this policy will result in suspension from school.

## Graduation Requirements

A. CREDITS - 26	
English.....	4 credits
*Math.....	3 credits
Science.....	3 credits
Foreign Language.....	1 credit
Social Studies.....	3 credits
Fine Arts.....	1 credit
*Algebra 1A and Algebra 1B together count as a Algebra 1.	

**\* State Law Requires the following changes:**

Students must pass the 14 financial literacy components beginning with the graduating class of 2014. Students must pass End Of Instruction tests in Algebra I and English II plus two more End of Instruction test from the following list: English III, U.S. History, Biology I, Algebra II, and Geometry for a total of four test.

Students failing a class but passing the EOI Test in that subject, may elect to take the grade of “D” for the class and have a “D” shown on their transcript.

B. While enrolled at Hominy High School., no correspondence course or course work at another school (except for Central Vo-Tech) may be taken for graduation requirements at Hominy High School unless the student has failed the course previously or has special consideration from the counselor or principal.

C. A student may test out of any course work at Hominy High School; however, the test will be administered by Hominy High School Personnel only.

D. College bound students are encouraged to work closely with the counselor beginning with their freshman year to make sure all college entrance requirements are being met.

E. All graduating seniors are required to participate in the commencement exercises. Those who have fewer than the required credits or do not pass required End Of Year Instruction Test will not receive a diploma; however, if the student lacks only one credit, they will be allowed to participate in commencement exercises and the diploma will be granted at a later date upon the presentation of evidence of having completed the requirements through other accredited means.

F. Any student requesting to complete their high school education early will be required to go before the Hominy Board of Education for approval.

**Post High School Programs**

The counseling office has information available on four-year universities, two-year colleges, and technical schools across the nation. This information includes:

- A. Admission requirements
- B. College entrance exams necessary expenses
- C. Financial aid scholarships
- D. Advanced placement policies degrees offered
- E. Extracurricular activities
- F. Military science programs (ROTC) Students should begin investigating post high school programs as early

as their sophomore year.

**Oklahoma Higher Learning Access Program (OHLAP)**

Hominy School complies with S.B. 156, which calls for the Oklahoma Higher Learning Access Program (OHLAP) designated to provide access to post-secondary education opportunities for students with financial need who have demonstrated a commitment to academic success in high school. Enrollment applications may be started their 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grade year but must be completed by the end of their 10<sup>th</sup> grade year. Students may apply for benefits from OHLAP Trust Fund upon graduation and enroll in a qualified post-secondary education institution in the State of Oklahoma. See your counselor for more information.

**Awards and honors**

Awards and honors are based on scholarship, leadership, and citizenship. The awards are presented in a special assembly at the end of the school year.

**Academic Letter Certificate**

An academic letter will be awarded at the end of each school year to the following students:  
Seniors with a 3.25 grade point average (GPA)  
Juniors with a 3.50 grade point average (GPA)  
Sophomores with a 3.75 grade point average (GPA)  
Freshmen with a 3.75 grade point average (GPA)  
(No grade lower than a “B”)

**Principals Honor Roll**

Students in grades seven through twelve who have no grade lower than a “B” and are taking at least six credit hours will qualify for the Principal’s Honor Roll.

**Superintendents Honor Roll**

Students in grades seven through twelve who have no grade lower than an “A”@ and are taking at least six hours will qualify for the Superintendents Honor Roll.

**National Honor Society Requirements**

Students in grades 10, 11, and 12 must make application in order to establish interest and qualification for National Honor Society. Applications are then submitted to a faculty council for evaluation. Candidates must have a cumulative GPA of 3.0 or above. Candidates are evaluated by the faculty council on the basis of service, leadership, and character. The judgment of the faculty council is final.

**State Honor Society Requirements**

The top ten percent (10%) by grade point average of the total student body for the last two full semesters are eligible for the State Honor Society.



## Valedictorian and Salutatorian

Grade Point averages for the selection for the valedictorian and salutatorian will be combined from all academic courses; however, to be eligible for this selection students must be enrolled in college bound curriculum and the following courses must have been completed.

