

## **DISTRICT AND TRIBAL COMMUNITY RELATIONS**

It is the intent of the District that all Indian children of school age have access to all programs, services and activities offered within the school district. To achieve that intent, it is the expectation of the District that the administration will encourage, accept, and give due consideration to the comments and recommendation of tribal officials and of parents and guardians of children from tribal backgrounds regarding:

- (1) District and tribal communication and collaboration;
- (2) Issues and needs of children from tribal backgrounds; and
- (3) How the District may help children from tribal backgrounds better realize the benefits of the District's education programs and activities.

### **Federal Impact Aid**

In connection with any application for federal Impact Aid payments, and to the extent required under federal law, the District will consult with and involve local tribal officials and parents of American Indian children, at an annual meeting to be held in March or April or at a date mutually agreed upon, in the planning and development of:

1. The "Indian Policies and Procedures" (IPPs) that are federally mandated in connection with such applications for federal Impact Aid; and
2. The District's general educational program and activities.

At the District's discretion and with prior notification, this annual meeting may also be used to fulfill the parent activities required under the Johnson O'Malley program, the Indian Education formula grant program (discussed below), or the tribal consultation required under 20 U.S.C. § 7918 (also discussed below), so long as the meeting meets all requirements for each program.

The Assistant Superintendent/JOM/Title IV Director shall have primary responsibility for monitoring the implementation of the District's IPPs. The Superintendent or designee shall also be responsible for ensuring that the District annually evaluates whether the IPPs are consistent with applicable federal regulations. If the District determines, after input from the tribe(s) and parents of children from tribal backgrounds, that its IPPs do not meet the requirements of the federal regulations, the District shall take prompt action to amend the IPPs to conform to those requirements.

### **Federal Formula Grants**

Applications for federal formula grants for Indian education programs require the District to use a process under which the District meaningfully collaborates with tribes located in the community in a timely, active, and ongoing manner in the development of a comprehensive program and in the actions taken as a result of such collaboration. If the District applies for such a grant, the efforts at consultation and collaboration shall include:

1. Developing the program for which federal assistance is sought in open consultation with stakeholders, including parents of Indian children, teachers, representatives of Indian tribes on specified Indian lands, appropriate tribal organizations, and, if applicable, Indian students attending high school;
2. Developing the applicable program with the participation and approval of a formal stakeholder committee whose composition, procedures, and authority reflect the requirements of applicable federal law; and
3. Conducting outreach activities to parents and family members of the children served by the District's program.

The Assistant Superintendent/JOM/Title IV Director shall have primary oversight regarding the development, application, and implementation of any program carried out under such a federal formula grant, including ensuring that the required community involvement activities take place.

### **Tribal Consultation**

If the District qualifies as an "affected local education agency" in a particular year (as defined under 20 U.S.C. § 7918), federal law may separately and additionally require the District to consult with applicable tribes prior to the District's submission of a plan or application under a variety of covered federal formula grant programs including:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies);
- Title I, Part C (Education of Migratory Children);
- Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk) ;
- Title II, Part A (Supporting Effective Instruction);
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act);
- Title IV, Part A (Student Support and Academic Enrichment Grants);
- Title IV, Part B (21st Century Community Learning Centers);
- Title V, Part B, Subpart 2 (Rural and Low-Income School Program); and
- Title VI, Part A, Subpart 1 (Indian Education Formula Grants to Local Educational Agencies).

To the extent required, such consultation shall be structured to provide a timely opportunity for appropriate tribal officials to meaningfully and substantively contribute to the plans or applications under the covered federal programs, particularly as to issues affecting Indian students.

### **Recordkeeping**

The Assistant Superintendent/JOM/Title IV Director shall ensure that the District maintains appropriate documentation of its consultative, collaborative, and related activities under this policy and, to the extent applicable, under the District's IPPs.

**References:** 20 U.S.C. § 7703; 20 U.S.C. § 7704; 20 U.S.C. § 7421; 20 U.S.C. § 7424; 20 U.S.C. § 7918; 34 C.F.R. § 222.91; 34 C.F.R. § 222.94; 34 C.F.R. § 222.102

**LENGTH OF THE SCHOOL YEAR**

**Minimum Length of School Year:** School shall actually be in session and classroom instruction offered for not less than 1080 hours with a minimum of 165 days of instruction each school year. Only where conditions beyond the control of school authorities make the maintenance of the term impossible, and the State Board of Education has been apprised and has expressed concurrence in writing, may school be maintained for less than a full year.

**Notification of School-Hours Policy:** Prior to October 15th of the applicable school year, the superintendent or their designee, shall notify the State Board of Education, in writing, that the district has adopted a school-hours policy and provide the State Board of Education with a copy of the school calendar as approved by the district's board of education.

**Professional Development:** No more than five days or 30 hours of classroom instruction time per school year may be used for professional development meetings.

**Parent-Teacher Conferences:** If parent-teacher conferences are held during a regular school day, as authorized by the district, parent-teacher conferences shall be counted as classroom instruction time for no more than 6 hours per semester, for a total of 12 hours per school year.

Reference: OKLA. STAT. tit. 70, § 1-109  
OAC 210:10-1-4

### **PART-TIME ENROLLMENT**

The board seeks to provide the best educational opportunities possible for every student in the district. In order to do so, the district must carefully balance individual student needs with the overall needs of the district – including the district’s financial needs.

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

The regulations of the Oklahoma State Department of Education provide that students who are enrolled on less than a full-time basis, as defined by the Oklahoma State Department of Education, may not be counted for state aid purposes. Accordingly, allowing students to enroll on a part-time basis would require the district to provide an education for those students without receiving any additional state aid to pay for the cost of educating such part-time students.

In addition, the board believes that allowing students to enroll on a part-time basis would cause administrative disruption and make the administration and the efficient operation of the schools in the district more difficult.

Because of these reasons, the board requires that all students enrolling in the district must do so on a full-time basis. Full-time basis shall be defined as attending classes each day of the school week for the full instructional day within the public-school system or in conjunction with another state-accredited institution such as a career technology school district or a college or university for concurrent enrollment. The only exceptions to this policy shall be for students receiving remediation after being denied a standard diploma by this district, fifth-year seniors, and students with disabilities whose IEPs or accommodation plans require variations on student schedules. Regardless of the exceptions to this policy outlined above, only those students who are enrolled on a full-time basis, as defined herein, may participate in district -sponsored extracurricular activities.

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

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

### **ATTENDANCE/ACTIVITIES**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this policy.

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification for play-offs for athletes and cheerleaders.)
2. Shows and contests that are not defined as state contests.
3. Annual staff workshops.
4. Conferences such as FFA, Student Council, etc.
5. District contests for concert band and marching band.
6. FFA leadership.
7. Field trips sponsored by clubs or organizations that are not classified as academic field trips.
8. Band trips, chorus trips, speech and drama trips.
9. State career technology conventions for which no earned right to attend is required (FFA state conventions).
10. School related community activities.

The following activities will not be counted against the permissible ten (10) day absence regulation:

1. Academic classroom field trips;

2. OSSAA sponsored state play-offs that require earned qualification to participate (athletes and cheerleaders);
3. Assemblies that are school sponsored and required;
4. School pictures;
5. Class meetings;
6. Participation in school approved testing programs;
7. State band, chorus, and speech contests;
8. Scholastic contests;
9. FFA state shows and state fairs. To be eligible, however, students must have placed in one of the top seven (7) places at the county show/fair;
10. Legislative page; and
11. There is no activities absence if a student is enrolled in an activity class and is away from school during the time the class is scheduled.

## **CHRONIC ABSENTEEISM**

### Purpose

The purpose of this policy is to establish procedures for the tracking and reporting of chronic absenteeism among students enrolled with the District pursuant to the requirements of the Every Student Succeeds Act (the “ESSA”).

### Rules for Determining Chronic Absenteeism

The following rules shall apply to determinations by District employees regarding whether a student is considered chronically absent for purposes of this policy:

- A. A student will be considered chronically absent if he or she meets both of the following criteria:
  - 1. The student was absent from school on at least ten percent (10%) of the days during the current school year on which school was in session at his or her school site and the student was included in the District’s average daily membership, and;
  - 2. The student enrolled with the District within the first twenty (20) instructional days of the current school year and has not experienced an enrollment gap of ten (10) or more instructional days during the course of the school year.
- B. Except as provided in this policy, all student absences, whether such absence is excused or unexcused pursuant to law and/or District policy, shall count towards a student’s total absences during the year for purposes of determining whether the student is chronically absent.
- C. A student on an Individualized Education Program (“IEP”) or Section 504 plan shall not be deemed absent for purposes of determining whether the student is chronically absent on days when the student is receiving services outlined in the student’s IEP or Section 504 plan in an offsite location.
- D. A student is not deemed to be absent for purposes of determining whether the student is chronically absent on days when that student is receiving homebound educational services from the District.

