

Welcome

The policies and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students. It is important that the policies of HAYWOOD PUBLIC SCHOOL on student affairs be administered with consistency and uniformity. The policies in this handbook are presented to serve as information and guidelines for students, parents, school personnel and other citizens of the district. This information has been carefully prepared to help you become an integral part of your school.

Many of the policies are governed by state law or are directives of the State Board of Education: but, many are local policies, custom or tradition that may be amended as the need arises.

Our school welcomes you and we hope that you will always be aware of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

To Parents:

We, the administration and faculty of Haywood School, take this opportunity to say hello, and welcome you as patron to our endeavor. It is essential to the benefit of our student body that we as teachers and parents cooperate in every possible way.

Recognizing that a child may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his or her very best in every class or activity they may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit the school. If any problem or question concerning your child should arise, make it a point to discuss it with a school representative. We're always willing to make a special effort to help a child. Let us always keep in mind that we need each other and our children need us both

2021-2022 SCHOOL CALENDAR

FIRST NINE WEEKS

8/9-11 PROFESSIONAL DAYS

8/12 STUDENTS REPORT

9/6 LABOR DAY (NO SCHOOL)

9/8 PROGRESS REPORTS

9/9 P/T CONFERENCES

9/10 NO SCHOOL

10/8 END OF FIRST NINE WEEKS

40 Days Taught, 3 Pro Days, 1 P/T Day

SECOND NINE WEEKS

10/13-15 FALL BREAK

11/17 PROGRESS REPORTS

11/22-26 THANKSGIVING BREAK

12/20-31 CHRISTMAS BREAK

42 Days Taught

THIRD NINE WEEKS

- 1/3 PROFESSIONAL DAYS

- 1/4 STUDENTS REPORT

- 2/2 PROGRESS REPORTS

- 2/3 P/T CONFERENCES

- 2/4 NO SCHOOL

- 3/4 END THIRD NINE WEEKS

- 43 Days Taught, 1 Pro Day, 1 P/T Day*

FOURTH NINE WEEKS

- 3/11 PROFESSIONAL DAY

- 3/14-18 SPRING BREAK

- 4/15 EASTER BREAK

- 5/18 STUDENTS LAST DAY

- 44 days Taught, 1 Pro Day*

- 171 Days Taught, 5 Prof. Days, 2 P/T

Personnel

Superintendent.....Bud Rattan

Office

Secretary.....Sheri Ridenour

Faculty

- Pre-K.....Dawanna Glover
- KindergartenPortia Wickware
- First GradeMandy Maxwell
- Second Grade.....Stevie Rowland
- Third Grade.....Clemmie Starr
- Fourth Grade.....Kristen Hill
- Fifth/Sixth ELADonna Hackler
- 6-8 MathJim Mize
- 6-8 ScienceDonna Wageman
- 7-8 Language Arts.....Kathy Mincher
- Special Education.....Della Cooper, Linda Harris
- PE / Coach.....Ali Nichols
- Teacher’s Aide.....Nancy Butler
- Pre-K AideBecky Hampton

- Bus DriversJim Mize / Bud Rattan
- Child Nutrition.....Gina Glass / Karin Stowers
- After- School DaycareKristen Hill
- CustodianDavid Russell
- Title 9.....Ali Nichols
- Homeless Liaison.....Bud Rattan

Haywood Board of Education

President..... Phillip Lalli
Vice-President..... Colton Sneed
Clerk..... Jordan Luker

Class Periods

Period 1	8:15 - 9:10	Period 4	11:05-11:55
Period 2	9:15 - 10:05	Period 5	12:25 - 1:15
Period 3	10:10 – 11:00	Period 6	1:20 – 2:10
Lunch	PRE-K--8 11:55-12:20	Period 7	2:15 – 3:05

Class breaks are for getting ready for the next class. Use breaks for drinks, restroom, etc.

Asbestos

To all Concerned Patrons of Haywood School District CO-88.