ENGLISH . . . . .	English I, English II, English III and English IV
SCIENCE . . . . .	Biology 1
MATHEMATICS . . . . .	Algebra I, Algebra II, Geometry
SOCIAL STUDIES . . . . .	Oklahoma History, Government, U.S. History, (a combination of American History to 1877 and American History from 1877 may be substituted for U.S. History.
FOREIGN LANGUAGE . . . . .	1 Class

In addition to the above classes, any student wishing to be considered for valedictorian or salutatorian must meet the following conditions from the English, Mathematics and Science Groups:

English . . . . . A.P. English Literature, College Level Composition I and or College Level Composition II must be substituted for English III or English IV.

Mathematics . . . . . In addition to Algebra I, Algebra II and Geometry students must take at least one class from the following selection: Trigonometry, A.P. Calculus, Calculus, Pre-Calculus and or College Algebra.

Science . . . . . In addition to Biology two classes must be taken from the following selections: Chemistry, Biology II, Physics, Anatomy and or College Level Science.

In order to be considered for Valedictorian or Salutatorian a student must have attended Hominy Public Schools for two years prior to graduation. Grades transferred for the previous school will be grouped and averaged with grades made at Hominy High School, the above mentioned course requirements will remain in effect. Valedictorian will be awarded to any graduating senior who completes the courses required to be eligible for valedictorian at Hominy High School with a Grade Point Average of 4.0 or above. If a graduating class has no student who is able to complete the courses required with a Grade Point Average above 4.0, the graduating senior with the highest Grade Point Average who has completed the required courses will be awarded Valedictorian. Salutatorian will be awarded to the graduating senior with the next highest Grade Point Average. In the event that no student fulfills the necessary requirements to be considered for Valedictorian or Salutatorian, there will be no Valedictorian or Salutatorian. Grade Point Average will be averaged using the weighted scale. Valedictorian and Salutatorian honors will be announced at the end of the 3<sup>rd</sup> nine weeks with the assumption that the honorees will maintain their Grade Point Averages, if students do not maintain their Grade Point Averages the necessary corrections will be made with regard to who will be Valedictorian and Salutatorian.

## ACTIVITIES

Students who participate in curricular and/or extracurricular activities such as tournaments, contest, meetings, etc., represent our school and community and therefore must abide by all rules and regulations set forth in the BUCK HANDBOOK as well as any constitutional rules and regulations covered by a coach or sponsor. **STUDENTS MUST BE IN ATTENDANCE ONE-HALF OF THE SCHOOL DAY IN ORDER TO PARTICIPATE IN AN AFTER-SCHOOL ACTIVITY.**

### Assembly Program Rules

Occasional assemblies will be provided for all students. Etiquette in assemblies is a skill that is worthwhile for all to acquire. Observance of the following suggestions will enable all to enjoy programs.

1. Pass to and from the assemblies quickly and quietly.
2. Do not chew gum.
3. Give courteous attention to the program and avoid disturbing others.
4. Listening is an important skill to develop; work on it.
5. Students who do not abide by the rules will not be allowed to attend. Students who are guilty of improper behavior for the 2<sup>nd</sup> time will be placed in assembly detention for the remainder of that semester when an assembly is conducted.

### Conduct at School Activities

Students attending school activities are expected to conduct themselves as they would during the school day. These activities are school sponsored and while in attendance you are under the control of the school. Students leaving before the conclusion of an home event will not be allowed to re-enter and students will not be allowed to congregate outside the building or in the parking lot while these events are in progress. If a Hominy High School student becomes a discipline problem at activities at home or away, he or she can be suspended from all activities for the remainder of the school year.

### School-sponsored Trips

Trips sponsored by the school are considered to be an extension of the educational programs of the school. Student behavior on these trips is a direct reflection on your school and community.

1. If a bus is used for transportation, all bus rules are to be observed. If cars are used, the car must be driven by an approved adult driver.
2. A student on a sponsored trip must return with the same sponsor. The sponsor can permit students to ride home with their parents, but only if the parents make the request in person and support the oral request with a written request or at the coaches discretion.
3. Students must return a Field trip permits signed by the students parents to the sponsor before a student may leave for an off-campus activity.
4. Any school-sponsored activity trip which requires an overnight stay must have an approved adult sponsor in every room housing students.

### **Class Officers**

Each class in school will, at the beginning of each year, elect a president, vice-president, secretary, and treasurer. To qualify for one of these offices, a student must have been enrolled in the Hominy Schools for one semester prior to the election and be passing in all subjects and be under no disciplinary action.