### Procedures for Tracking and Reporting Chronic Absenteeism

The following policies and procedures apply to the tracking and reporting of chronic absenteeism within the District:

- A. The attendance secretary at each school site in the District is responsible for reviewing relevant student attendance records on a monthly basis in order to identify those students who meet the criteria to be deemed chronically absent. The attendance secretary shall prepare and submit to the site principal on a monthly basis documentation reflecting the names of students who are chronically absent and the dates on which those students were absent.
- B. The site principal of each school site is responsible for ensuring that data regarding the number of students enrolled at that school site who are deemed chronically absent in a given school year is made available to the District employee(s) responsible for preparing and submitting Annual Statistical Reports to the Oklahoma State Board of Education within seven (7) days of the last instructional day of that school year.

### Medical Exemptions

The following procedures apply to determinations regarding medical exemptions under the District's chronic absenteeism policy:

- A. Student absences which are due to a significant medical condition of the student, as hereinafter defined, shall not be included in the student's number of absences for purposes of determining whether the student is chronically absent.
- B. A "significant medical condition" is defined as a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.
- C. Determinations regarding the eligibility of student absences for exemption from inclusion in school sites' chronic absenteeism calculations shall be made by a medical exemption review committee. The members of the medical exemption review committee shall be appointed by the Superintendent or his or her designee.
- D. No later than June 1 of each school year, the medical exemption review committee shall request from the parent/guardian of all students who otherwise meet the criteria for being designated chronically absent (1) appropriate medical documentation regarding any medical condition which affected the student's attendance during the school year, and (2) documentation reflecting which, if any, of the student's absences were due to the student's medical condition, prior to making a determination regarding the student's qualification for a medical exemption from the chronic absenteeism indicator. In the event that a student's parent or guardian refuses or fails to provide such documentation, none of the student's absences shall be excluded from the calculation of whether that student is chronically absent.
- E. No later than June 15 of each school year, the medical exemption review committee shall make a decision by majority vote regarding which absences, if any, by each student whose parent/guardian submitted documentation to the committee were due to a significant medical condition affecting the student.



- F. The medical exemption review committee shall then provide the site principal at each school site within the District with documentation reflecting which students enrolled at that site were deemed eligible for a medical exemption and which specific absences by those students were deemed to be exempt absences.
- G. When school attendance data is reported to the Oklahoma State Board of Education in an Annual Statistical Report, such data shall include information regarding the number of student absences which were not included in the calculation of the school site's number of chronically absent students because the absence was due to a significant medical condition.
- H. The District shall retain all documentation reviewed by the medical exemption review committee for a period of five (5) years. The District will make such documentation available upon request to regional accreditation officers for auditing purposes, but shall otherwise refrain from disclosing the records or information contained therein to any party except as may be required by applicable law.

#### Effect of Declared Emergencies

In the event of an emergency declared by a federal or state government entity that impacts the operations of the District or an action taken by the Oklahoma State Board of Education declaring such an emergency, the following rules shall apply:

- A. Student absences related to a state of emergency shall not be included in the calculation of a school site's chronic absenteeism indicator.
- B. In the event that the Oklahoma State Board of Education and/or Oklahoma State Department of Education takes action that has the effect of modifying applicable rules or regulations regarding chronic absenteeism, to the extent such rules or regulations are inconsistent with the provisions of this policy, those rules shall take precedence over the provisions of this policy.

Reference: OAC § 210-10-13-25.

**INTERNAL ACTIVITY REVIEW COMMITTEE**

The board of education has established an Internal Activity Review Committee composed of:

- Superintendent of schools
- Building level principal
- Sponsor of event involved
- Counselor
- Three (3) additional staff members

The committee shall be responsible for reviewing and recommending any deviations from the activity policy to the board of education

In order for a student to request an exception to the ten (10) day limit through the Internal Activity Review Committee, the student must meet the following criteria:

1. Grade point average of eighty (80) with no failing grades at last nine-week reporting period.
2. Must have been in attendance in each class ninety percent (90%) of the school year at the time of request. All absences for any reason other than absences listed in exceptions will be counted.
3. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
4. Request in writing for a hearing should be made by the parent or guardian in advance of absence.
5. Request for exception to the ten (10) day limit will be limited to two (2) days per student per year.

Appeal of decision of Internal Activity Review Committee following initial hearing:

1. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a listing of the names of the students, dates and classes missed which exceed policy statement.

2. The district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
3. The monitoring team shall submit a written report to the superintendent and board of education within ten (10) school days of the on-site visit.

Reference: OAC 210:35-17-2

## **ACADEMIC CREDIT**

The district will provide students/families with regular notice of the academic standards required to graduate from the district. This information will be distributed annually to middle and high school students at school enrollment, in school handbooks and through the District's website and will include details regarding:

- Number and types of credits needed to graduate
- Minimum enrollment requirements
- Standardized assessment
- Proficiency based promotion
- Concurrent enrollment options

Students/families are expected to work with the assigned counselor to ensure that their student meets all the necessary requirements for successful completion of the district's program.

### AIM Programs

High school sophomores aged sixteen (16) or older, juniors and seniors may also obtain up to 1.5 units of elective credit by participating in an internship, apprenticeship, or mentorship experience (an AIM Program); however, if the State Board of Education develops rules to determine if apprenticeships, internships, and mentorships established pursuant to the AIM Act are eligible for academic credit toward meeting the graduation requirements set forth in OKLA. STAT. tit. 70, § 11-103.6, the district will allow participating students to earn credit toward those graduation requirements. The following requirements must be met in order to participate:

- The student must make advance arrangements with the High School Principal. These arrangements must address, at a minimum, issues such as AIM Program learning objectives and evaluation, scheduling, and other issues which the High School Principal deems appropriate to the situation.
- The student's parent/guardian must consent, in writing, to AIM Program participation.
- The student or his/her parent/guardian must assume responsibility for all transportation to and from the AIM Program site.
- The student's participation in the AIM Program must not create scheduling conflicts, excessive absences, or otherwise impede the student's overall academic progress.

AIM Program sites are required to agree in advance to adhere to reasonably accepted safety standards, conform to the district's non-discrimination commitment, supervise the student in a meaningful experience, and regularly evaluate the student's performance.

A fully completed AIM Program written plan must be on file in the High School Principal's office prior to the student's first day of participation in the AIM Program.

The Board of Education may, but is not required to, obtain liability insurance coverage to protect a student who participates in an apprenticeship, internship, or mentorship program under this policy. If obtained by the district, coverage shall be obtained from a reliable insurer authorized to do business in Oklahoma and shall not exceed the amount that is deemed reasonably necessary in the opinion of the Board. The Board may not directly or indirectly charge a student or the student's parent or legal guardian for the cost of providing this insurance coverage. The failure of the Board to obtain this insurance coverage, or to obtain a specific amount of coverage, may not be construed as placing any legal liability on the Board.

Reference: OKLA. STAT. tit. 70, § 1210.528-1 (2021)

### **CONCURRENT ENROLLMENT**

An 11th or 12th grade student may, if he or she meets the requirements of the law and this policy, be admitted provisionally to a college as a student. To be admitted seniors and juniors must have a composite score on the ACT or un-weighted high school GPA that meets the requirements of the college or university in which the student seeks to concurrently enroll.

The district will provide academic credit for concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education and are aligned to Oklahoma academic standards. All courses must be approved by the principal or designee prior to the student's enrollment in the concurrent course. Concurrent core classes (math, science, history/social science, English) or those pre-approved by the administration will be awarded HONORS WEIGHT 5 points for an "A", 4 points for a "B", 3 points for a "C" and 2 point for a "D". No credit will be awarded if the student does not receive a passing grade in the class and failure in these classes could jeopardize on-time graduation. To qualify for high school credit, a student must present an official college transcript to the district counselor within ten (10) days of completion of the coursework.

Information on higher education courses which may be taken for dual credit is available at OKCollegeStart.org and through the high school counseling office.

Applications for colleges as well as concurrent enrollment forms are located in the high school counseling office.

#### Important Information regarding Concurrent Enrollment

- If a student is attending concurrent classes during school hours, then he/she must enroll in class(es) that do not interfere with attendance to classes at the high school. **Passes for early departure and late arrival will not be given.**
- Students cannot be tardy to high school classes due to college classes.
- All college course credit will be placed on official transcripts at the conclusion of each semester.
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- **Athletes must abide by relevant OSSAA rules regarding enrollment/eligibility.**
- **Any schedule adjustment/withdrawal requires the relevant high school counselor's signature.**

- **Parent and student are encouraged to attend an informational session regarding concurrent enrollment procedures at the beginning of each semester.**

Costs are involved with concurrent enrollment and are the sole responsibility of the student. Course fees and books are the sole responsibility of the student. Online course fees can be higher than traditional course fees.

Concurrent enrollment students must re-apply each semester.

