

Preston High School



Student Handbook

“Success is a State of Mind at Preston”

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WELCOME TO PRESTON SCHOOL STUDENTS AND PARENTS!

The purpose of this handbook is to better acquaint students, parents, and teachers with all phases of Preston School, and through this information we hope to unify our work and time together.

Included within this handbook are rules, regulations, and other valuable information concerning our school. Many of the problems that arise in the school routine may be eliminated by knowledge of and adherence to the information in this booklet.

It is the desire of the administration and teachers that you will use this handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of Preston School.

We are proud of Preston School and its tradition, we want each student to feel that the school belongs to them and they belong to the school. As a student of Preston School, take pride in yourself and your school. As a parent, feel free to visit your child's teachers, or administrators any time.

As years go by, we believe that you will look back on your school days as some of the most memorable and happiest days of your life.

Sincerely,
Scott McCullah

2022-2023 SCHOOL CALENDAR

First Day of Classes	August 11
Virtual Day	Sept 2
Labor Day Holiday	Sept 5
End of First Nine Weeks	October 7
Parent-Teacher Conference	October 11 (3:00-9:00 p.m.)
Fall Break (No School)	October 12-14
Thanksgiving Break	November 21-25
End of 1 st Semester	December 16
Christmas Break	December 19-January 2
School Resumes	January 3
Professional Development	January 16
No School	February 3, 10, 17, 24
End of Third Nine Weeks	March 2
Parent-Teacher Conference	March 8 (3:00-9:00 p.m.)
Spring Holiday	March 3, 10, 17, 24, 31
No School	April 7, 14, 21, 28, 31. May 5
Senior Graduation	May 9
Last Day of School	May 12

SCHOOL HOURS

First Hour	8:20-9:15 a.m.
Second Hour	9:20-10:10 a.m.
Third Hour	10:15-11:05 a.m.
Fourth Hour	11:10-11:55 a.m.
Lunch	11:55-12:25 p.m.
Fifth Hour	12:25-1:15 p.m.
Sixth Hour	1:20-2:10 p.m.
Seventh Hour	2:15-3:10 p.m.

BOARD OF EDUCATION

Steve Johnston	President
Jim Fuller	Vice President
Tyler Roberds	Clerk
Kyamron Jefferson	Member
Javi Fultz	Member

ADMINISTRATION

Mark Hudson	Superintendent
Scott McCullah	High School Principal
Cassie Holleman-Sharp	Elementary Principal

TOTAL STATE TOURNAMENT APPEARANCES

Boys' Basketball (38), Girls' Basketball (29)

Boys' Baseball (22), Girls' Softball (22)

Academic Team (16), Band (5)

Girls' Track & Boys' Track (30)

Athletics

1943 State Runner-Up Boys' Basketball
1982 State Champions Boys' Basketball
1986 State Champions Boys' Basketball
1988 State Champions Girls' Basketball
1989 State Champions Boys' Basketball
1991 State Champions Boys' Basketball
1993 State Champions Girls' Softball
1994 State Champions Girls' Basketball
1995 State Champions Girls' Basketball
1995 State Runner-Up Girls' Softball
1997 State Champions Girls' Basketball
1999 State Runner-Up Girls' Basketball
1999 State Champions Girls' Softball
2001 State Runner-Up Girls' Softball
2002 State Runner-Up Girls' Softball
2003 State Runner-Up Boys' Baseball
2006 State Champions Girls' Basketball
2007 State Runner-Up Girls' Basketball
2008 State Champions Girls' Softball
2008 State Runner-Up Girls' Track
2009 State Champions Girls' Basketball
2009 State Champions Boys' Basketball
2011 State Runner-Up Boys' Basketball
2014 State Champions Girls' Basketball
2015 State Runner-Up Girls' Basketball
2015 State Runner-Up Boys' Basketball
2016 State Runner-Up Boys' Basketball

Academics-Quiz Bowl Team

1989 State Champions
1992 State Runner-Up
1995 State Tournament
1996 State Tournament
1998 State Tournament
1999 State Tournament
2000 State Tournament
2006 State Runner-Up
2009 State Tournament
2010 State Tournament
2011 State Tournament
2015 State Tournament
2016 State Tournament
2017 3rd Overall State
2018 State Runner-Up
2019 State Runner-Up
2021 State Tournament
2022 State Champions

Band

2014 State Tournament
2015 State Tournament
2016 State Tournament

Jazz Band

2015 State Runner-Up
2016 State Runner-Up

INTERSCHOLASTIC SUCCESSES

East Central University

1989 Champions
1990 Champions
1991 Champions
1992 Champions
1996 Runner-Up
1997 Third Place
1998 Third Place
1999 Third Place
2000 Champions
2001 Champions
2002 Champions
2003 Champions
2004 Runner-Up
2005 Champions
2006 Champions
2007 Champions
2008 Champions
2009 Champions
2010 Champions
2011 Cancelled
2012 Champions
2013 Champions
2014 Champions
2015 Champions
2016 Champions
2017 No Contest
2018 No Contest