### **Class Dues**

Class dues equivalent to thirty-five dollars a year will be accessed starting with students freshman year. These dues will accumulate over the course of students high school years. Class sponsors will try and reduce these costs to the parents and students by having fundraisers or other means. Class dues are used for such things as floats, flowers, decorations, prom, graduation, senior trip, senior shirts, and to leave something in the classes name to the school. Class dues are the responsibility of every member.

## **ATHLETICS**

Hominy's program of athletics aims to promote an active, wholesome participation in many sports. Students are offered competitive athletics such as football, basketball, track, baseball, tennis and softball. Hominy is a member of the Oklahoma Secondary School Activity Association and the rules of eligibility as set forth by this association are rigidly enforced. Coaches are responsible to see that these regulations are followed. Every student who wants to represent our school in sports must also abide by the following:

- A. Be enrolled not later than ten days of the first semester, unless parents move into the district.
- B. Be under 19 years of age before September 1.
- C. Have a physical on file in the athletic director's office
- D. Have parents' consent in writing.
- E. Have insurance or insurance waiver on file in the athletic director's office.
- F. Attend School 90% of the time school is in session.
- G. Not be under disciplinary action.
- H. Be an amateur.
- I. Not have attended more than 8 semesters of 9, 10, 11, and 12 grades.
- J. Freshmen may compete on varsity level.

### **Student eligibility during a Semester**

1. Scholastic eligibility for students will be checked after three (during the fourth week) of a semester and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation from the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will be begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

### **King and Queen Rules**

The members of athletic teams or of the departments that have queens and kings will select them according to the method chosen by the coach or sponsor.

### **Grievance Procedure**

Hominy High School is committed to equal opportunity for male and female student athletes. Prior to the filing of a written complaint, the student or parent is encouraged to visit with the building principal or the districts Title IX, ADA, Title VII, or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

## **STUDENT CONDUCT CODE**

### **Dress Code**

All students are encouraged to take pride in their appearance. Cleanliness and neatness reflect personal attitude of both students and their parents. Appearance that interrupts classes or draws undue attention will not be allowed.

Ears are the only body piercing that is acceptable at school or during school functions. Hair may be dyed, but must be of a natural color.

Unacceptable clothing:

- A. Sleeveless Shirts.
- B. See-through tops
- C. Halter tops
- D. Tops that do not touch the lower garment at all times thus exposing the bare midriff or undergarments.
- E. Tops with excessively low necklines
- F. Clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, violence, or anything illegal or immoral.
- G. Hats or sunglasses are not to be worn in the building
- H. Shorts will be allowed from the starting date of school through fall break and after Spring

Break through the end of the school year. Acceptable shorts and skirts are defined as loose-fitting in nature and whose length is no more than six inches above the knee. Spandex type clothing will absolutely be unacceptable. The building principal will be the ultimate authority in determining whether shorts are acceptable as proper attire.

- I. Clothing which is excessively torn. Holes will not be allowed in shorts or six inches above the knee in pants.
- J. Sagging trousers or shorts
- K. No wearing of anything relating to gangs.
- L. No flannel or pajama pants

When a student has worn unacceptable clothing to school, the student will be required to change clothing or make appropriate adjustments. Any change that requires a loss of class time will result in an unexcused tardy or absence.

### **Conduct and Rules for Bus Passengers**

Students who ride the bus are expected to observe the same behavior on the bus as in the classroom. The driver of the bus is considered the same as a teacher and should be treated as such.

- A. Use a safe route in walking to the bus stop.
- B. Get to the school bus stop on time.
- C. When waiting for the bus, stay off the street or road.
- D. Always use the handrail when getting on or off the bus.
- E. Greet your bus driver cheerfully
- F. Take your seat quickly.
- M. When you must stand, hold onto the seat handhold.
- N. When seats are available, do not stand.
- O. Keep the aisle clear.
- P. Don't open windows without permission.
- G. Don't throw things out the bus window
- H. No eating or drinking on the school bus
- I. Don't be loud or boisterous.
- J. Absolutely no horseplay on the school bus.
- K. Complete silence at railroad crossings.
- L. Use care when leaving your bus stop.
- Q. Don't cross immediately in front of the bus.
- R. Obey your school bus driver.
- S. Don't hang arms out of the window.
- T. Shuttle riders must be seated on bus by tardy bell.

### **Discipline Consequences**

Students shall conduct themselves in such a way as to be a credit to the school and community. Any violation of the conduct code will result in disciplinary action deemed appropriate, up to and including suspension or expulsion from school and/or corporal punishment.