## **HILLDALE SCHOOL DISTRICT**

### **CONCURRENT ENROLLMENT AGREEMENT**

In addition to policies and procedures set by the receiving institution, all District students must agree to the following to be approved by the District to enroll in concurrent enrollment classes:

1. Once a student has officially concurrently enrolled at the college level, the student must submit a copy of his/her course schedule to the District's high school counseling office. This will serve as official documentation that the student is attending concurrent courses and will be used to track graduation credits.
2. In order to meet OSSAA eligibility rules and regulations, students will be required to supply weekly grade checks to the High School. Grade checks are due to the counseling office each Thursday by 3:00 p.m. Grade checks must be signed by the relevant college instructor. If grade checks are not supplied, the student will be placed on probation. If grade checks continue to not be supplied, the student will be deemed ineligible for the week. A student will remain ineligible until appropriate grade checks are supplied.
3. Because of the state's requirement of six hours of daily rigorous instruction, students are strongly advised not to withdraw from a concurrent enrollment class. In order for a student to withdraw from a concurrent enrollment class, a withdrawal form must be signed by the student and relevant High School counselor. The High School counselor will notify the parent/custodian of the student's request to withdraw from a concurrent enrollment course. The student will then be enrolled in an alternate online high school course, which must be completed by the end of the semester, to maintain six hours of daily rigorous instruction.
4. If a student withdraws from a concurrent enrollment college course, future permission to enroll in college level courses may not be granted if "good cause" does not exist for the withdrawal. The determination of "good cause" for withdrawal will be the final decision of the Superintendent of Schools.
5. College representatives are not allowed to release information to the District without the parent/student's permission. Therefore, it is the parent/student's sole responsibility to inform the High School counselor or principal if their enrollment status changes. If changes are not communicated, successful completion of graduation requirements cannot be monitored by the District.



We, \_\_\_\_\_ (print student name) and \_\_\_\_\_  
(print parent name), have read and understand the expectations and requirements for the student to be concurrently enrolled. We further understand concurrent enrollment is a privilege that can be approved or disapproved based on the student's participation and follow-through with these expectations. If the student does not abide by these requirements, we understand the student may not be approved for future concurrent enrollment requests through the District.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROFICIENCY-BASED PROMOTION**

1. 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.
  - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: Portfolio, state assessment, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
  - B. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 OKLA. STAT. § 11-103.6:
    - Social Studies
    - Language Arts
    - The Arts
    - Languages
    - Mathematics
    - Science
  - C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  - D. The opportunity for proficiency assessment will be provided at least twice each school year.
  - E. Qualifying students are those who are legally enrolled in the district.
  - F. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
  - G. Students will be allowed to take proficiency assessments in multiple subject areas.
  - H. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  - I. Exceptions to standard assessment may be approved by the district for students with disabilities.
2. 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.

- A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
  - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
  - C. Failure to demonstrate proficiency will not be noted on the transcript.
  - D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
  - E. 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.
  - F. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.
3. Proficiency assessment will measure mastery of the subject matter standards adopted by the State Board of Education.
4. Options for accommodating students' needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
- A. Individualized instruction;
  - B. Correspondence courses;
  - C. Independent study;
  - D. Concurrent enrollment;
  - E. Cross-grade grouping;
  - F. Cluster grouping;
  - G. Grade/course advancement; and
  - H. Individualized education programs.
5. The district will disseminate materials explaining the opportunities for proficiency-based promotion to students and parents in the district each year. The subject matter standards adopted by the State Board of Education, and type of assessment or evaluation for each core curriculum area will be made available upon request.

Reference: OAC 210: 35-27-2

**STUDENT PROMOTION AND RETENTION AND  
STUDENT PASS/FAIL OF A COURSE**

Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same

weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

#### Retention Based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument for the acquisition of reading skills approved by the State Board of Education shall not be subject to retention. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade-level targets on a screening instrument for the acquisition of reading skills approved by the State Board of Education, the school district shall immediately begin a student reading portfolio and shall provide notice to the parent of the student's reading deficiency as described in the school district's Reading Sufficiency Act Testing and Procedures Policy.

If a student has not yet demonstrated proficiency in reading at the third-grade level prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments for the acquisition of reading skills approved by the State Board of Education, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third-grade statewide assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,

2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level, and
4. a certified reading specialist, if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion," the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria approved by the State Board of Education, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet grade-level targets on the reading portion of the statewide third-grade assessment, who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," shall be retained in the third grade and provided intensive instructional services and supports.

The school district shall annually report the number of probationary promotions to the State Department of Education

For students who do not meet the academic requirements for promotion, and who are not otherwise promoted pursuant to this policy, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. English language learners who have had less than two (2) years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide assessment and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first, second, or third grade; and
7. Students who have experienced medical emergencies during the district's testing window and have been approved for this exemption through the Oklahoma State Department of Education.

A student who is otherwise promoted pursuant to this policy, or by meeting one of the good cause exemptions, shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for that student until the student meets grade-level targets in reading. The school district shall assist schools and teachers to implement research-based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from retention based on a good-cause exemption (1-7 above) require that a teacher submit documentation consisting only of the alternative assessment results or student portfolio work and the IEP, as applicable, to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. The principal will review and discuss the documentation with the teacher and, if applicable, the other members of the Student Reading Proficiency Team. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The school district will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

#### Mid-Year Promotion of Retained Third Graders

The school district implements the following policy for mid-year promotion of a retained student due to a reading deficiency. Retained students may only be promoted mid-year prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate by reasonable expectation that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. has progressed sufficiently to master appropriate fourth grade reading skills; and
3. has met any additional requirements, such as satisfactory achievement in other curriculum areas, as determined by the policies of the district.

Standards that provide a reasonable expectation that a student has met the above requirements include demonstration of a level of proficiency required to meet grade-level criteria as established by the Office of Educational Quality and Accountability (OEQA) on

the third-grade assessment and mastery of reading skills, consistent with the month of promotion to fourth grade, as presented in the scope and sequence of the district's core reading program. Evidence of demonstrated mastery shall be shown by the following:

1. Successful completion of portfolio elements that meet state criteria, as outlined in O.A.C. 210: 15-27-3(d); or
2. Satisfactory performance on a subsequent alternative standardized assessment, pursuant to O.A.C. 210: 15-27-3(e).

To promote a student mid-year using a student portfolio there must be evidence of the student demonstrating a level of proficiency required to meet criteria on the Oklahoma state standards as assessed by the reading comprehension and vocabulary portions of the third-grade assessment, and mastery of the Oklahoma Academic Standards as assessed by the reading foundations/processes and vocabulary portions of the fourth-grade assessment, as specified in O.A.C. 210: 15-27-3(b). In addition, the portfolio must also meet the requirements listed in O.A.C. 210: 15-27-3(d).

To promote a student mid-year using an alternative standardized assessment there must be evidence that the student scored at or above grade level on the reading portion of an alternative standardized reading assessment listed in O.A.C. 210: 15-27-2(b)(3)(A), as demonstrated by standard scores or percentiles consistent with the month of promotion to the fourth grade.

Alternative assessments administered for the purpose of determining a student's eligibility for mid-year promotion must also comply with any additional requirements such as those mandated by O.A.C. 210: 15-27-2(b)(3) and the district's policy for mid-year promotion, provided that alternative assessments administered for this purpose may be administered until November 1 of the school year.

A mid-year promotion shall only occur upon agreement of the parent or legal guardian of the student and the school principal. Such decision should be made in consultation with the student's third and fourth grade teachers.

The Individualized Program of Reading Instruction for any retained third grade student who has been promoted mid-year to fourth grade shall be re-evaluated and modified as appropriate to support success in fourth grade, and shall be implemented for the entire academic year.

### Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

#### *First Level of Appeal*

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of



written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

#### *Second Level of Appeal*

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

#### *Final Level of Appeal*

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record. Prior to retaining a student at the parent's request, the student's parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations.

Reference: OKLA. STAT. tit. 70, §1210.508C, O.A.C. 210:15-27-3

## **READING SUFFICIENCY ACT TESTING AND PROCEDURES**

Every student enrolled in kindergarten shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, letter recognition, and oral language skills as identified in the subject matter standards adopted by the State Board of Education. Every first, second, and third grade student shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, for the grade level in which enrolled. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

### Progress of Reading Instruction and Proficiency Team

The program of reading instruction shall align with the State subject matter standards, shall be based on a three-tiered Response to Intervention (“RTI”) model, and shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the school district. The plan may include, but is not limited to:

1. Sufficient additional in-school instructional time sufficient for the acquisition of phonemic awareness, phonics, reading fluency, vocabulary, and comprehension,
2. If necessary, tutorial instruction after regular school hours, on Saturdays, and during the summer, and
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills as identified in the student’s program of reading instruction.

A student enrolled in first or second grades who has been assessed and found not to be meeting grade-level targets in reading shall be entitled to supplemental instructional services and supports in reading until the student is determined by the results of a screening instrument to be meeting grade-level targets in reading. The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,

3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The reading progress of kindergarten students at risk for reading difficulties at the beginning of the school year shall be monitored throughout the school year and measured mid-year and at year-end. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

A Probationary Promotion Reading Proficiency Team may evaluate a student for probationary promotion if the student is enrolled in third grade, is not eligible for automatic promotion, and does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third-grade statewide criterion-referenced test. The Probationary Promotion Reading Proficiency Team shall be composed of:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The principal and superintendent must approve the probationary promotion. For a student who is approved for probationary promotion, the Probationary Promotion Reading Proficiency Team shall continue to review the student's reading performance and repeat the evaluation and recommendation process each academic year until the student demonstrates he or she is meeting grade-level targets on an approved screening instrument such that the student is on track to be college and career ready.