Seminole State College

1999 Champions
2000 Champions
2002 Champions
2003 Champions
2004 Champions
2005 Champions
2006 Champions
2007 Champions
2010 Champions
2011 Champions
2012 Didn't Attend
2014 Runner-Up
2015 Runner-Up
2017 Runner-Up
2018 Champions
2019 Champions
2022 Champions

OSU Okmulgee

1982 Champions
1983 Runner-Up
1985 Champions
1986 Champions
1988 Champions
1993 Champions
1994 Champions
1995 Champions
1996 Champions
1997 Champions
1998 Champions
1999 Champions
2000 Runner-Up

2001 Champions
2002 Champions
2003 Champions
2004 Champions
2005 No Contest
2006 Champions
2007 Runner-Up
2009 Champions
2010 Runner-Up
2011 Champions
2012 No Contest
2018 No Contest

Eastern OK State College

1984 Champions
1985 Champions
1986 Champions
1987 Champions
1988 Champions
1989 Champions
1990 Champions
1991 Champions
1992 Runner-Up
1993 Runner-Up
1994 Runner-Up
1996 Runner-Up
1997 Runner-Up
1998 Champions
1999 Champions
2000 Champions
2002 Champions
2003 Champions
2004 Champions
2005 Champions
2006 Champions
2007 Champions
2008 Champions
2009 Champions
2010 Champions
2011 Champions
2012 Champions
2013 Champions
2014 Champions
2015 Champions
2016 Champions
2017 Champions
2018 Champions
2022 Champions

Connors State College

1986 Runner-Up
1987 Champions
1988 Champions
1989 Champions
1990 Champions
1991 Champions
1992 Champions
1993 Champions
1994 Runner-Up
1995 Runner-Up
1996 Runner-Up

1997 Third Place
1998 Champions
1999 Champions
2000 Champions
2001 Champions
2002 Champions
2003 Champions
2004 Champions
2005 Champions
2006 Champions
2007 Champions
2008 Champions
2009 Runner-Up
2010 Champions
2011 Champions
2012 Champions
2013 Champions
2014 Champions
2015 Champions
2016 Champions
2017 Champions
2018 No Contest
2019 Champions

Carl Albert State College

2004 Champions
2005 Didn't Attend
2009 Champions
2010 Champions
2011 Champions
2012 Champions
2013 Champions
2014 Champions
2015 Champions
2016 No Contest
2017 Champions
2018 Champions
2019 Champions

USAO

2018 Champions
2019 Champions

Academic Quiz Bowl

1989 State Champions
1992 State Runner-Up
1995 State Tournament
1996 State Tournament
1998 State Tournament
1999 State Tournament
2000 State Tournament
2006 State Runner-Up
2009 State Tournament
2010 State Tournament
2011 3rd Overall State
2015 State Tournament
2016 State Tournament
2017 3rd Overall State
2018 State Runner-Up
2019 State Runner-Up
2021 State Tournament

2022 State Champions

Academic Bowl All-State

Wade Ballenger-1992
Joshua Copeland-2001
Michael Casselman-2007
Matthew Lewis-2011
Koby Love-2017
Gavin Allen-2018
Bryce Watson-2018
Joshua Crow-2019
Gage Allen-2020
Skyler Price- 2022
Chaz Lujan- 2022

National Merit Finalist

Elizabeth Maxwell-1991
Samantha Hurt-2004
Tre' McPherson-2012
Skyler Price- 2022

Oklahoma Academic All-State

Samantha Hurt-2004
Bob Hurt-2006
Tre' McPherson-2012
Joanna Robertson-2015

Robert C. Byrd Scholar

Michael Casselman-2007

Oklahoma Academic Scholars

Darrell Hubbard-1990
Wade Ballenger-1992
Joe Broc Fox-1992
Jason Neal-1992
Jeremy Pittman-1992
Jennifer Sharp-1992
Joy Endres-1993
Chresta Gann-1995
Diana Hubbard-1995
Jonathon Watkins-1996
Rachael White-1996
Joshua Fox-1998
Emily Pittman-1998
Anthony Clay-2000
Krystal Traywick-2000
Daniel Watkins-2000
Joshua Copeland-2001
Jessica Flud-2001
Brian Blevins-2001
David Biddle-2002
Danielle Grant-2002
Elizabeth Snowden-2002
Trevor Henson-2003
Joe Meyer-2003
Angela Watkins-2003

