HOLLIS HIGH SCHOOL/MIDDLE SCHOOL

HOME OF THE TIGERS



2024-2025

STUDENT HANDBOOK

School Board Approved July 11, 2024

HOLLIS PUBLIC SCHOOLS

MISSION STATEMENT

"Give the world your best and the best will come back to you!"



CREED

I am a special person. I am a bright person. I have a brain and I will fill it with knowledge. I am responsible for my choices both good and bad. My actions show that I respect myself and others. I will not fail because I have the courage to meet all challenges.
I WILL SUCCEED!



This student handbook has been prepared for the students of Hollis High School and Hollis Middle School as well as for their parents and/or guardian. Please read it thoroughly, as most questions about rules, policies, procedures, and consequences are contained within. The purpose of a handbook is to equip the student and parent with the knowledge needed to be successful while enrolled at Hollis Public Schools.

The ultimate purpose of education is to help each student become an effective citizen in an ever-changing world and democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in the complex society. Remember that your success in this school will be directly proportional to your efforts.
Hollis schools focus is on our students to achieve their highest personal worth to attain responsible citizenship. We promote intellectual understanding, physical development, spiritual enrichment and social competence through a comprehensive curriculum to expound on our student's life vocabulary. This is only attainable with collaboration among the students, educators, parents and community partners.

2024-2025 CALENDAR

HOLLIS PUBLIC SCHOOLS

August 9, 12, 13, 14	Inservice & Staff Development
August 15	Opening Day of School
September 2	Labor Day – No School
October 17	Parent/Teacher Conference (7:30 – 1:30)
October 18, 21	Fall Break
November 11	Veteran's Day - - No School
November 25 - 29	Thanksgiving Holiday – No School
December 20	End of 1st Semester
December 23 – January 3	Christmas & New Year's Holiday
January 6	2nd Semester Begins
January 20	Martin Luther King, Jr. Day/No School
February 17	No School – President's Day
March 14	Parent/Teacher Conference (7:30 – 1:30)
March 17-21	Spring Break – No School
April 4	Weather Day – No School
April 11	Weather Day – No School
April 18, 21	Easter Break – No School
April 25	Weather Day – No School
May 2	Weather Day – No School
May 9	Weather Day – No School
May 14	Last Day of School for Students
May 15	Senior Assembly 1:00pm
	Banquet/Prom – No School for Students
May 15	Professional Day – No School for Students
May 15	End of 2nd Semester
May 16	Graduation Exercises – No School

ANIMALS AT SCHOOL

For safety reasons, animals on school premises are limited to prior administrative authorization to include an established safety plan and federally acceptable services animals with proper documentation.

ATTENDANCE/TARDIES/TRUANCY

Attendance

Attendance in regularly scheduled classes is key in student achievement. However, it is important for students who are ill to stay home when sick. Students who have a fever greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. Excused absences will be granted for personal or family illnesses, medical appointments, legal matters, extenuating circumstances deemed necessary in conferencing with school principal and observance of holidays required by student's religious affiliation. For all absences notification to the school is required either prior to or on the morning of by calling the office between 8:00 and 9:00 A.M. (580-706-6400 Ext. 200). If notification is not received the school will seek proper verification. Students will be required to make up work that has been missed. Arrangements to collect and complete make-up assignments are assigned to the student, with the assistance of parents/guardians and teachers. Make-up work and a timeline for completion will be established after the student returns to school or within an established window of completion applicable to the situation.

For full review of the above attendance summaries and more information on attendance definitions, absences for school activities and special circumstances Hollis Public Schools Attendance Board Policy FDC-R can be accessed on the school website.

Absenteeism - Chronic

Chronic absentee means a student who is absent 10% or more of the school days in the school year exclusive of a significant medical condition. When the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absence, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, and ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

Absence Committee (Appeals)

Students with more than the allowed number of absences (10 per semester in HS) (20 per year in MS) due to extenuating circumstances, such as hospitalization, illness, or accidents will have their case reviewed by the committee if submitted in writing before the deadline. (High School) 1st semester deadline is January 31 and 2nd semester deadline is June 30. (Middle School) all appeals are due by June 30 for the entire year.
The appeals committee consists of the school counselor and the building principal(s). The committee will make judgments concerning exemptions from the attendance policy. Decisions of the appeals committee may be appealed to the Board of Education.

Absence - Unexcused

This is any absence that does not fall within one of the above categories. Work may be made up. 75% of the grade will be counted. 10 unexcused absences will result in that a high school student not receiving credit in that class for the semester.

Any high school student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

A high school student may have **ten unexcused absences per semester for whatever reasons** (out of town, personal reasons, etc.) No verification is required.

Middle school students may have a **TOTAL of twenty per year for whatever reasons** (out of town, personal reasons, etc)**.**

Attendance Laws

By law, schools must report any and all students who drop out of school to the Department of Public Safety. They must also report all students who miss ten consecutive days of school or fifteen parts of days of school in a single semester. Once the Department of Public Safety receives notification from the school, they are mandated by law to take action within fifteen days. This action includes a certified letter giving written notice that the driving privileges and drivers licenses will be canceled.