Throughout the school year, progress monitoring shall continue; and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success. The program of reading instruction shall continue until the student is determined to be meeting grade-level targets by the results of approved reading assessments. If a reading instruction program is being provided for a student on an Individualized Education Program (IEP), a special education teacher must be consulted and the plan may be a separate document from the IEP, or an IEP team meeting may be convened and the plan could then be included in the student's IEP.

### Grade Promotion After Participation in Summer Academy Programs

If, by the end of the second quarter of the school year, a teacher determines that a third- grade student is not reading at grade level, the parent or guardian shall be notified of the student's current reading level, the proposed program of reading instruction for the student, and the potential need for the student to participate in a summer academy (if offered by the district that school year) or other program designed to assist the student in attaining grade- level reading skills.

A teacher who determines that a third-grade student is unable to meet the reading competencies required for completion of third grade may, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in and successful completion of the required reading competencies at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

### Program of Reading Instruction and Retention

For any third-grade student not reading at grade level, as determined by the screening instruments for the acquisition of reading skills approved by the State Board of Education, a new program of reading instruction shall be developed and implemented. The new program of reading instruction shall include provisions of the READ Initiative adopted by the school district and may include specialized tutoring.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for the standards for reading foundations/processes and vocabulary portions of the statewide third-grade assessment administered pursuant to 70 O.S. Section 1210.508 and shall not use the scores from the other language arts portions of the assessment. The performance levels established by the Commission for Educational Quality and Accountability pursuant to Section 1210.508 shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third-grade assessment.

Each program of reading instruction shall be based upon a three-tiered Response to Intervention ("RtI") model and shall include:

1. For students identified for Tier I intervention, a minimum of ninety (90) minutes of uninterrupted daily scientific-research-based reading instruction;
2. For students identified for Tier II intervention, at least an amount of uninterrupted scientific-research-based reading instructional time that is:
  - A. Based on specific student needs;
  - B. Reflects the needed intensity and/or frequency as identified on a screening tool, diagnostic assessment and/or progress monitoring instrument; and

- C. Is determined by the classroom teacher reading specialist (if available) and building principal.
3. For students identified for Tier III intervention, at least forty-five (45) to sixty (60) minutes of additional uninterrupted daily scientific-research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets, and has been provided a reading assessment plan, shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the current services being provided to the student pursuant to a conjoint measure model such that a reader and a text are placed on the same scale;
3. A description of the proposed supplemental instructional services designed to remediate the reading deficiency that will be provided to the student;
4. That the student will **not** be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted pursuant to the school district's Student Retention and Promotion Policy or is exempt for good cause;
5. Strategies for parents to use in helping their child succeed in reading proficiency;
6. The grade-level performance scores of the student;
7. That, while the results of statewide assessments are the initial determinant, they are not the sole determiner of promotion and that portfolio reviews and assessments are also available in considering promotion or retention; and
8. The specific criteria and policies of the school district for mid-year promotion.

Only the scores from the reading comprehension portions of the third-grade criterion-referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act. For students who do not meet the academic requirements for promotion, the school district may promote the student only as provided for in the school district's Student Retention and Promotion Policy. For details on the good-cause exceptions and other requests to exempt students from the academic requirements for promotion, see the school district's Student Promotion and Retention Policy.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide third-grade assessment and who are not subject to a good cause exemption, and who do not qualify for

promotion or “probationary promotion”, shall be retained in the third grade and provided intensive instructional services and supports.

#### Instruction and Interventions for Retained Students

The school district shall conduct a review of the reading instruction program for all students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment administered to the student. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student.

Students retained due to a reading deficiency will be provided intensive interventions in reading as well as intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:

1. small group instruction,
2. reduced teacher-student ratios,
3. more frequent progress monitoring,
4. tutoring or mentoring,
5. transition classes containing third and fourth grade students,
6. extended school day, week, or year, and
7. summer reading academies, if available.

Additionally, students who are retained will be provided a high-performing teacher who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals. In addition to the required reading enhancement and acceleration strategies, students who are retained will be provided at least one of the following instructional options:

1. supplemental tutoring in scientific research-based reading programs in addition to the regular reading block, including tutoring before or after school,
2. a parent-guided “Read at Home” assistance plan developed by the State Department of Education,
3. a mentor or tutor with specialized reading training.

The school district may, in accordance with rules of the State Board of Education, use screening assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the school district’s Promotion and Retention Policy for details on mid-year promotion.

Copies of the results of all assessments administered shall be made a part of the student's permanent record.

### Reading Enhancement and Acceleration Development (READ) Initiative

The school district establishes the following READ Initiative. The focus of the school district's READ Initiative is to prevent the retention of third grade students by offering intensive accelerated reading instruction to third grade students who have failed to meet the reading standards for promotion to fourth grade, and to kindergarten through third grade students who are exhibiting a reading deficiency.

The school district's READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered to the student. The school district's READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a reading curriculum that at a minimum, meets the following specifications:

1. assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level,
2. provides skill development in phonemic awareness, phonics, reading fluency, vocabulary, and comprehension,
3. provides scientific-research-based and reliable assessment,
4. provides initial and ongoing analysis of the reading progress of each student,
5. is implemented during regular school hours,
6. establishes at each school an Intensive Acceleration Class for retained third-grade students who subsequently do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year,
7. provide reports to the State Department of Education, upon request, on the specific intensive reading interventions and support implemented, and
8. provide to a student who has been retained in the third grade and has received intensive instructional services but is still not ready for grade promotion, the option of being placed in a transitional instructional setting. A transitional instructional setting shall specifically be designed to produce learning gains sufficient to meet fourth grade performance standards while remediating the student's areas of reading deficiency.

### The Intensive Acceleration Class shall:

1. be provided to any student in the third grade who does not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide assessments and

who was retained in the third grade the prior year because of not meeting the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessments,

2. have a reduced student-teacher ratio,
3. provide an uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth- grade state standards in other core subject areas,
4. use a reading program that is scientific-research-based and has proven results in accelerating student reading achievement within the same school year,
5. provide intensive language and vocabulary instruction using a scientific-research-based program, including use of a speech-language therapist,
6. include weekly progress monitoring measures to ensure progress is being made.

#### Board of Education Reporting Requirements

The board of education will annually publish on the school district's website, and report in writing in the format prescribed by the State Department of Education, to the State Board of Education by September 1 of each year the following information on the prior school year:

1. the progression of the school district's students identified as having reading deficiencies and the policies and procedures of the school district on student retention and promotion,
2. the number and percentage of all students in grade three that did not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide assessment,
3. by grade, the number and percentage of all students retained in grades three through ten,
4. information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and
5. any revisions to the policies of the school district on student retention and promotion from the prior year.

#### Professional Development

Beginning with the 2022-2023 school year, if the district receives more than \$2,500 in funds allocated to provide remediation and intervention in reading for enrolled students in grades prekindergarten through grade five, the district shall spend no less than 10% of the allocated funds on professional development for teachers of these grade levels. This professional development shall include training in the science of how students learn to read



as well as instructional materials required for implementation. In accordance with this policy and Oklahoma law, the district shall utilize professional development programs that are evidence-based and directly address the cognitive science of how students learn to read for which the district is permitted to use received funds. The district shall select these programs from the OSDE's published list of programs, which will be available from the OSDE no later than June 30, 2022.

Reference: OKLA. STAT. tit. 70, § 1210-508C, OKLA. STAT. tit. 70, § 1210-508E; OKLA. STAT. tit. 70, § 1210-508D

**TESTING PROGRAM**

It is the policy of the board of education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of assessments administered pursuant to the Oklahoma School Testing Program Act. Additionally, the district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

### **REPORT CARDS**

The board of education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians within ten (10) days following the end of each nine-week period. The parent or guardian shall be requested to acknowledge receipt by signature and return the card.

1. The semester grade is recorded on each student's permanent school record.
2. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
3. The letter grades established by district policy will appear on report cards and in the student's permanent record.

In addition to the above reports, progress reports will be mailed to parents or guardians of students on the online parent portal daily for students who are failing or at near failure at the mid-point of each grading period. Reports may also be mailed (at teacher's discretion) reflecting satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.

**MEDIA CENTER -  
SELECTION OF LIBRARY BOOKS**

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading matter shall be chosen for values and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, local and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
- \*5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

\*In accordance with number 3 above, the board has adopted the following policy for dealing with censorship of books and other materials:

- The final decision for controversial reading matter shall rest with the board of education after careful examination and discussion of the book or reading matter with school educators.
- No parent or group of parents has the right to determine the reading matter for students other than their own children.

- The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent.
6. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms available from the superintendent. The statement must be signed and identified so that a reply may be given.
  7. A committee of two teachers and one librarian, appointed by the superintendent, shall review the material and judge whether it conforms to the above stated principles, and submit its report in writing to the superintendent.
  8. If the matter cannot be resolved at this level, then the written criticism along with the superintendent's evaluation will be forwarded to the district's Curriculum Department for disposition. The concerned parties will be notified of the final disposition in writing.
  9. No library in the district shall have available to minor students any pornographic materials or sexualized content. Pornographic materials and sexualized content are defined as follows:

Pornographic means:

    - (1) depictions or descriptions of sexual conduct which are patently offensive as found by the average person applying contemporary community standards, considering the youngest age of students with access to the material,
    - (2) materials that, taken as a whole, have as the dominant theme an appeal to prurient interest in sex as found by the average person applying contemporary community standards, and
    - (3) a reasonable person would find the material or performance taken as a whole, lacks serious literary, artistic, educational, political, or scientific purposes or value, considering the youngest ages of students with access to the material.