Samantha Hurt-2004
Linzi Marshall-2004
Kimberly Maynard-2004
Jessica Casselman-2005
Michelle Babb-2006
Alysha Glasser-2006
Lee Harper-2006
Bob Hurt-2006
Alicia Maly-2006
Jacquelyn Meyer-2006
Michael Casselman-2007
Kristal Booker-2008
Brooke Duff-2008
Dillon Taylor-2008
Thomas Hurt-2009
Josh Gillin-2010
Robert Wynn-2011
Tre' McPherson-2012
Samantha Gray-2013
Tristin Flora-2014
Sabrina Waddell-2014
Jared Jackson-2015
Joanna Robertson-2015
Kaylee Watson-2015
Christine Jones-2016
Luke Spoon-2016
Joshua Thompson-2017
Gavin Allen-2018
Erin Bunner-2018
Emma Long-2018
Emily Martin-2018
Bryce Watson-2018
Gage Allen-2020
Abbie Long-2020
Jacob Thompson-2020
Ryn Finch- 021
Chloe Sherrin-2021
Skyler Price- 2022
Joshua Varon- 2022
Joseph McCullah- 2022

COLLEGE PREPARATORY GRADUATION REQUIREMENTS (24 Credits for Preston Graduation)

4 Units English

3 Units Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)

3 Units Laboratory Science (Biology, Botany, Chemistry, Physical Science, Physics, Zoology)

3 Units History/Citizenship (American History, Oklahoma History, Government, Geography, Economics, Civics, Non-Western Culture, World History)

2 Units Foreign Language/or 2 Units Computer Technology (Computer Science I & II or Spanish I & II)

1 Additional Unit from above courses approved for college admission

1 Unit or Set Music, Art, Drama or 1 Unit or Set Speech

7 Units of Electives

Upon written approval of the parent or legal guardian to opt out of these requirements, students may enroll in the core curriculum for high school graduation also provided by state law.

TESTING REQUIREMENTS FOR PRESTON GRADUATES

Students entering 9th grade in 2022-23, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from Preston High School with a standard diploma. (ESSA) Every Student Succeeds Act

Grade 11 assessment covering ACT, CCRA science content test and CCRA US History/Citizenship test will be taken before graduation.

PASSPORT TO PERSONAL FINANCIAL LITERACY

In order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7 through 12.

Personal Financial Literacy education shall include, but is not limited to, the following 14 areas of instruction: Understanding interest, credit card debit, and online commerce; rights and responsibilities of renting or buying a home; savings and investing, planning for retirement; bankruptcy; banking and financial services; balancing a checkbook; understanding loans and borrowing money, including predatory lending and payday loans; understanding insurance; identity fraud and theft; charitable giving; consequences of gambling; earning an income; and understanding state and federal taxes.

HIGH SCHOOL STUDENT POLICIES

Teachers are to be answered yes, yes sir, yes ma'am, not yeah.

Students are always to be especially courteous and helpful to all visitors.

School doors will be open to students at 7:45 a.m. (A bell will ring.) Students may go to their homeroom to work if a teacher is present.

Students will be allowed to go to a designated classroom at the lunch period, during inclement weather only.

Students will not be allowed to stand in hallways to visit, only during inclement weather during breakfast and lunch.

Students are not to be in the school building after school. Students must leave school grounds after school is dismissed for the day.

If you ride the bus to school, be sure to be at the bus stop on time.

Students driving to school will leave their cars when they arrive at school and ***not go to them until school is out.*** CARELESS DRIVING WILL NOT BE TOLERATED ANYTIME. STUDENTS DRIVING TO SCHOOL MUST LIST WITH THE PRINCIPAL THE CAR MAKE, MODEL, AND TAG NUMBER OF THEIR CAR. THE 15 MPH SCHOOL ZONE SPEED MUST BE OBEYED!

Students driving to school or riding in a car with another student must get permission from the principal to do so.

Students driving in a reckless or unsafe manner around Preston School at anytime or around Preston School buses at anytime will be reported to the proper authorities and appropriate charges filed.

All students are to park **south** and **west** of the high school. Students must back into parking space. Do not drive by buses while they are loading or unloading students.

If you must leave the school grounds or go to your car for any reason, get the approval of the principal. Sign out in the principal's office before leaving. Student's leaving or going to the parking lot without approval are subject to punishment.

Visitors will not be permitted to attend classes . . . do not bring them to school.

Any student who is disruptive of any school activity will be properly punished by the teacher or administrator..

No one will be allowed to bring or use tobacco at school or in any school vehicle.

Any student who assaults or threatens a teacher or other employee will be suspended immediately for a minimum of 3 days. Law enforcement will be notified.

No student will be allowed to bring a knife to school. It is against the law.

Any student who threatens another student will be punished without notice.

Any student willfully damaging, destroying, or vandalizing Preston School property will be expected to pay for damage, payment will be determined by Principal or Superintendent.

Any student caught stealing from other students or the Preston School District will be suspended and will not be readmitted until full restitution is made.

Any student found to have any illegal drug, or alcohol, at Preston School will be expelled immediately. Parents and law enforcement officials will be called.

Any student coming to school while under the influence of alcohol or illegal drugs will be expelled from school immediately. (Under the influence means having used illegal drugs or alcohol prior to coming on the school grounds or after entering school property.