### **Detention Hall**

Detention hall is a type of corrective action that may be used in conjunction with discipline problems. Detention hall is from 7:45 a.m. to 8:15 a.m. and 3:00 p.m. to 3:45 p.m. in the High School and during lunch at the Middle and High School. Students placed in detention hall must stay busy with school work to be counted present. Failure to report to detention hall on time will lead to other administrative action.

### **Saturday School**

Saturday school is from 8:00 a.m.-12:00 noon, doors close promptly at 8:00 a.m. Students must have work to do to be counted present. Students may be required to pick up trash or do light work on the campus as part of their punishment.

### **Corporal Punishment**

Parent must contact the principal to obtain a form requesting that corporal punishment not be administered to their child. If no such form is on file, then it is understood that corporal punishment may be administered to the student.

### **Out-Of-School Placement**

Out-of-school placement is that time when it has become necessary to suspend a student for more than five (5) days.

During this suspension time, a student will be allowed to keep abreast of his/her assignments or tests in core subjects. A schedule will be devised as to the time a student is to continue his/her academic progress. Credit for assigned work will be given if the teacher and the principal believe an earnest effort has been put forth.

It is the students responsibility to collect assignments as prescribed in the out-of-school placement plan.

- A. Students under any kind of suspension shall not be allowed to attend any school functions, such as pep rallies, athletic events, class meetings, prom, etc..
- B. Students may not enter onto the school grounds at any time during a suspension unless prior permission has been granted by the building principal.

### **Other Disciplinary Action**

Other types of punishment used will depend upon the infraction and the number of times the student has broken that regulation. The forms of punishment (other than suspension or detention) may include one or possibly all of the following:

- A. Warning
- B. Loss of special privileges
- C. Advising parents of students action
- D. Conference with the student, parent, teacher, and/or principal
- E. Financial restitution
- F. Involving law enforcement or social agencies
- G. Any other disciplinary action deemed appropriate and necessary by the principal in an effort to control and maintain student conduct conducive to learning which includes corporal punishment

## Offenses and Options

In an attempt to more clearly define offenses and discipline, the district has adopted the following offenses and options. **The offenses listed are not proposed to be the only offenses but to give an idea of the differences in what is considered by the district to be more serious than others. The list of options are suggested consequences the final decision will be made by the administration. Class Three Offenses are considered by the district to be the most serious in nature.**

### A. CLASS ONE OFFENSES

1. Wearing hats in the building
2. Coming to class unprepared
3. Refusal to work constructively
4. Minor disruptive behavior
5. Public display of affection
6. Violation of attendance procedures
7. Sitting on tables or desks
8. Minor vandalism
9. Food or drink in classroom or hallways
10. Failure to do teacher discipline report
11. Horseplay
12. Failure to follow instructions of school employee
13. Violation of dress code
14. No hall pass

### CLASS ONE OPTIONS

- 1<sup>st</sup> Offense – One Detention
- 2<sup>nd</sup> Offense – Two Detention
- 3<sup>rd</sup> Offense - Three Detention
- 4<sup>th</sup> Offense - Four Detentions
- 5<sup>th</sup> Offense - One Saturday Detention
- 6<sup>th</sup> Offense - Two Saturday Detentions
- 7<sup>th</sup> Offense – Three Swats
- 8<sup>th</sup> Offense - Suspension
- 9<sup>th</sup> Offense – Administrative Option

### B. CLASS TWO OFFENSES

1. Physical, verbal abuse or threat toward any other person
2. Destruction of Property
3. Disrespect toward any school employee
4. Profanity
5. Violation of closed campus
6. Truancy
7. Unauthorized absence from class without permission
8. Theft
9. Major disruption of class
10. Use or possession of tobacco
11. Cheating
12. Possession or use of electronic devices
13. Use of cell phone during unauthorized times.
14. Disobedience toward any school employee
15. Any other offense deemed serious in nature by the administration

### CLASS TWO OPTIONS

- 1<sup>ST</sup> Offense -Saturday Detention
- 2<sup>nd</sup> Offense - Three Swats or 2- Saturday Det.
- 3<sup>rd</sup> Offense – Two Saturday Det. or 3 Swats.
- 4<sup>th</sup> Offense - Suspension
- 5<sup>th</sup> Offense - Administrative Option

### C. CLASS THREE OFFENSES

1. Physical threat toward any other person
2. Verbal threat toward any school employee
3. Sexual harassment
4. Destruction of school property
5. Fighting
6. Changing settings of a school computer on the internet with-out permission
7. Any other offenses deemed serious in nature by the administration.
8. Verbal abuse or profanity toward staff member.