Sexualized content means material that is not strictly pornographic but otherwise contains excessive sexual material in light of the educational value of the material and in light of the youngest age of students with access to said material.
  10. A student is not prohibited from reading, owning, possessing, or discussing any book they obtained without the assistance or encouragement of the district, its employees or its libraries. Nothing in this policy should be construed to authorize the bringing of pornographic material or sexualized content on the grounds of the district.
  11. Annually every October 1<sup>st</sup>, the district shall transmit to the Oklahoma State Department of Education a complete listing of all books and other materials available in any school library in the district. An attestation from the Superintendent that a public online school library catalog(s) contains a

complete and accurate list, along with the website for accessing the relevant school library catalog(s) shall fulfill this reporting requirement.

12. The district shall have a written policy for reviewing the educational suitability and age-appropriate nature of any material in a library in the district and for receiving and responding to complaints regarding materials in the libraries in the district.
13. The parent/guardian of a student alleging a violation by the district regarding requirements pertaining to its library collection pursuant to the Oklahoma Administrative Code 210: 35-3-126(a), shall provide a written complaint to the Oklahoma State Department of Education summarizing the alleged violation.

Reference: OKLA. STAT. tit. 70, § 11-201, OAC 210:35-3-126, OAC 210:35-3-127, OAC 210:35-3-121, et. seq.

### **TEXTBOOK SELECTION**

It is the policy of the board of education to appoint a committee for the purpose of selecting textbooks to be used in the district. The committee will be composed of the superintendent or his/her designee – who shall be a counselor or a curriculum specialist – one parent of a child enrolled in the district, and six classroom teachers. The superintendent or his/her designee shall serve as chairperson.

The textbook selection committee members will be appointed on an ad hoc basis as needed and will not be compensated. The administration will ensure that all textbooks necessary for completion of assigned work are routinely available to every student.

The committee will review examination copies of each textbook in those subject areas where a need has been determined to exist. The examination copies may be obtained by communicating such need to the State Department of Education. Only examination copies of textbooks selected by the State Textbook Committee will be reviewed by the textbook selection committee.

Only textbooks appearing on the list selected by the State Textbook Committee will be adopted by the board.

Following the committee's review and approval of the board, the superintendent will requisition the textbooks recommended by the committee from the State Department of Education.

Reference: 70 OKLA. STAT. §16-111

**DISTRIBUTION AND CARE OF TEXTBOOKS**

The board of education believes that all employees and students are responsible for the proper care of school facilities, equipment and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.



## **CURRICULUM DEVELOPMENT**

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of school-aged children and provide opportunities for individual children to develop specific talents and interests.

The board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The board will appoint a committee composed of the superintendent, teachers and parents to evaluate the curriculum annually to determine whether children are receiving adequate basic skill instruction.

The committee shall have access to materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal. The committee may visit with other staff members, students, graduates, parents and business people of the community for their input into the evaluation.

The committee chairperson shall be responsible for submitting a written report to the board of education at a regular or special meeting. Any changes in methods of instruction, scheduling, or curriculum changes will be the responsibility of the board of education and superintendent.

The committee shall be appointed to serve for a one-year term. Individual members may be appointed to succeed themselves if the board so desires.

The curriculum shall meet the educational requirements established by state law.

The goals of the committee will be to permit and assist students in their efforts to acquire:

1. An understanding of themselves and of their worth as individuals and members of society.
2. A mastery of the basic skills in the use of the language arts – listening, speaking, writing, reading, spelling and grammar.
3. A mastery of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically and solving problems.
4. Basic understanding of the principles of the natural, physical, biological and social sciences and current events.
5. The desire and ability to express themselves creatively in one or more of the fine and creative arts to appreciate the aesthetic expressions found in the work of others.

6. The attitudes associated with responsible citizenship for effective participation in the community, the state, the nation and the world.
7. An understanding of career roles and how to relate learning experiences to real life.

#### Curriculum Development Committee

1. Chairperson:  
The superintendent will serve as chair.
2. Selection of members:  
The superintendent will suggest teachers to serve as members.
3. Responsibilities of chairperson:
  - A. To set meeting times and places with members of the committee.
  - B. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.
  - C. To help determine parent and student membership on the committee. At least three parents should be involved with the committee.
  - D. To keep an accurate record of individual committee members' attendance at all meetings.
  - E. To report to the board of education the results of the curriculum study.
4. Responsibilities of committee members:
  - A. To participate actively in the committee's study.
  - B. To attend all meetings and report back to other faculty members on the progress of the committee at appropriate times. Ideas and suggestions from teachers not on the committee will be sought by the committee members so as to create total faculty involvement in the study.

In the final analysis, curriculum review should go beyond the statutorily required minimum. The board recognizes that, in order to foster the role of education in society and to ensure equal opportunity to students of different backgrounds, it must not permit the curriculum to remain static. It is essential that this school system continually develop and modify its curriculum to meet the changing needs of students and to assure the continuing development of the student in the community.

Reference: OKLA. STAT. tit. 70 § 1210.308(A), 70 § 11-103(A)(2)

### **CURRICULUM EVALUATION**

It is the policy of the board of education that the curriculum shall be evaluated on an annual basis. The evaluation shall be done for the purpose of maintaining an awareness of the success of the school curriculum. Such evaluation will serve as the basis for curriculum improvements and changes or additions.

The evaluation process shall include but not be limited to the following procedures and/or methods:

1. Annual testing of students in certain grades by standardized tests.
2. Feedback and input from parent and advisory committees that might be in existence, and from any curriculum experts who may be called upon for consultation.
3. Teacher-made tests and observation of students' progress.
4. Parent-teacher conferences.
5. State Department of Education input.

Changes, additions, or omissions of the curriculum shall be on recommendation to the board by the superintendent; to the superintendent by the teachers. Parents may meet with the superintendent to make any suggestions.

Reference: 70 OKLA. STAT. §11-103

**AIDS PREVENTION EDUCATION FOR STUDENTS**

The district seeks to promote healthy living and discourage behaviors such as intravenous drug use and unprotected sexual intercourse that can increase a young person's risk of contracting Acquired Immune Deficiency Syndrome (AIDS). It is the policy of the board of education that AIDS prevention education will be taught a minimum of once each year for the following grades: one time during grades 7-9 and one time during grades 10-12. The district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curricula for all levels includes being made aware of (1) the forms of the disease, (2) methods of transmission, and (3) prevention of AIDS.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved. Furthermore, the curriculum must be limited to deal only with factual medical information regarding AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

**CONSTITUTION DAY AND CITIZENSHIP DAY**

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The district shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447 (Dec. 8, 2004).

**VETERANS DAY**

It shall be the policy of the district that “Veterans Day,” November 11, will be observed with an appropriate ceremony/activity.

In any year in which the date of November 11 is a Saturday or Sunday or classes are not in regular session, the district shall observe the previous school day as “Veterans Day.”

## **CLASSROOM VISITATION**

There are times that visitors to the Hilldale Public Schools are appropriate and highly encouraged. Visitors come to our schools for classroom and school presentations, as parents volunteering, as service providers for specific services provided to specific students. However, not all visitation requests are appropriate and not all visitation requests will be approved. Hilldale Public Schools primary mission is to provide academic instruction to its students. Therefore, Hilldale Public Schools has the responsibility of protecting student and teacher instructional time from interruptions, including those that may be caused by visitors to the school.

### **PARENT VISITATION**

Hilldale Public Schools encourages parents to visit their child's school; to be involved in their child's school, to discuss their child's school progress, attitude, aptitude, and conduct with school personnel; to assist in efforts designed to improve the school and services to their child; and to offer suggestions regarding the conditions needing attention or improvement. It is the position of Hilldale Public Schools that the services provided by the school can only be maximized when parents assume the role of partner with the school.

1. Parent visitors are approved at Hilldale Public Schools, upon review by and with the approval of, the school principal.
2. Examples of parent visitors to schools that are routinely approved:
  - a. Parent visiting with their own student at lunch time and eating with their own student.
  - b. Parent visitation to their student's classroom.
  - c. Parent meeting/conference with school personnel.
  - d. Parent/Relatives/Others Visitation to School Events & Assemblies During the School Day
  - e. Parent volunteers in classrooms as temporary aides.
  - f. Parent volunteers in classrooms as temporary substitutes.
  - g. Parent volunteers working with activity groups and booster clubs.
  - h. Parent volunteers with the school and state testing programs.
3. Parents and others who volunteer at the school and/or in classrooms may be required to complete a background check.
4. The parent visitor shall check in at the school's main office upon arrival at the school with a valid driver's license with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
  - a. The check in and out procedure may be modified by the school principal as needed in order to operate the school efficiently and effectively. For example, the principal may not require visitors to check in at the main office for a special assembly in the gym or auditorium where visitors are invited to attend and observe.