Foul language or fighting will not be tolerated at Preston School.

The displaying of affection between students will not be permitted at school or on buses or at any Preston School Activity.

Students will not be allowed to use the phone in the office during class time unless an emergency exists. Always get permission to use the phone and use it during the class breaks, at lunch time, and before school takes up.

Gum chewing will not be allowed in the school building at anytime. Those caught will be punished without warning.

Basketball shoes, sock feet, or bare feet are allowed on the gym floor. . . no street shoes, even if rubber soled, are to be worn on the gym floor.

Students are expected to be at school every day unless illness or emergencies prevent them from doing so. Students will be rewarded for good attendance and penalized for poor attendance. When you are absent, you must check with each individual teacher about missed work and get such work made up in a satisfactory manner. Students should not expect teachers to ask them to make up work.

To graduate from Preston School students must earn 24 units of credit.

Hall passes must be issued to students to use the restroom.

A total of seven class period absences will be considered as a full day=s absence and no perfect attendance certificate will be awarded.

Senior and junior high school students are eligible for concurrent enrollment. Any student who plans to take classes at OSU-IT Okmulgee or any other college or technical school must have approval from the high school administration to do so.

The guidelines for eligibility adopted by the Oklahoma Secondary School Association will apply to all student athletes at Preston School.

Seniors must successfully complete six academic courses during their final year to qualify for graduation. (The only exceptions will be students who are assigned as secretary to the principal for one hour, assigned as a student worker for one hour, or assigned to a teacher as a student aide for one hour.) Credit earned at OSU-IT Okmulgee in one=s senior year may count toward this six course requirement.

No student at Preston School will be discriminated against or given preferential treatment because of race, sex, or any other such criteria.

If a student suspects discrimination of any kind, the student should report such suspected discrimination to Mark Hudson, superintendent. He will appoint a Title IX coordinating committee made of teachers and Scott McCullah, high school principal. The purpose of this committee is to investigate any reported or suspected discrimination to Preston School, whether it pertains to students or employees.

Hazing will not be permitted by any students or organizations at Preston.

SENIOR LETTER JACKET POLICY

Students who make the varsity team during their senior year and are recommended by the coach and high school principal will be awarded a senior athletic jacket. The school will pay 100% for students making varsity each of their four years in high school. Students who do **not** make the varsity team before their senior year will be allowed to pay a portion of the cost based on the following formula and the school will pay the rest.

Each fall and spring baseball and softball season counts as 1/8.

Each boys' and girls' basketball season counts as 1/4.

Cheerleaders will receive 1/4 points each year.

Any student receive a score of 25 or higher on their ACT, counts 100%

Band will receive a letter jacket. A senior must have at least 35 points. They must achieve a minimum of 10 points each year of high school. Points are gained through participation and achievement in the various bands at the high school.

One student manager per team may receive 1/8 for each year that they are the manager. Thus allowing the school to pay for half of the jacket if they are a manager for four years.

Students who do **not** have enough points may purchase their letter jacket. Only seniors may purchase a jacket. A student must participate their senior season. The entire amount owed must be paid before the jacket is ordered.

We will **not** award letter jackets for track or cross country.

DRUG TESTING POLICY

All students participating in extracurricular activities will be subject to testing of illegal or performance enhancing drugs.

DRESS CODE

The neat appearance of students always makes for a better school. Students are encouraged to dress in such a manner that will reflect credit upon our school and community.

Shorts and capris are allowed.

Short shorts will not be allowed. Shorts must come to mid thigh.

Monogrammed shirts worn to school must not contain beer or other alcohol advertisements, illegal drug advertisements, undesirable slogans, undesirable writings, or undesirable symbols.

Student's shirts or blouses designed to be worn inside shall be worn inside. Certain shirts and blouses may be worn on the outside. Some discretion will be used, if an administrator or teacher deems such dress is inappropriate, the student will be asked to tuck it in.

Midriff shirts or midriff blouses are not to be worn to school. **Shirts and blouses must be long enough to cover the body to slacks, skirts, etc.**

Spaghetti strap blouses or halters will not be acceptable as school attire.

Muscle shirts and wife-beater T-shirts will not be acceptable as school attire.

Transparent clothing is not acceptable unless proper undergarments are worn. Undergarments should have 2 inch wide straps.

No sweat pants or any other pants with writing on the seat or front.

Jewelry promoting drugs or alcohol shall not be worn to school.

Leggings may be worn, if the top worn with them covers the back area.

No Pajama pants or house shoes.

It will be up to the principal's discretion to determine if other types of clothing, not mentioned above, are acceptable as proper school attire.

PRESTON HIGH SCHOOL GRADING SCALE

A minimum of 18 grades per 9 weeks shall be recorded by each teacher. Nine weeks test grades can be two of these grades.