To comply with Asbestos Hazard Emergency Response Act (AHERA) Haywood School is required to report to the parents of Haywood School District the status of asbestos in our school. We have letters on file stating that material used to remodel the gym and to construct the new building were asbestos free. Haywood School has been found safe for students, workers, and the general public

Family Educational Privacy Right

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy. The right to:

1. Inspect and review the student’s education record.
2. Exercise and limited control over other people’s access to the student’s education record.
3. Seek to correct the student’s education record; in a hearing if necessary
4. Report violations of the FERPA to the Department of Health, Education, and Welfare.
5. To be informed about FERPA rights

All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches age eighteen or enrolls in a post-secondary school. The student then becomes an “eligible student”.

Parents Right-To-Know

In accordance with the No Child Left Behind Act f 2001

NCLB), Section 1111 (h)(6) Parents’ Right-To-Know, this is a notification from Haywood Public School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your students’ classroom teachers. The information regarding the professional qualifications of your students’ classroom teachers shall include the following:

If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;

The teacher’s baccalaureate degree major, graduate certification, and field of discipline; and whether the student is provided services by paraprofessionals, and if so, their qualifications in addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified

FEVER

Students running a fever of 100.4 or higher must immediately be picked up from school and may not return until they have fever free for 24 hours.

Promotion * Retention Policies

Elementary Students must satisfy the local school requirement and state law for promotion from one grade level to another. The promotion or retention of pupils shall be based upon the total growth of each individual child rather than the mental growth alone. Such factors as social, emotional, physical, and mental growth shall be taken into consideration. The pupil shall be expected to complete the basic subjects of the elementary school before he or she is promoted to the secondary school. Parents should familiarize themselves with future academic requirements, particularly graduation requirements. A committee consisting of the teacher, principal, school counselor, superintendent or superintendent designee will determine promotion based on acceptable attendance, benchmark assessments, state tests, grades, etc.

Third Grade Retention

Haywood School will follow state guidelines on retention of third graders.

School Buses

Students who ride the bus should be careful to wait for the bus when loading and unloading. Be at the bus stop on time. Drivers are not required to wait on late students.

After a student gets on the bus, he/she is under the control of the bus driver. The driver is a school official and has the same authority over the students as the teacher. Any misconduct will be reported to the office and disciplinary action will be taken. Students who are a continuous disciplinary problem on the bus will be banned from riding the bus.

Federal Energy guidelines and State Department rulings will not permit school buses to stop at every student's house. Bus stops will be mapped out after school begins and where several houses are together only one stop will be made.

A list of bus rider rules will be given to each student and they will be expected to abide by these rules.

Lunch and Breakfast

Lunch and breakfast are served each day in the school cafeteria. We suggest to parents that they urge their children to eat the well-balanced meals served in the cafeteria. Good nutrition plays a vital role in a student's academic endeavors. It is important that children start the day with breakfast and then eat a well-balanced lunch.

Teacher Conferences

Parent conferences are welcomed. The periods from 7:30 a.m. to 8:00 a.m. and 3:00 p.m. to 3:30 p.m. are reserved for conferences with teachers. In addition, conferences may be arranged during a teachers planning period.

To arrange a conference with a teacher or the principal call the school at 423-6265.

Storm Drills

From time to time during the tornado season there will be storm drills. The signal for a storm drill is the continuous ringing of the horn. Complete instructions will be given by each teacher concerning the procedure to be followed by each student.

Adverse Weather

There may be times when school will be dismissed because of bad weather. At such times announcements of school dismissal will be broadcast on local radio stations, KTUL Channel 8, and KTEN TV when possible. All school closing information will be on the school website (haywood.k12.ok.us) and our Facebook page (Haywood PTO). Text alerts will also be sent.

Telephone

Students will not be permitted to make telephone calls except for emergency reasons. Except for emergencies telephone messages will be taken by the secretary and given to students.

Withdrawal from School

If withdrawal from school is planned a pupil must return all school district owned equipment, supplies, or books. All money owed the school must be paid. Clearance will be made through the teacher and a report sent to the principal. Report cards will be given when all records have been cleared.

Daycare

Haywood School will offer after school daycare from 3:05 until 6:00 p.m. The cost will be \$1.00 per hour. This will include a free snack.