### CLASS THREE OPTIONS

- \*Administrative Option

\*All other discipline of a serious nature will be determined on a case by case basis by the principal and/or superintendent. Verbal or physical threat to do bodily harm to a school employee shall result in a long-term suspension. In addition to the BUCK HANDBOOK regulations, each teacher, sponsor, and coach has specific regulations for his or her classroom or activity. The student is responsible for learning and abiding by these rules.

## Suspension of Students from School

In compliance with Article XXIV, Section 488.2 of the Oklahoma School Laws, the following rules, regulations, and requirements will be observed when a student is suspended from school.

- A. Any student who is guilty of the violations and immoralities listed below while in attendance at school or in transit by school transportation or under school supervision to or from the school, or at any school function authorized by the school district

- may be suspended by the building principal.
- B. Any student who is guilty of the violations and immoralities listed below may be referred to the superintendent for action by the board of education and suspension may be permanent or for an indefinite period to be determined by the board of education in a majority decision.
  - C. When any student has been suspended under the provisions of state law or board rules and regulations by the building principal, the student shall have the right to appeal the decision to the board of education of the district which shall, upon full investigation of the matter, determine the guilt or innocence of the student and its decision shall be final.
  - D. Before any student is suspended the board of education shall publish those offenses of which the punishment may be suspension and a copy of such regulations shall be furnished to each student and be posted on a bulletin board located in each school.
  - E. Students suspended from school will not be permitted to attend school events home or away.
  - F. The following listed violations and immoralities of school regulations by students of Hominy High School and Middle School are offenses for which punishment is or may be suspension from school.
    1. Use of, threat to use, or possession of a dangerous weapon as defined in paragraph C. Article XXIV, Section 488.2 of the Oklahoma School Laws; suspension up to one calendar year.
    2. Fights, assaults, or other bodily harm to another student or person.
    3. Use of or possession of any narcotic drug, stimulant, synthetic drugs, or barbiturate defined in The Drug Free Schools Act in Section 5043 of the Hominy School Policy Handbook. The remainder of the current semester and the succeeding semester for the first offense.
    4. Use or possession of any alcoholic beverage or beverage to which intoxication ingredients have been added suspension the same as above.
    5. Theft or misappropriation of property belonging to or in the custody of students or other persons.
    6. The use of foul or abusive language and behavior in the presence of other students or persons.
    7. Insubordination, disrespect, or refusal to obey the authority vested with the teachers, bus drivers, aides, or other supervisory school personnel appointed by the school administration for the instruction, control, and management of student groups.
    8. Vandalism or malicious destruction of school, student, or other persons property when in the care of custody of the school or located on school property.
    9. Truancy, from classes or other location assignments.
    10. Driving or use of a vehicle in a manner not reasonable and proper or which endangers the safety and welfare of students or other persons.
    11. Breaking and entering school property or trespassing on locked or restricted areas.
    12. Refusal to comply with established and expressed requirements for dress, grooming, and other factors relating to personal appearance as outlined in the schools conduct and dress code.
    13. Disruption of classes by protest demonstrations, displays, distractions, or other means not approved by the school's administration.
    14. Act of unacceptable conduct other than the aforementioned for which the student and/or the parent refuses to have other forms of punishment administered, or repeated violation of school rules and regulations.
    15. Possession of or use of tobacco products on school property.
    16. Being out of class without permission.

## POLICIES

### **Bullying**

Bullying includes harassment and intimidation. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Any student engaging in bullying behavior is subject to any and/or all disciplinary action allowable under the district's policies and procedures. Go to Website for Complete Policy on Bullying.

Dear Parent or Guardian:

On the 4<sup>th</sup> day of February, 2013, the Hominy Board of Education met at a Regular meeting. One of the acts of business at this board meeting was the revision and ultimate adoption of the school district's policy regarding bullying. The bullying policy is found at Section 5000, policy #5125 in the school district's policy manual. You are entitled to a copy of the policy. If you would like to receive a copy of the policy, please contact Russell Hull at 885-6511.

We have also made this policy available on our website at [hominy.k12.ok.us](http://hominy.k12.ok.us).