Grade Scale: 90-100=A; 80-89=B; 70-79=C; 60-69=D; 59 down=F

Grades must be recorded on a % basis. (If a teacher gives points, these must be converted to a % in the grade book.)

Nine weeks tests must be given and recorded twice in order for the test to carry more weight. Nine weeks tests are to be taken on scheduled dates, if you cannot be here, you must get it excused by the Principal.

Students shall be given advance notice by the teacher if an assignment or test is to count double in order to insure adequate time for preparation.

Make-up work: It is the responsibility of the student to initiate requests for makeup work. Students have one day for each day missed +1 beginning the day of his/her return to complete and return makeup work. Tests cannot be made up until the second day after the student returns. This policy may be appealed to the principal on an individual basis, due to inability to perform, etc.

ELECTRONIC COMMUNICATION DEVICES

It is the policy of the Preston Board of Education that no wireless telecommunication device be used by students while at school. Cell phones must be turned off or put on airplane mode before entering the school building and left off until students exit the building at the end of the school day. Students caught with a cell phone on or using a cell phone at school will have the following consequences: 1st offense-Warning 2nd Offense-ISS 3rd Offense-Call Parent. If a student forgets to turn their phone off, they should ask for permission from a teacher to get it out to turn it off.

This policy is amended to include digital cameras, video cameras, or any other recording device. Recording devices are to be off while at school and at *Preston School Activities*. They can only be used with school permission. Anyone found with a recording device on without permission will face suspension. If a student is caught videoing at school or at a Preston School Activity without permission, the penalty could be as severe as a suspension for the rest of the semester or semester plus one semester. Preston School will investigate and punish appropriately any incidents of cyber bullying, harassment, intimidation, or threatening behavior using online sites.

***Preston School is not responsible for any phone or communication device brought on campus.**

STUDENT DISCIPLINE

The Preston Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking/ Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery
11. Assault, physical and/or verbal

10. Fighting
11. Possession of weapons or other items with the potential to cause harm
12. Distributing obscene literature
13. Destroying/defacing school property.
14. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
15. Sexual Harassment
16. Gang related activity or action

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property.
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

SUSPENSION POLICY

Suspension from school is a serious penalty. The principal may suspend a student who is guilty of any of the following acts while in attendance at school or in transit or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district.

A student may be suspended from school for improper moral action: persistent discipline cases: repeated truancy: acting in a disrespectful manner toward a teacher or staff: verbal or physical assault upon anyone: destruction of school property: destruction of other=s private property while present at school functions: the use of filthy or profane language: continued lack of interest or educational improvement: conduct which jeopardizes the safety of others: possession, sale, use of alcohol or illegal drugs: possession, threat, use of knife, or other dangerous weapon, violation of school rules, regulations, or policies: refusal to accept lesser disciplinary action including, corporal punishment for committing the preceding offenses, or if it would contribute to the disruption of normal school or classroom procedures.

PROCEDURES IN STUDENT SUSPENSION CASES

When a student is charged with a violation of a school rule or regulation, the Principal shall conduct an informal conference with the student. At the conference, the Principal shall state the rule which the student is charged with violating and shall inform the student of the manner in which (s)he violated the rule or regulation. The student will be asked if (s)he understands the rule or regulation and will be given full opportunity to explain his/her conduct. If it is determined that suspension is appropriate, the student will be advised that (s)he is being suspended and of the length of the suspension, the parents or guardian of the student shall be notified immediately by phone call or personal meeting and certified mail (return receipt requested) that the student is being suspended from school.

If the parents do not agree with the suspension they may appeal it to the Superintendent of Schools, this appeal must be made to the Superintendent=s office within 72 hours. Immediately upon receipt of the appeal, the Superintendent shall take it into consideration by meeting with all those concerned with the suspension. If so desired, the student and parents may be present at the meeting and the parents may question those persons present. Within 24 hours of the conclusion of the meeting, the Superintendent shall notify those concerned whether he will terminate or modify the suspension by certified mail (return receipt requested).

If the parents are not in agreement with the Superintendent=s decision, they shall be advised of their right of appeal as follows: any suspension approved by the Superintendent may be appealed to the Board of Education by certified mail (return receipt requested) to the Superintendent within 72 hours of receipt of Superintendent=s decision, the Superintendent will notify the President of the Board and the parents shall have the opportunity to hear and question the statements presented to the Board by witnesses and those who have charged the student with the violation. In addition, the student will be given full opportunity to explain and discuss his/her conduct. The Board of Education shall, upon full investigation of the matter, determine the guilt or innocence of the student and its decision to uphold or terminate the suspension shall be final.

In no event shall a suspension extend beyond the current school semester plus that next succeeding semester. Suspensions shall have a definite commencement and ending date; indefinite suspensions are not permitted. Suspensions shall be consistent; one student shall not be suspended for a few days for an offense and another student suspended for an extended period for the same or similar offense.

ATTENDANCE POLICY

Regular attendance is one of the high goals of any school. It is almost impossible to do satisfactory work without regular attendance in every class. Excessive absenteeism will **not** be tolerated.