Dress Code

Shorts may be worn by grades K-8

No sagging shorts or pants

Shorts and Dresses must reach at least mid-thigh when standing

Shorts must be hemmed

No bare midriff tops

No tank tops

No Biker shorts

No Hats or other head covering in the school building

No non-prescription dark glasses in the classroom

No clothing or other articles pertaining to drugs, alcohol, tobacco, suggestive or vulgar language will be allowed

No earrings can be worn in any body parts at school. Exception earrings can be worn in ear lobe.

Hair must be kept clean and well groomed

Students are expected to dress in a manner that is proper to the business setting of school. Any student who wears attire which draws undue attention to the individual or in any way interferes with the education process will be suspended for that day.

The Superintendent's discretion will judge questionable attire.

Visiting Students

Because of liability concerns visiting students are not allowed.

Make up Work

All class work must be made up by those students who have been absent from school. If a student fails to do assigned make-up work, his grade will be lowered accordingly.

Harassment, Intimidation and Bullying, prohibited

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-1002, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

*Harassment, intimidation and bullying” include, but are not limited to a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex sexual orientation, disability, height, weight socioeconomic status, or any other distinguishing characteristic.

**At school means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Haywood School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Sexual Harassment

Sexual harassment by an individual under jurisdiction of Haywood School is prohibited. Persons determined to have engaged in sexual harassment shall be subject to disciplinary action.

The school will have a Title IX Officer, who shall have the authority to handle any case involving sexual harassment referred to him or her without regard to sex of the complainant.

Sexual harassment actions include, but are not limited to the following:

1. Unwelcome sexual flirtation, advances, or propositions
2. Verbal or written abuse of a sexual nature, including suggestive jokes and innuendos
3. Explicit verbal comments about an individual’s body
4. Sexually degrading words used to describe an individual’s body
5. Sexually suggestive adjectives or pictures in the workplace
6. Unreasonable differential treatment based on gender.

If a student believes he or she has suffered sexual harassment they may bring the problem to the attention of the Title IX Officer. The complaint will be made in writing, with details of dates, times, place and witness, to the harassment. After meeting with the complainant, the accused, and witnesses, and gathering all information relevant, the Title IX Officer will determine whether or not in his/her opinion sexual harassment has taken place.

The Title IX Officer shall submit his opinion in writing to the Superintendent within 5 days. The

Superintendent shall render a decision as to what action is to be taken. Within 10 days an appeal of the Superintendent's decision may be made to the Board of Education. The Board may accept, modify, or reject the superintendent's decision

Searches

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks, and other school property in order to supervise the welfare of the students. The 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 the search. Vehicles parked on school property are subject to search. In conducting searches, the District may utilize trained dogs to detect 23 prohibited items.

Fighting

Because of the danger of personal injury, fighting will not be condoned.

Violators may be suspended from school and may not return until the parents are notified of the circumstances and there is a reasonable assurance that the difference of opinion has been resolved.

Threats/Threatening Remarks

All students have the right to attend school without the fear and concern generated by threats or threatening remarks. Threats made against individuals or against the school in general will not be tolerated.

Leaving School

After a student arrives at school he/she shall not leave school except by permission of the superintendent. Such permission shall be given only in case of sickness or upon request of the parent or guardian.

Selling Merchandise at School

Students will not be allowed to sell anything to another student while at school or on the school bus.

Loitering

Loitering on school property will not be permitted by students or outsiders.

Eligibility for Extra-Curricular Activities

A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

B. If a student is not passing all subjects he/she is enrolled in at the end of a week, he will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of his probationary one week-period, he/she will be ineligible to participate during the next one week period. The eligibility periods will begin on Monday and end on Sunday.

C. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under B with the first class of the new one-week period. (Monday - Sunday)

Attendance Policy

All students are expected to attend school regularly and be on time for classes in order to benefit from the

instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving high school.

The terms excused and unexcused are not used. Students will be given two days for each day missed to make up work.

It is the responsibility of the student, not the teacher, to make arrangements for make-up work. After three (3) absences from any class period during a semester, the teacher will fill out a form letter and forward it to the principal, where a copy will be filed and the original mailed to the parents. After the sixth (6) and Ninth (9) absence, the same procedure will be followed. After accumulating ten (10) absences from any one class during a semester, the student will receive a grade of "F" for the course. However, the student will have the opportunity to appear before a committee which will examine each case and determine, based on facts presented, if the student is justified in missing more than the days allowed during the semester.