Sincerely,  
Russell Hull, Superintendent

### **Use of Tobacco Products in School Buildings, on School Grounds, And in Student Transportation Vehicles**

#### A. DEFINITIONS

1. "Building" means any building designed as an education facility which houses students for the education process or employees of the district.

2. "Grounds" means any land or grounds owned, leased, or under the control of the Hominy School district.
3. "Vehicle" means any district-owned vehicle designed for the purpose of transporting students to and from school or to other school-related activities.

**B. POLICY**

Effective March 1, 1993, smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, are prohibited in: (1) school buildings at any time of the day; (2) in vehicles, designed to transport students, at any time of the day; (3) on school grounds (within 100 feet of any building) during the school day (8:00 a.m. to 4:00 p.m.) except in privately owned vehicles; and (4) in the stands and/or bleachers while viewing or patronizing school-sponsored events. Possession of tobacco products or simulated products by students as well as possession of tobacco products or simulated products by employees in school buildings, on school grounds, or in school vehicles as defined in Paragraph A is prohibited.

**C. ENFORCEMENT**

Any violation of this policy by students will be referred to the building principal. Students who violate provisions of the policy will be subject to student discipline procedures.

**Drug Free Policy**

In compliance with the Drug Free Schools Act 34 CFR, Part 86, the Hominy Board of Education makes the following statement and mandatory policy for Hominy students.

Students are Hominy public Schools most valuable resource and for that reason, their health and safety are of paramount concern. The use of illegal drugs and abuse of alcohol and controlled substances are not consistent with law abiding behavior expected of all students. Students who use illegal drugs or abuse alcohol or controlled substances are less productive, less reliable, and prone to greater absenteeism resulting in the risk of not fulfilling their potential. Students have the right to be educated in a drug-free environment. In addition, drug and alcohol abuse inflicts a terrible toll on the nations productive resources and the health and the well-being of American citizens. Hominy Public Schools is therefore committed to maintaining a safe school environment, free from the influence of alcohol and drugs.

Hominy Public Schools policy prohibits the following:

- a. Use, possession, distribution, dispensation, or sale of illegal drugs, alcohol, anabolic steroids, synthetic drugs, or any counterfeit form of any of the aforementioned on district premises, at school activities, in district-owned vehicles, or during school hours.
- b. Unauthorized use, possession, distribution, dispensation, or sale of controlled substances, over-the-counter (OTC) drugs, or sniffing products on school premises, at school activities, in district-owned vehicles, or during school hours.
- c. Storing in a locker, desk, vehicle, or other repository on district premises any illegal drug, alcohol, anabolic steroid, or any counterfeit form or imitation of any of the aforementioned.
- d. Storing in a locker, desk, vehicle, or other repository on district premises any controlled substance, OTC drug, or sniffing product whose use is unauthorized or any counterfeit or imitation of any of the aforementioned.
- e. Being under the influence of a controlled substance, illegal drug, or alcohol on district premises, at school activities, in district-owned vehicles, or during school hours.

The aforementioned rules are mandatory, and violation will result in a long-term suspension. Long-term suspension in this policy means a minimum of the remainder of the current semester. If the current semester is in the second nine (9) week period, the long-term suspension shall include the next succeeding semester. The second violation of this policy requires a full-time expulsion from Hominy Schools. In every case the illegal conduct will be reported to law enforcement authorities for possible prosecution. In the event of a question of guilt, the student will be placed on out-of-school placement pending the completion of an investigation by appropriated authorities in conjunction with school officials.

**THE POLICY FURTHER STATES:**

If a student is addicted to a controlled substance, illegal drug, or alcohol and treatment or rehabilitation is needed, the expense will be the responsibility of the students family.  
 Parents and students will be given a copy of this policy each year.

**Guns at School**

In accordance with federal regulations, any student found in possession of a gun on any school property or during a school-sponsored event will be subject to a suspension of one year from the date of the offense. Suspension time will be automatic unless changed by the superintendent or the board of education.

For purposes of this policy, gun shall be described as one which shoots a projectile or starter pistol.

**Dangerous Weapons in School - Prohibiting**

- a. In order to provide a safe environment for the students and staff of the Hominy School District, the board of education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
- b. Dangerous weapons including, but not limited to, firearms are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.
- c. For the foregoing reasons and except as specifically provided in paragraph M below, possession by any student of employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle is prohibit.
- d. For purposes of this policy, A possession of a dangerous weapon@ includes, but is not limited to, any person having a dangerous weapon: (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person=s knowledge of the weapon' s location.