To be eligible to return to class any student, who has been absent from school, upon return will go to the Principal=s Office to obtain an Admit Slip, and present it to the Instructor of each class from which he or she has been absent. The teacher will then initial the make-up slip and return it to the Principal=s Office. A Perfect Attendance Certificate will be presented to all students who have not been absent during the school year.

The terms “excused” and “unexcused” are not used. Students will be given one days for each day missed to make up work. It is the responsibility of the student, not the teacher, to make arrangements for makeup work.

After 10 absences in a semester the student will be given an I for incomplete. If a student successfully completes the next semester, a grade will be given. Extenuating circumstances presented at a parent conference may be given consideration by the administration to extend the limit.

School sponsored or sanctioned activities are exempt and will not count toward the total of 10 absences. However, it is still the student=s responsibility to check about missed class work and assignments.

The 10 days of absences per semester described in this policy are to take care of: (1) Personal illness; (2) Professional appointment; (3) Other serious personal or family problems.

A total of 7 hours absent will be considered a full day absent and no perfect attendance will be awarded. If a student leaves a class early 3 times, the fourth time will count as an absence from that class.

Students are expected to be in class on time and prepared to work. Any student who is tardy will be sent to the office for a tardy slip. (They will then be admitted to class.) **If a student is tardy a third time that student will be counted absent for that class period.** (Student will not be admitted to class.) If the student persists in being tardy a parent meeting will be required. In the case of a second tardy, the parents/guardians will be notified.

PRESTON HIGH SCHOOL GRADUATION

The Preston Board of Education recognizes that graduation ceremonies are important events for our student, patrons, guests, and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, and completes graduation exercises in accordance with this policy.
2. Students are considered as students of this district until graduation ceremonies have been completed. The graduation process is “completed” after the last graduation program and the last student has exited the premises.
3. Students participating in graduation ceremonies will be required to abide by the school’s discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
 - A. Throwing caps or others objects in the air; or,
 - B. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
4. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises.

The Valedictorian and Salutatorian for the Preston High School graduating senior class will be determined by class rank. The Valedictorian or Valedictorians will be decided after the first semester of a student’s senior year. The student or students will be ranked first with the highest GPA for their graduating class. Semester grades will be used to achieve GPA. Semester credits for OSSM and Concurrent Enrollment classes will be included in this GPA. (The grade for these upper level classes will be based on a S.O grading scale.) The Salutatorian or Salutatorians will be decided after the first semester of a student’s senior year. The student or students will be ranked second with the second highest GPA for their graduating class. Semester grades will be used to achieve GPA.

Beginning with the graduating class of 2024, to be considered as Valedictorian or Salutatorian the following requirements must be met:

The Valedictorian and Salutatorian for Preston High School graduating senior class will be determined by class rank. The Valedictorian(s) & Salutatorian(s) will be decided after the first semester of a student’s senior year. The highest GPA will be ranked as Valedictorian and the second highest will be ranked as Salutatorian. Classes taken at Preston Public School will be graded on a 4.0 grading scale. Concurrent college classes and classes taken at OSSM will be graded on a 5.0 grading scale. To qualify for the distinction of Valedictorian and Salutatorian, a student must also score a composite of 24 or higher on the ACT. This includes state and national ACT test scores.

****A student can lose the rank of Valedictorian or Salutatorian if during the last semester (last grading period) of their senior year a grade before graduation or the day of graduation causes GPA to decrease.**

SCHOOL PROPERTY SEARCHES

Pupils 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 to school lockers, desk, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property, this includes items within lockers and desks. Vehicles parked on school property are subject to random searches by school administration. 70 O.S. § 24-102, S.L.O. § 489

PRESTON CONCURRENT & VO-TECH ENROLLMENT POLICY

PURPOSE:

This policy is to provide 11th and 12th grade students the opportunity to be enrolled concurrently in high school and college courses and vocation technical school.

GOAL:

Preston School, in cooperation with the State Board of Education and the Oklahoma State Regents for Higher Education, shall actively encourage the concurrent enrollment in college or university courses of high school students of exceptional abilities. Requirements and regulations shall be set forth by the State Regents, State Board, and the Preston School Board with the counselor of Preston School directing the process.