## **SCHOOL AND CLASSROOM VISITATION BY OTHERS**

The district also permits others with a legitimate reason to visit, participate in, and observe our schools and classrooms. Visitors in this category are subject to approval by the Superintendent or designee. Examples of such visitors include:

1. Visiting Educators,
2. Accreditation Officers
3. State Department of Education Officials
4. Visiting Elected and Other Public Officials
5. Higher Education Instructors and Officials
6. Student Teachers, Teacher Interns, and Students in Education Courses from Colleges and Universities.
7. Student Testing and Survey Officials
8. Law Enforcement, Fire Department, and Safety Officers

All visitors to schools in this category are subject to the requirements of Hilldale Public Schools volunteers training and background check. Determination of the need for volunteer training and/or background check shall be made by the superintendent or designee. All non-school employee visitors to Hilldale Public School sites shall check in at the school's main office upon arrival at the school with a valid driver's license and/or entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.

## **MISCELLANEOUS**

1. **Parent Visitation to His/Her Student's Classroom:**
  - a. Visitation to classrooms shall not occur without prior notice to the classroom teacher.
  - b. Visitation to classrooms may occur according to three categories:
    - i. **Category I:** A parent/guardian may visit a classroom as a volunteer according to our volunteer regulations and with principal approval.
    - ii. **Category II:** A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time (no longer than 30 minutes). The parent/guardian will be escorted to, from, and while in the classroom by the principal or designee.
    - iii. **Category III:** Other visitations to the classroom are restricted and may require prior authorizations from the parent or other entity. Specific authorization is required from the principal or designee prior to visitation. Parameters of the visitation shall be established by the principal or designee.
2. **Parent Visitation to His/Her Student at Lunch:**
  - a. A parent/guardian may request to visit his/her student during lunch and eat lunch with his/her child.
  - b. The request will be denied if adequate space on the given day is not available in the school lunch dining room.
  - c. If approved and adequate space is not available at the time of the visitation at lunch, the parent/guardian shall give up his/her seat in the dining room for a student.
  - d. Requests may be limited to no more than one per school week.
3. **Visitor Compliance with FERPA, Oklahoma's Open Records Act, and Other Student Confidentiality Laws and Regulations:**
  - a. Those who request and are approved to visit our schools and/or classrooms must agree in writing that they will comply with FERPA, the Oklahoma Open Records Act, and all other federal, state, and local student confidentiality laws and regulations. In general, the visitor shall agree in writing that any student information or record of which they may become aware, either directly or indirectly or with or without the



school's permission, shall not be shared or otherwise provided or made public unless such is specifically authorized by the student's parent/guardian, the school, a court of competent jurisdiction, and/or federal and state law. The release of confidential student information and personal likeness by visitors granted visitation is strictly prohibited under this policy unless specific and written permission is given.

4. **Special Education Classroom Visitation:** To protect the identity of disabled students from unnecessary disclosure, the Hilldale Board of Education has adopted the following visitation policy for its special education classes and related service programs.
  - a. At each annual IEP team meeting the school district will make available this policy to the parents or guardians of all students identified as disabled under the Individuals with Disabilities Education Act.
  - b. During the school year, the parents or guardians of students attending the district's special education and related service programs may ask to observe or visit their children at school. The administration will schedule such visits according to the rules stipulated in this policy without additional notice to the parents or guardians of other students.
  - c. During the school year, interns, student teachers, consultants, physicians, and other persons engaged for educational purposes by the district or by a student's parent or guardian may need to observe a classroom or student in a special education class or related service program. The administration will schedule such observations according to the rules stipulated in this policy without additional notice to the parents or guardians of other students in that class or program. This policy does not affect the school district's obligation to obtain the permission of a parent or guardian prior to an individual evaluation of his or her child.
  - d. During the school year, other persons may seek to observe a special education class or related service program for non-educational purposes. The administration will not schedule such an observation until the parents or guardians of the students in that class or program are notified and their permission for the observation is requested.
5. **Recording in Classrooms:** Any and all types of audio and video recording, digitally or other, is strictly prohibited. No recording of classrooms, school buildings, students, teachers, other employees, and/or activities of the school is authorized without the specific approval of the superintendent or designee. HPS athletic and activity events produced for public consumption and public admission (for a fee or otherwise) are exceptions to this policy and may be recorded for personal use only with personal recording devices. The audio and/or video recording made by the visitor shall not be released, played, or uploaded on the internet for public consumption without the specific and written permission by the superintendent or designee.
6. **Minister/Youth Minister Visitation During Lunch**
  - a. Requests from ministers and youth ministers to visit students during lunch are considered by the principal on an individual basis.
  - b. Visitation approval shall be predicated by the approval of the specific student with whom the visitation is requested and by the approval of the specific student's parent/guardian.
  - c. Visitation by ministers/youth ministers may be restricted to no more than one day per week during the lunch period.
  - d. The principal or designee shall have the authority to suspend visitation during school activities due to inadequate space for visitors of students during lunch or other reasons related to the operation of the school.
7. **Disruption to the Educational Environment and Operation of School/School Activity**
  - a. Visitors to school property shall not cause, contribute to, or become a disruption to the educational environment or the operation of the school and/or school activity.
  - b. The superintendent, principal, or designee has the authority to determine if a disruption to the educational environment and/or operation of the school or activity has occurred.

- c. **The superintendent, principal, or designee has the authority to order the removal of an individual from school property for causing, contributing to, or becoming a disruption to the educational environment or the operation of the school and/or school activity.**
  - d. **It is the expectation of HPS that a visitor leave school property immediately if directed to do so.**
8. **All visitors in all categories may require an escort by the principal or designee.**

**OBSERVATION OF MOMENT OF SILENCE**

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the moment of silence is to be observed. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reference: 70 OKLA. STAT. §11-101.2

## **UNITED STATES COPYRIGHT LAW**

The district does not condone, and will not allow, violations of the United States copyright laws. Employees are expected to ensure that their actions comply with copyright law and to impress upon students the importance of compliance with copyright law.

### Ownership of Copyrighted Works

Copyright protection applies to original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated. Examples of copyrighted works include books, pictures, drawings, sound recordings, motion pictures, television shows, sheet music and scripts. In general, the copyright protections that apply to printed materials also apply to visual and digital formats.

### Exclusive Rights of Copyright Holders

Subject to certain specific exceptions, the owner of a copyright to a work has the exclusive right to reproduce, adapt, distribute, perform, or display the copyrighted work or to authorize such reproduction, adaptation, distribution, performance, or display.

### Exceptions to Exclusive Rights

The following exceptions may authorize the use of a copyright work without violating the exclusive rights of the copyright holder. Employees that reproduce, distribute, perform or display copyrighted works are responsible for ensuring that their planned use of a copyrighted work falls under one or more of the exceptions set forth below.

#### A. Fair Use

The “fair use” of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining whether a given use of a copyrighted work is considered fair use:

1. The purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

The United States Copyright Office has published a regulatory guidance document entitled “Reproduction of Copyrighted Works by Educators,” also known as “Circular 21,” which

sets forth a series of “safe harbor” rules providing that certain specific uses of copyrighted works are considered fair use. Circular 21 is available at the Copyright Office’s website (<https://www.copyright.gov/circs/>). Employees should familiarize themselves with these rules and, to the extent doing so is feasible, use copyrighted works in ways that are consistent with the safe harbor requirements.

#### B. Face-to-Face Teaching Activities

A further exception to the exclusive rights of copyright holders applies to the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the person responsible for the performance/display knew or had reason to know was not lawfully made.

#### C. Electronic Transmission During Distance Learning Class Sessions

A further exception applies to the performance or display of a copyrighted work as a regular part of a class session conducted via distance learning if the following conditions are met:

1. The copyrighted material is directly related to and of material assistance to the teaching content of the class.
2. The amount of material provided is comparable to that typically displayed in a live classroom session. A performance of an entire nondramatic literary or musical work may also satisfy this requirement.
3. Students are provided with notice that materials distributed in the course may be subject to copyright protection.
4. The transmission of copyrighted material is limited to students enrolled in the class to the extent technologically feasible,
5. Copyrighted works are made available to students for a limited duration no longer than the class session. Students may not be permitted to retain a permanent copy of the material or to further disseminate it.
6. The instructor does not interfere with technological measures used by copyright owners to prevent unauthorized retention/dissemination of copyrighted works.
7. The district provides appropriate informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright.

This exception does not apply to the conversion of print or other analog versions of works into digital formats unless: (1) no digital version of the work is available, or (2) the digital version employs technological protection measures that prevent its use.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the instructor knew or had reason to know was not lawfully made.

#### D. Public Domain

Works that are in the public domain are no longer under copyright protection or do not meet the requirements for copyright protection.

#### Use of Copyrighted Works with Permission

In order to obtain authorization to make use of a copyrighted work in a way that is not permitted by one or more of the exceptions detailed above, district employees may also seek to obtain permission for such use from the copyright holder.

A request for permission should include detailed information about the nature of the permission sought, including (1) a specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.), (2) the type of duplication and number of copies, and (3) plans for usage and distribution of copies and the frequency of use. Any permission received from a copyright owner for use of a work must be in writing.

#### Copyright Infringement

Unless an exception applies or appropriate permission has been obtained from the copyright holder, engaging in the reproduction, distribution, performance, or display of a copyrighted work constitutes unlawful copyright infringement, which may carry civil and/or criminal penalties.