- e. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, knife, blade, razor, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof.
- f. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
- g. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal, in accordance with any board policy which is applicable to the employee.
- h. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principals designee of the situation.
- i. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he/she shall immediately report the matter to his/her immediate supervisor or the superintendent of schools or his/her designee.
- j. If the principal or his/her designee learns that a student or employee is believed to be in possession of a dangerous weapon, or replica or facsimile thereof, the principal or designee shall observe the following procedure;
1. Immediately investigate the matter and contact the police, if appropriate.
  2. If not already confiscated by an employee of the school district and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
  3. Notify the superintendent of schools or his/her designee.
  4. In the case of a student, notify the parents or guardian.
  5. Cooperate fully with the police.
  6. Transfer confiscated weapon to the police department.
- k. Except as may be required by law for disabled and handicapped students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program or intervention program or be eligible to transfer to another school district site in lieu of suspension.
- l. Any student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Hominy School District.
- m. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written approval by the principal, in consultation with the superintendent of schools, is required.
- n. Notwithstanding any of the foregoing provisions, rights of due process for all students and employees and rights of handicapped and disabled students must be observed in accordance with applicable law and school board policies.

## Sexual Harassment

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Hominy district. This policy sets for the rules and regulations to be followed with regard to the issue of sexual harassment.

### DEFINITIONS

1. "STUDENT" means any person who is enrolled in any school program of the school district.
2. "EMPLOYEE" means any person who is employed by the school district.
3. "BOARD MEMBER" means any person duly elected to any office or seat on the Hominy School district Board of Education.
4. "SEXUAL HARASSMENT" is defined as unwelcome sexual advances, requests for sexual favors, or any other unwelcome verbal or physical conduct of a sexual nature by person listed above toward any person listed above.

### POLICY

1. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any other student, employee, board member, or applicant for employment.
2. Any employee engaging in sexual harassment is subject to immediate disciplinary action, including but not limited to, suspension, demotion, forfeiture of pay or benefits, and/or termination.
3. Any student engaging in sexual harassment is subject to any and/or all disciplinary action allowable under the districts policies and procedures.
4. Any student or employee who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, assistant principal, principal, teacher, or any board member of the district. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal

attention of any of the above-designated persons. All such reports would state the name of the student, employee, board member, or applicant involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to complete a full investigation of the matter.

### **Nondiscrimination**

All programs, positions, services (curricular or extracurricular) are open to students regardless of sex, religion, national origin, or marital status; however, the students participation rights may be withdrawn for disciplinary reasons.

No person in Hominy High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal funding.

The Hominy School System is aware of Title IX and its provisions and intends to comply with them.

### **Parents Right to Know (Highly Qualified)**

Parents have the right to request the information about the professional qualifications of their children's teachers. Hominy school district will notify parents if their child has been taught by a teacher, for four or more consecutive weeks, who does not meet the Highly qualified standards set by the State.

### **Open Records Act and Privacy Act**

The Hominy school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The Hominy School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the Hominy Board of Education hereby states that all records of the Hominy School District, except those records designated as confidential in this policy statement, shall be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect nonconfidential records of the school district shall be accorded prompt access to those records.

As permitted by the Act, The Hominy school district hereby designates the following records as confidential and not open for public inspection

1. Records which can be kept confidential under federal or state law as designated in Section 5 of the Act.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
4. If disclosure would give unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publications; contents of sealed bids prior to bid opening; computer programs or software (but not the date thereon); and date of the sale or acquisition of real estate prior to the award date of the contract.
5. Except for the fact that a communication has been received and that is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such person's communications shall be confidential only to the extent necessary to protect the identity of the person.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the Hominy School District as directory information and (ii) parents have been notified and have not exercised their nonrelease rights.
7. Teacher lesson plans, test, and other teaching materials.
8. Personal communications concerning individual records,
9. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of Hominy School district personnel, excluding departmental budget request, prepared as an aid to memory or research leading to the adoption of a Hominy School district policy or Hominy School district project.

The Hominy board of Education hereby designates its SUPERINTENDENT or if such person is not available during regular business hours, then its BUILDING PRINCIPAL of each location as the person authorized to release confidential public records for inspection, copying, or mechanical reproduction. The Hominy School District shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the ACT. If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right appeal the denial to the HOMINY BOARD OF EDUCATION.