A student who is failing a class and accumulates 10 days absence during a semester will receive a grade of "F" in that class.

School-sponsored or school sanctioned activities are exempt and will not count toward the total nine (9) absences.

A committee will be established to review students over the limit.

- A. The committee will be composed of three teachers, one Parent and one student.
 - B. The committee will meet the last week of each semester. The time and date of each meeting will be announced ten (10) days prior to the meeting.
 - C. Students desiring to appear before the committee must make a written request to the committee chairman.
 - D. Each student desiring to appear before the committee must be accompanied by a parent or guardian
- Facts to be considered by the Attendance Committee
- 1. Extended illness of the student-with statement from a doctor stating that the student was ill.
 - 2. Extended illness of the student's immediate family (mother, father, siblings, or guardian) with statement of verification.
 - 3. Unavoidable family emergencies (example: death in immediate Family).
 - 4. Doctor appointment with verification
 - 5. Absences as a result of religious practices
 - 6. Pattern of the absences (ex: before and after weekends).
 - 7. Previous history of attendance
 - 8. Student's attitude about making up missed assignments.

Actions Taken by the Committee

- A. Allow absences to stand as they are
- B. Waive a specific number of days
- C. Place student on probation for the next semester

Discipline

Corporal punishment will be used when a child misbehaves to the point that other methods of discipline are ineffective.

If you the parents (guardian) of a student of Haywood School, do not want corporal punishment used as a deterrent for improper behavior, and realize that your child will be suspended instead of corporal punishment, please indicate your desire on the enrollment.

Suspension

A student may be suspended in extreme cases of misconduct, non-conformity to school regulations, destruction of public property or actions endangering the welfare of others

The superintendent shall decide the length of time a student is suspended, according to each individual problem. In any case, it will be required that one or both parents bring the student to the superintendent's office for a conference before the student is reinstated.

Continuation of those acts which led to the suspension may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester.

On all suspensions of students of ten days or more there will be a formal hearing held on each student's suspension. A parent must be in attendance at the hearing.

The parent shall have the right to appeal the decision of the superintendent to the Board of Education, which shall, upon full investigation determine the guilt or innocence of the pupil and this decision of the superintendent to the Board of Education, which shall, upon full investigation determine the guilt or innocence of the pupil and this decision will be final.

Suspended students are excluded from all school activities during school, after school and during the Appeal Process.

Teachers will provide written work assignments to suspended students of 5 days or more. A parent or guardian can pick up assignments at the school, by appointment, between 8:00 a.m. and 3:15 p.m.

A student who is suspended from school will have those days charged against the total of 9 permitted in the policy. If, however, the student is suspended for any number of days, which causes him/her to reach 10 days, he/she may receive approval for an extension and be permitted to attend classes on a day to day basis. If the student misses any additional periods, he/she will receive a grade of "F" for that course, unless absences are waived by the Attendance Committee.

On suspensions of 10 days or less the student will bring completed work assignments on return to school. Suspensions of more than 10 days the parent or guardian will bring completed work assignments to the school on a weekly basis.

An education plan will not be provided for those students suspended for possession of a dangerous weapon.

Report Cards

Report Cards will be issued on Thursday following the end of each 9 week period.

The school is not pleased with failing work on the part of any student, and school officials will gladly cooperate with the student and the parent to determine the cause of failing work and to encourage passing work.

Report of student progress will be sent home after 4 weeks of each grade period.

"Minute of Silence"

Senate Bill 815 referred to as the "Minute of Silence" law, became effective August 22, 2002.

The bill requires local boards of education to ensure that all schools observe approximately one

minute of silence each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silence activity. Haywood School will observe this each day at the beginning of the first-class period.

Distracting Items

Students are instructed to bring to school only those articles which the need for use in the class work. Student are not to bring articles to school that may be harmful to them or others, or that might distract them or others from their schoolwork. No radios, electronic games, cell phones or beepers permitted at school.

Care of School Property

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