Employees who engage in copyright infringement do so at their own risk, and assume all liabilities and responsibilities associated with such conduct, and may be subject to disciplinary action.

Reference: 17 U.S.C. §§ 102, 106, 107, 110, 112, 201, and 501.

## **VIRTUAL, HYBRID, AND DISTANCE INSTRUCTION**

THIS POLICY MAY BE USED IF STUDENTS ARE UNABLE TO ATTEND SCHOOL OR ABLE TO ATTEND SCHOOL ONLY ON A PART-TIME BASIS FOR VARIOUS HEALTH OR SAFETY REASONS. COMPLETE SCHOOL CLOSURE IS NOT A PREREQUISITE TO USE OF THIS POLICY.

The District may choose to engage in virtual, hybrid, or distance learning (or any combination thereof) when permitted by the Oklahoma State Department of Education (OSDE) and its promulgated rules and regulations. When the District engages in virtual, hybrid, or distance instruction, instruction can be delivered via a number of District- Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the OSDE. These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by District administration which may or may not include use of technology. Although the child may not be on school grounds, “school” will continue, and the District shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors and classmates.

### **EQUITABLE CONSIDERATIONS**

Whether provided through virtual, hybrid, or distance instruction, the District shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the District’s vision and mission. As a part of its commitment to providing quality education to all students the District states that:

- When making decisions regarding the means and mediums utilized for virtual and distance instruction, the District shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction.
- The District will ensure that all students have access to all required supplies (including any necessary textbooks, writing paper, pencils, and other supplies as appropriate) for participation in virtual, hybrid, or distance instruction. If students lack these, the District shall provide them free of charge.<sup>†</sup>
- If the District only offers virtual instruction to students, the District will ensure all students have access to virtual instruction and will provide the necessary equipment and connectivity free of charge to those students who do not have access to the necessary equipment and connectivity.

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<sup>†</sup> Students or parents of students who do not have access to such supplies may request that their classroom teacher provide such supplies or may contact the school site administration. Each classroom teacher will coordinate with the Administration on providing necessary supplies to students in need.

- If the District offers a combination of virtual and distance learning instruction to students, it will ensure that all students have access to equitably equivalent instruction and content. It may do this by either:
  - Ensuring that all students have the necessary equipment and connectivity to access any virtual learning component of the student's assigned curriculum or courses and providing access to that necessary equipment and connectivity to any student who does not have access to them.
  - If the District is unable to provide access to necessary equipment and connectivity to all students in need, the District may only provide virtual learning instruction if it ensures that any students unable to access the virtual instruction component be offered equitably equivalent instruction through distance instruction means and methods. If a student receives distance instruction in lieu of instruction that would ordinarily be presented virtually, that instruction should be supplemented, as appropriate, by periodic direct contact with teachers through District Approved Means and Mediums. If the District is only able to provide access to necessary equipment and connectivity to a limited number of students, it will determine which students receive that access in the most equitable manner.
- In no case shall a student have their grade lowered or be otherwise penalized (including attendance measures) for failure to engage with instructional supports the student does not have the resources to access (e.g., telephone service, internet access, transportation).

The District shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

## **DEFINITIONS**

- **Virtual Instruction:** Instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means, online instructor interaction using District-Approved Means and Mediums (platforms, software, and resources, along with District social media, instructional television, video telecourses, or other District-approved means that require the internet and computer technology).
- **Distance Instruction:** Instruction provided via printed material, augmented by individual contact with students via District-Approved Means and Mediums (e.g., telephonic means) consistent with this and all District policies.
- **Hybrid Instruction:** Instruction provided utilizing the internet and computers and/or printed material using District-Approved Means and Mediums as well as in class instruction. Hybrid Instruction can be a mix of in-person classes and virtual instruction, a mix of in-person classes and distance instruction, or a mix of virtual and distance learning instruction.
- **District-Approved Means and Mediums:** Equipment and electronic programs and platforms that have been pre-approved by the board of education for instructional delivery and communication/interaction with students and their legal guardian(s) appropriate to the grade level and subject matter concerned.
- **Social Media:**
  - **Generally:** Online platforms, websites, or networks on which users share information, communications, or other content and includes, but is not limited



- to, sites used for media sharing and social networking (e.g., YouTube, Facebook, Twitter, Snapchat, Instagram, etc.).
- **District Social Media:** Authorized District-related social media that is either school-based (e.g., approved, established and/or monitored by the building principal or designee) or District-based, District computer network-based, or subject area/department-based.
  - **Personal Social Media:** Social media that is not District Social Media, which is established by a user for his/her personal or private use and objectives.
  - **Non-District Social Media:** Social media that is not District Social Media, which is established by a third party or other organization.

## **IMPACT ON EXISTING POLICIES, RULES, AND SERVICES**

Once this policy is effectuated, though instruction will be provided via virtual, hybrid or distance instruction, each is a continuation of the District’s instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and District personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, “Acceptable Use” policies and agreements, privacy policies, and all District rules and policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day’s lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

### **Attendance**

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, District attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing District policies. Attendance and participation shall be measured by means appropriate in a virtual, hybrid, or distance instruction environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts toward full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual instruction platforms, submissions or posts to approved message boards, instructor confirmation with a student or the student’s legal guardian(s) that the student did participate, and physical or electronic submission of assignments. The District shall ensure that any attendance measures used for distance instruction comply with any requirements set by the Oklahoma State Department of Education.

When the District provides virtual instruction (as defined by O.A.C. 210:35-21-2), the District shall ensure that its attendance measures will meet or exceed the minimum requirements set

by the Oklahoma State Department of Education and mandated by O.A.C. 210:35-21-2, and 70 O.S. §§ 3-145.8, 3-145.8(B).

### **Grading, Class Rank, Promotion and Retention**

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, testing, and grade assignment shall remain in effect as if virtual, hybrid and/or distance instruction had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale. Teachers shall ensure that, regardless of medium of instruction, that the curriculum presented aligns with any applicable Oklahoma Academic Standards for their subject matter. Appropriate efforts shall be made by all District personnel to ensure that the circumstances which effectuate this policy shall not negatively impact student grades.

### **Special Education**

While this policy is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for virtual, hybrid, or distance instruction. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure District-Approved Means and Mediums that are appropriate under the circumstances.

### **English Learners (EL)**

EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this policy is in effect. In conformance to guidance from the OSDE, the District shall be intentional in ensuring instructors are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

### **Extracurricular Activities**

The District will allow participation in extracurricular courses and activities as part of its virtual, hybrid, or distance instruction program. The District will ensure that all its instructors of extracurricular courses and activities are thoroughly educated on virtual and distance learning and the methodologies applicable to their assigned activity. Extracurricular instructors shall provide assignments to measure participation and/or knowledge in their assigned activities. If students are participating in an extracurricular course or activity as a part of gaining credit for a course, the instruction must align with any applicable Oklahoma Academic Standards for that subject matter.

## **INSTRUCTION GENERALLY**

### **Method and Means of Instructional Delivery**

Depending on whether virtual, hybrid, and/or distance instruction is employed by the District, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the “District-Approved Means and Mediums.” These shall be submitted to the board of education for approval prior to their implementation.

### **Lesson Plans**

All instructors, including those who teach or coach electives, are responsible for submitting lesson plans, recording attendance, and assigning and grading two (2) assignments per week per class. Appropriate lesson plans shall be developed by subject area teams to ensure unified instruction (e.g., all Algebra II students receive the same weekly assignments, regardless of instructor). Lesson plans shall include supplementary or enrichment activities. Instructors shall ensure that the maximum number of hours of work they assign conforms to OSDE guidance. EL, Reading, Language Arts, and other District specialists will work with grade level teams to develop appropriate lesson plans. All instructors shall submit their virtual, hybrid, or distance instruction lesson plans to their building principal or designee in conformance with this policy.

### **Office Hours**

Every instructor and building administrator must be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for instructors to hold “office hours.” During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via District-Approved Means and Mediums. A portion of office hours may be utilized to conduct interactive virtual instruction lessons with students in conformance with this policy or tutoring.

### **Communication with Students and Parents**

Instructors are expected to communicate with students and their legal guardian(s) regularly, making actual communicative-contact with students at least two (2) times per week. Electronic or telephonic messages left for instructors must be returned in a timely manner within 24 hours, excluding weekends/holidays via District-Approved Means and Media.

District personnel who communicate with students shall do so in conformance with this and all other District policies and may do so only via District-Approved Means and Mediums, except when expressly approved, in writing, by an immediate supervisor. Such communications shall be limited to discussions regarding classroom, school, and school-related activities only. At all times, District personnel shall exercise their best professional judgment and act with integrity and concern for their students’ well-being.