### **Family Education Rights**

Parents and eligible student share the following rights under the Family Educational Rights and Privacy Act and this policy.

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

### **Notification of Ahera (Asbestors)**

The U.S. Environmental Protection Agency required, in the 1980s, that all public and private schools be inspected for the presence of asbestos. This inspection was first completed for Hominy Schools in 1989. Another requirement of the agency was to develop procedures for managing asbestos and to perform a visual inspection of areas of containment every six months. Hominy Public Schools continues to follow this policy of six month inspections.

Friable asbestos (asbestos that could get into the air) was found in the high school and elementary mechanical rooms. All friable asbestos was abated (removed) shortly following the inspection. Nonfriable asbestos (not in the air) was found in most buildings. This type of asbestos poses no danger to occupants and no special processes need be



followed. In our schools the nonfriable asbestos is found mainly in the floor tile which obviously does not break down and allow particles to become airborne. Visual inspections of these areas are made every six months to insure no danger to occupants has developed. To date, the areas which contain asbestos pose no health problems.

A management plan and the results of bi-annual inspections may be reviewed by the public during normal working hours. The management plan is kept in the office of the superintendent.

## **Hominy Middle and High School Parental Involvement Policy**

### **Part I. GENERAL EXPECTATIONS**

Hominy Middle and High School agrees to implement the following statutory requirements:

Hominy Middle and High School will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, Hominy Middle and High School will work to ensure that the required school- level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

Hominy Middle and High School will incorporate this site parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Hominy Middle and High School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the middle school or high school site plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the site will submit any parent comments with the plan when the site submits the plan to the State Department of Education.

Hominy Middle and High School will involve the parents of children served in Title I, Part A in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school sites.

Hominy Middle and High School will be governed by the following statutory definition of parental involvement, and expects that the middle school Title I site will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two - way, and meaningful communication involving student academic learning and other school activities, including ensuring*

*(A) That parents play an integral role in assisting their child=s learning;*

*(B) That parents are encouraged to be actively involved in their child's education at school;*

*(C) That parents are full partners in their child=s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

### **Part II. DESCRIPTION OF HOW MIDDLE AND HIGH SCHOOL WILL IMPLEMENT REQUIRED MIDDLE AND HIGH SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Hominy Middle and High School will take the following actions to involve parents in the joint development of its site parental involvement plan under section 1112 of the ESEA:

*Parents will be notified of an annual meeting to discuss and develop a parental*

*involvement plan*

2. Hominy Middle and High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*Parents will be notified in writing of test scores and invited to attend school meetings held to address improvement plans, strategies, and budget needs.*

3. Hominy Middle and High School will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A - Hominy Middle and High School in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

*Teachers meet with the parents in parent conference in the fall and are invited to a pre-enrolment in the spring. Also, teachers send home a bi-weekly grade sheet.*

4. Hominy Middle and High School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

*Not Applicable*

5. Hominy Middle and High School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Hominy Middle and High School Title I, Part A. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Hominy Middle and High School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*The administrator, staff and parents will meet once a year for the purpose of evaluating the program components and policies. Recommendations will be given and updates will be made according to the findings of the annual evaluation.*

6. Hominy Middle and High School will build the schools and parents capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below.

- A. Hominy Middle and High School will, provide assistance to parents of children served by the site as appropriate, in understanding topics such as the following: the State=s student academic achievement standards, the State and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child=s progress, and how to work with educators.

*Parents will be educated through meetings, literature and news articles.*

- B. Hominy Middle and High School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

*Providing technical training through parent meetings and referrals as needed for literacy training through our local library.*

- C. Hominy Middle and High School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*providing staff training and providing an opportunity for teacher-parent meetings.*

- D. Hominy Middle and High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs

for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*Not Applicable*

- E. Hominy Middle and High School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*All information will be sent to the parents through parent notes, newsletters, local newspaper, school web site and/or telephone. Alternative communication will be done through a family representative that can translate to other family members, as needed.*

**Part III. DISCRETIONARY MIDDLE AND HIGH SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

Providing necessary literacy training for parents from Title I, Part A funds, if Hominy Middle and High School has exhausted all other reasonably available sources of funding for that training.

Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

Training parents to enhance the involvement of other parents.

Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend those conferences at school in order to maximize parental involvement and participation in their children's education.

Adopting and implementing model approaches to improving parental involvement.

A

Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.