REGULATIONS:

1. Eleventh & Twelfth grade students enrolled in Preston High School may apply for provisional enrollment to a college or university in the Oklahoma State System of Higher Education as special students if they meet the following requirements:
 - (a) Have maintained a high school grade-point average of 3.0 or higher on a 4.00 grading scale or have a score of 19 on the ACT test or 900 on the SAT.
 - (b) Preston students must be eligible to satisfy requirements for graduation from high school with priority given to meeting high school requirements before being concurrently enrolled in a college or university. Students must be on line to satisfy these requirements no later than the spring of the senior year, specified by the high school principal.
2. A high school student admitted under the provisions set forth in Section 1 or 2 above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours of college work. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student=s academic performance and potential for success in determining the student=s load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student=s workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student=s enrollment. High school students enrolling concurrently in off-campus classes may only enroll in liberal arts and science courses.
3. A student who is otherwise eligible under this policy may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student=s academic performance and potential for success in determining the student=s load, which may not

exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

4. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the curricular requirements for college admission.) *Concurrently admitted high school students will not be allowed to enroll in any (zero level) courses offered by colleges and universities designed to remove high school deficiencies.*
5. Following high school graduation a student may continue enrollment at the institution to which they have been admitted or may transfer to another institution in the State System, provided that during the Provisional enrollment period the student has achieved a college grade-point-average of 2.0 or above on a 4.0 scale and meets the entrance of the receiving institution including the high school curricular requirements.
6. If a Preston student concurrently enrolled makes a “D” in a class they forfeit their eligibility to concurrent enrollment at Preston.
7. If a student drops a college class, they will have to enroll in another class or become ineligible for concurrent enrollment. If student becomes ineligible for concurrent enrollment, student must meet with Preston School Counselor to enroll in classes on Preston School campus.
8. Students wishing to concurrent enroll during their junior or senior years of school must have taken the National ACT before Preston School starts their junior or senior year.
9. Preston juniors and seniors must take English III at Preston School. English IV can be replaced with ENGLISH COMP 1 AND ENGLISH COMP 2 completed prior to student’s senior year. College Algebra can be a replacement for a student’s third credit for high school math requirements. College Biology can be replaced for a student’s third credit for science.
10. Students will be allowed to drive to Vo-Tech unless student is tardy more than 3 times to fourth period or as a punishment from Vo-Tech.

MULTIPLES IN SCHOOL

The Preston School principals and teachers will consider all circumstances each set of multiples on a case-by-case basis and will take serious consideration the preference of the parents and the best interest of the children when keeping multiples together or separating them in the classroom or in other school situations.

STUDENT TOBACCO USAGE PREVENTION POLICY

No Preston School student shall use any tobacco product while at school, while on any school trip, or while engaged in any school sponsored activity.

No Preston School student shall have in his or her possession any tobacco product while at school, while on any school trip, or while engaged in any school sponsored activity.

Any student violating said student tobacco usage prevention policy shall be punished in the following manner. First offense (usage or possession) - Tobacco product seized and parents called. Second offense (usage or possession) - Tobacco product seized and parents will come get the student.

Preston School District Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to as a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistant (or name another position responsible for this position): Responsible for maintaining charge records and notifying the student’s parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing when the school year begins and with each new transfer student. This policy will also be posted on the School Website.

GUN-FREE SCHOOLS ACT POLICY

Any Preston School student who brings a firearm to school shall be expelled from school for a period of not less than one year from the date of the offense, subject to the following exceptions.

1. The chief administering officer (superintendent), with input from the principals, may modify the expulsion requirement on a case-by-case basis.
2. For students with disabilities, the procedures which appear on pages 80-83 of the Policies and Procedures for Special Education in Oklahoma will be followed regarding the suspension or expulsion of any student with disabilities.

Compliance with the Gun-Free Schools Act will be achieved consistently with the requirements that apply to students with disabilities since discipline of such students will be determined on a case-by-case basis in accordance with the disability laws. Students with disabilities will be expelled for behavior unrelated to their disabilities as long as the procedural safeguards required by Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is followed. Under Section 504, the determination of whether the child=s behavior is caused by the disability, however, must be determined through a re-evaluation by individuals personally familiar with the child and knowledgeable about special education. In addition, the IDEA requires that educational services must continue, although they may be provided in another setting, for students with disabilities who are properly expelled.

If it is determined that the student=s action in bringing a firearm to school is related to the student=s disability, IDEA and Section 504 do not permit the LEA to expel the student. However, under IDEA and Section 504, a student with a disability may be suspended for up to ten days, which permits the LEA to address any immediate threat to the student or the safety of others. LEAs may also seek a court order to remove a student who is considered to be dangerous. In addition the child=s placement may be changed, in accordance with the procedures under those laws, if it is determined that, in light of the behavior, the child=s placement is not appropriate.

3. In implementing the Gun-Free Schools Act, Preston School District will comply with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964 (prohibiting discrimination on the basis of race, color, or national origin), Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of gender), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (prohibiting discrimination on the basis of disability), and the Age Discrimination Act of 1975 (prohibiting discrimination on the basis of age).

ANNUAL NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Eligible Student – a student or former student who has reached age 18 or is attending a post-secondary school.