### **Communication with students for the purpose of fraternization is strictly prohibited.**

Contact or communications between District personnel and students via personal phone numbers, personal emails, personal social media accounts, and group messaging apps (that are not District-approved) is expressly prohibited. **Students, legal guardians, and District personnel shall have no expectation of privacy when communicating via District-Approved Means and Mediums.**

## **Intellectual Property**

At no time shall either District personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

## **Privacy Laws and FERPA**

In all cases of virtual, hybrid, or distance instruction, but especially in an online learning environment, District personnel shall conform with FERPA requirements, guidance from the U.S. Department of Education, and other applicable privacy laws and District policies. **The District specifically prohibits non-district personnel (including third-parties, students or their parents/legal guardian(s)) from making any recordings of online learning environments that in any way display students or reveal student information.** Notwithstanding the provisions above, the District permits teachers to record their lectures with prior administrative approval, so long as no students are audible or visible in the recording and no personally identifiable student information is mentioned or displayed. If a teacher records their lecture, it may only be disseminated through District-Approved Means and Mediums to students in that class or to authorized district personnel.

### **VIRTUAL INSTRUCTION**

All virtual instruction shall be delivered only via District-Approved Means and Mediums. Virtual instruction lesson plans for the following week shall be submitted to the building principal or designee on a weekly basis. The building principal or designee shall ensure these are electronically posted to and made available from District Social Media on a weekly basis.

### **HYBRID INSTRUCTION**

All hybrid instruction shall be rendered in accordance with a mix of virtual and/or distance instruction and designated in-person instruction dates. The Virtual portion of the instruction shall be delivered only via District-Approved Means and Mediums. The Hybrid instruction lesson plan for the following week shall be submitted to the building principal or designee on a weekly basis.

If the Hybrid instruction is a mix of in-person and distance instruction, the building principal or designee shall print, compile, and make distance instruction packets available at building sites on a weekly basis, and, at the discretion of the District, other appropriate locations at a to-be-announced time.

If the Hybrid instruction is a mix of in-person and virtual instruction, the building principal or designee shall ensure the virtual instruction lesson plans for the following week are electronically posted and made available from District Social Media on a weekly basis.

## **DISTANCE INSTRUCTION**

All distance instruction shall be rendered and delivered in print form. Distance instruction lesson plans for the following week shall be submitted to the building principal or designee on a weekly basis. The building principal or designee shall print, compile, and make distance instruction packets available at building sites on a weekly basis, and, at the discretion of the District, other appropriate locations at a to-be-announced time (e.g., District food distribution sites).

## **PROFESSIONAL DEVELOPMENT AND TLE**

In anticipation that this policy may become effective, District personnel shall receive required professional development instruction on best virtual, hybrid, and distance instruction practices, which shall include grade level and content area-specific training, in addition to training on any District-Approved Means and Mediums for virtual and distance instruction and communication. Building administrators shall conduct weekly staff meetings via District-Approved Means and Mediums.

District administrators shall also receive appropriate training on how to supervise and evaluate personnel who are providing virtual, hybrid, and distance instruction under this policy. District personnel shall follow OSDE guidance regarding TLE observation and evaluation in virtual, hybrid, and distance instruction and shall monitor virtual instruction by joining classes in-progress and providing feedback to the instructor.

## **SUPPORT SERVICES**

Whether virtual, hybrid, or distance instruction is utilized by the District, appropriate support services will continue to be available to District personnel, students, and their legal guardian(s) including:

- **Technical Support** — The District shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using District- Approved Means and Mediums of communication and virtual and distance instruction.
- **Instructional Support** — Instructors should contact their immediate supervisor with any questions regarding virtual, hybrid, or distance instruction.
- **Social-Emotional Wellbeing Support** — To the extent practicable and appropriate under the circumstances, the District shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this policy.
- **Special Education Resources and Support** — The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual, hybrid, and distance instruction and compliance issues while this policy is in effect.

## **ONGOING EVALUATION AND ADAPTATION TO EXIGENT CIRCUMSTANCES**

The District, in consultation with state, local, and federal officials, shall continuously evaluate this policy, and the procedures herein, and adapt the same based on guidance from appropriate agencies.

Reference: 20 U.S.C. § 1232g  
34 CFR Part 99

## **CLASSROOM DECORATION**

It is the policy of the Board of Education that all classrooms in schools operated by the District be decorated in a manner which benefits students by enriching their learning environment and reinforcing the content of the District's curriculum and educational mission.

All classrooms in schools operated by the District are the sole property of the District, and the District has the right to regulate the decoration of classrooms to ensure that its schools are decorated in a way which is consistent with its curriculum, educational mission, and applicable law. Teachers have no right to use their classroom decorations as a forum for personal, non-job-related speech activities.

### Teachers Required to Decorate Classrooms

Every teacher in the District is required to decorate his or her classroom each school year consistent with the requirements of this policy. A teacher's selection and placement of decorations in his or her classroom are considered to be part of the teacher's official job duties.

All classrooms must be decorated prior to the first day of class at the start of each school year. The site principal shall set a specific deadline for classrooms to be decorated which allows sufficient time for inspection of each classroom as set forth below.

### Requirements for Classroom Decorations

The following requirements shall apply to decorations in all classrooms in the District:

1. Purely functional and/or ornamental classroom decorations (e.g., furniture, lamps, curtains, rugs, storage bins, etc.) shall be neat and tidy, shall not be cluttered or distracting, and shall not create any form of safety hazard.
2. Classroom decorations containing written or symbolic messages must be relevant to the curriculum which is taught in that classroom and/or the educational mission of the District.

For purposes of this policy, the District's "educational mission" is to ensure that all students are provided the educational opportunity to acquire the necessary knowledge and skills to be competent, productive members of a global society. Determination of whether a particular message is relevant to the District's educational mission lies within the discretion of the site principal and superintendent consistent with the provisions of this policy.

The following is an illustrative, non-exhaustive list of decorations which would be considered related to curriculum and/or the educational mission of the District:

- a. Decorations directly related to the curriculum which is taught in the classroom (e.g., posters depicting animals that live in the forest in a Pre-K classroom, a poster illustrating the steps of the scientific method in a middle school science classroom, a display of flags of Spanish-speaking countries in a high school Spanish classroom, etc.).
  - b. Visual aids (e.g., an “alphabet line” poster above the white board in a Kindergarten classroom, a bulletin board display listing the prepositions in the English language in a middle school English classroom, a poster illustrating important points about lab safety in a high school science classroom, etc.).
  - c. Displays of student work.
  - d. Seasonal decorations (e.g., decorations depicting falling leaves in autumn, a snowman in winter, flowers in spring, etc.).
  - e. Grade-level-appropriate excerpts or portions of the documents, writings, speeches, proclamations, or records relating to the history, heritage, or foundation of the United States or the State of Oklahoma listed in OKLA. STAT. tit. 70, § 24-106.1(B) (e.g., the United States Constitution, the Pledge of Allegiance, etc.).
  - f. Decorations expressing messages which are otherwise relevant to the District’s educational mission (e.g., a poster featuring an inspirational quote about the importance of believing in oneself, a display illustrating how to be a good friend, a display featuring the District’s mascot encouraging school pride, etc.).
3. Classroom decorations must be appropriate to the age/grade level of students.
  4. Classroom decorations shall be consistent with the District’s nondiscrimination policies and shall not contain content prohibited from inclusion in curriculum or instructional materials pursuant to OKLA. STAT. tit. 70, § 24-157 or other applicable law (e.g., classroom decorations may not contain content which is discriminatory on the basis of sex/gender, teach that an individual bears responsibility for actions committed in the past by other members of the same race, etc.).
  5. Classroom decorations shall not express personal opinions, beliefs, or other messages on behalf of a teacher regarding subjects which are not relevant to the curriculum taught in the teacher’s classroom or the educational mission of the District.

#### Approval of Classroom Decorations

Each academic year, prior to the first day of school, the site principal shall inspect each classroom in each school building to confirm that the decoration of the classroom is consistent with the guidelines set forth in this policy.

If the site principal determines that a classroom decoration does not comply with this policy, the site principal shall direct the teacher to remove the non-compliant decoration, and the



teacher shall be required to do so as soon as practicable, subject to the appeals process outlined below.

#### Mid-Year Changes to Classroom Decorations

After the commencement of the school year, teachers shall be permitted to make appropriate additions/changes to classroom decorations in their discretion based on factors such as the change of seasons or the need for classroom decorations to reflect the curriculum being taught at a given time. Any such additional/modified decorations shall comply with the guidelines set forth above.

If, at any time during the school year, the site principal becomes aware that a classroom decoration is in violation of this policy, the site principal shall direct the teacher responsible for the relevant classroom to remove the decoration, and the teacher shall be required to do so as soon as practicable, subject to the appeals process outlined below.

#### Appeals

A teacher aggrieved by a site principal's decision that a classroom decoration violates this policy shall have a right to submit an administrative appeal of that decision to the superintendent. Such an appeal shall be submitted in writing within ten (10) days of the site principal's decision.

The superintendent shall have ten (10) days to render a decision on the appeal. Until a decision is rendered, the classroom decoration(s) involved in the appeal shall not be displayed by the teacher. The superintendent's decision shall be in writing, and a copy shall be provided to both the teacher and site principal. The decision of the superintendent shall be final.

#### Non-Compliance

Failure to comply with an administrative directive regarding a classroom decoration which violates this policy or the superintendent's decision on an appeal from such a directive by a teacher may lead to disciplinary action consistent with District policies and applicable law.

References: OKLA. STAT. tit. 70, § 24-106.1  
OKLA. STAT. tit. 70, § 24-157