Parent – either natural parent of a student unless his or her rights under the FERPA have been removed by a court order, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

1. Student's parents and eligible students have a right to inspect and review the student's education records.
2. It is the intent of Preston School District to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student.
 - b. as directory information, or
 - c. under certain limited circumstances, as permitted by the FERPA.
3. A student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent of eligible student's request.
4. Any person has the right to file a complaint with the department of education if the Preston School District violates the FERPA.
5. Any parent or eligible student who wishes to obtain copies of this policy should contact:
Preston Public School, Box 40, Preston, OK 74456, (918) 756-3388

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF PARENTS RIGHTS

Under the law you have a number of rights regarding the education of your child. The following is a brief explanation of these rights in order that you be fully informed when making decisions concerning the education of your children.

A. YOU MAY REVIEW EVALUATION TESTS AND PROCEDURES

It is your right to examine fully and question any and all tests used in the educational placement of your child as well as any procedures used in these placements.

B. YOU MAY BE ADVISED OF THE RESULTS OF ALL EVALUATIONS

It is your right to see the result of all testing and evaluation in which your child is involved.

C. YOU MAY REVIEW ALL SCHOOL RECORDS

It is your right to examine any and all school records which relate to your child. You may make copies of any material that pertains to your child and should you consider any material in your child=s file to be misrepresentative or inaccurate, you may petition to have that material removed.

D. YOU MAY REQUEST AND BE GIVEN A HEARING

It is your right to request a hearing with educational authorities should you disagree with the evaluation, placement or disposition of special incidents involving your child. The procedures for requesting such a hearing are available from the principal at any time.

E. ADMINISTERING CORPORAL PUNISHMENT (SWATS)

It is the parent=s right to deny corporal punishment be administered to his/her child or children. Any parent who does not wish corporal punishment administered should notify the principal of the school in writing annually and that request will be considered. If parents do not wish corporal punishment then other punitive measures will be taken. (There will be a form on corporal punishment sent home that needs to be signed and returned to school stating whether or not you wish corporal punishment administered to your child.)

When administering corporal punishment, the principal will have a certified employee as a witness.

Preston Public School Policy
TRANSFER STUDENT
CONSENT TO CANCELLATION OF TRANSFER

The undersigned, who is not a resident of this School District, recognizes:

That the undersigned student has a right by law to attend the school district of residence;

That the non-resident student desiring to enroll in this school district has no statutory right to attend this District;

That the District is not required to accept this transfer application; and

That the District does not desire to accept a transfer of a student who will detract from the education process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this School District, the administration of the District has the consent of the undersigned to cancel the transfer during the approved enrollment school year if:

The student fails to comply with student behavior rules set by District, school or teacher;

The parent or student 18 years of age or older fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed school property; or,

The student does not have a valid excuse for failure to attend school.

Actions by the student, parents, those designated with the care and custody or others who because of the student enrollment interfere with the peaceful conduct of school or school activities.

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent or student 18 years of age or older of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the Board of Education, and that after cancellation the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for the reasons stated above.

Signed this _____ day of _____, _____.

Signature of parent applying for transfer

Printed name of parent

Signature of student 18 years of age or older

Printed name of student

SEXUAL HARASSMENT OF STUDENTS AND SCHOOL PERSONNEL

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. A separate policy applies to sexual harassment of employees.

1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding” “teasing,” double meanings, and jokes.
- B. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writing to be removed immediately.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students during school hours, including students who have reached the age of majority (18),

will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy.
 - 1. 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.
 - 2. 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.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. 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.
- D. 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.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. § 2000e-2
29 C.F.R. § 1604.1, et seq.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3-5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

*Educational screening is implemented for all first grade students each school year.

*Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

*Students entering the public school system from another state or from within the

state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- *To inspect the students education records;

- *To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights.

- *To consent to disclose education records, except where consent is not required to authorize disclosure;

- *To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and

- *To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other language or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the following person at your local school:

NAME:	Susie Berry	TELEPHONE:	756-3388
ADDRESS:	P. O. Box 40		Preston, OK 74456

HARASSMENT

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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

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

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

The superintendent shall develop procedures providing for:

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

REFERENCE: 21 O.S. § 850.0

PROFICIENCY BASED PROMOTION

I. Proficiency Based Promotion

- A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas 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 sciences will require that students are able to perform relevant laboratory techniques.
 - 2. Students shall have the opportunity to demonstrate proficiency in the core areas: social studies, language arts, the arts, languages, mathematics, and science.
 - 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90 percent or comparable performance on an assessment or demonstration.
 - 4. The opportunity for proficiency assessment will be provided at least twice each school year.
 - 5. Qualifying students 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 subject areas.
 - 8. Student not demonstrating proficiency will be allowed to try again during the next assessment period.
 - 9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. 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 promotion/acceleration.
 - 2. Students must progress through a curriculum area in a sequential manner.
 - 3. If proficiency is demonstrated in a 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.

Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

This Preston Student Handbook is hereby adopted June 11, 2022 by the Preston Board of Education.

Steve Johnston, President _____

Jim Fuller, Vice President _____

Tyler Roberds, Clerk _____

Kyamron Jefferson, Member _____

Javi Fultz, Member _____