Attendance - School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

The maximum number of absences allowed for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The following list of activities will not count against the 10-day rule:

- FFA Meetings
- FCCLA Meetings
- 4-H Meetings
- Class Meetings
- Special Meetings (Ring orders, Graduation Announcements, etc.)
- List of activities by organization Hollis Public Schools Policy # 6.16

Attendance - Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 20 minutes late is counted absent for the period.
   Consequences:
   1. The first tardy the principal will visit with the student and give them a verbal/written warning.
   2. The second tardy the student will be assigned lunch detention by the principal.
   3. The third and any additional tardy after the third, tardy the principal will assign either morning detention from 7:40am-8:00am or afterschool detention from 3:15 pm-3:30pm in that classroom.

Parents will be notified about the tardies and detention at each occurrence and will be reminded that the State of Oklahoma requires the principal to report anyone with 12 or more tardies to the district attorney.

Any student who exceeds the 10 day limit for unexcused absences for high school and 20 for middle school may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Attendance - Truancy

Truancy is defined as an absence from learning by the student without the knowledge of either the school or the parent or if the parent does not compel the student to attend school and is subject to review and/or disciplinary action. Chronic Absenteeism is defined as being absent 10 percent or more of the school days in the school year exclusive of a significant medical condition (FDC-R1) In addition, a student is considered tardy when not present at the beginning of the instructional period, bell or virtual session with excessive tardiness subject to review (Policy FDC-R1).

Academic Standards/OSTP Parent Portal

The Oklahoma Academic Standards, Curriculum Objectives, OSTP Parent Portal, State Assessments and other school information can be found on the Oklahoma State Department of Education Website.
www.sde.state.ok.us

ASSEMBLIES/PEP ASSEMBLIES/PROGRAMS

Special assemblies and programs will be announced as they are planned and with as much notice as possible. Programs are subject to change depending on extenuating circumstances.

1. Go to and from assembly in orderly fashion.
2. Observe correct seating arrangement.
3. Treat visitors courteously.
4. Give undivided attention to the program by listening attentively, not talking, and not studying or reading.
5. Applaud courteously and no whistling.
6. Participate in class yells and songs.
7. Wait to be dismissed before leaving.
8. No candy, gum, food, or drinks in the auditorium/gym.

ASSESSMENT REQUIREMENTS 70 O.S. § 1210.508

State law requires that students meet the additional requirements in order to graduate from a public high school with a standard diploma. Assessments required are ACT or SAT and Science Assessment in the 11th grade and a U.S. History test must be taken once during high school.

Districts are required to report on the transcript a student's highest achieved score on the assessments included in the statewide student assessment system adopted by the State Board of Education and any business- and industry-recognized endorsements attained.

ATHLETICS

Student participation in athletics is an important part of the educational process, and all students are encouraged to participate. For many students it is the most effective climate for learning the invaluable lessons of personal integrity, determination, self-confidence, proper mental attitude, individual and group responsibilities and the desire to achieve high goals which should be the basic objectives of any sound educational system. No student is obligated to take part in athletics, nor is this required for graduation. **Participation in competitive athletics is a privilege, not a right.**

ATHLETIC EVENTS

On the field, court, diamond, sidelines, or stands a Hollis Secondary School student will strive to conduct himself properly at all times, and be courteous to their fellow students and visitors by:

1. Showing true sportsmanship at all times;
2. Respecting the rights of others;
3. Treating the opponents as honored guests;

4. Accepting the decisions of the officials and cheering for our team, not against the visitors or bad calls;
5. Not using profanity.
6. Respect school property.

Any misconduct or violation of this policy may result in disciplinary action.

BUS CONDUCT/TRANSPORTATION/HEALTH PROTOCOLS

Eligible bus students (1.5 or more miles from campus) are permitted to ride the bus to and from school. Bus transportation request forms are updated annually for rural routes.

In all bus riding situations, route or school events it is critical that students follow instructions and maintain an orderly presence on the bus. Failure to behave on the school bus is considered a disciplinary matter subject to loss of bus privileges and other applicable consequences at the discretion of school administration. Bus routes are subject
to cancellation during inclement weather and/or in response to other safety advisories.

BREAKFAST/LUNCH

BREAKFAST

Breakfast is served as Grab-n-Go in the gym concession stand area beginning at 7:40am and ending at 7:55am. Students may eat in the area designated in the gym or designated areas on school grounds. Students are responsible for putting all disposable items in the trash cans provided. Conduct during breakfast is subject to school discipline because even during breakfast, a student is still in school.

LUNCH –

Hollis Secondary Students are permitted to walk or drive to the lunch room on the elementary campus. Walkers are to stay on sidewalks. Cutting down alleyways is not permitted. Conduct during lunch, on or off campus, is subject to school discipline because even at lunchtime, a student is still in school. Drivers should be extremely careful because of the walking crowd. **Driving on Eula Street is prohibited**. Speed limits should be adhered to as well as all other driving rules and laws. Students walking home or nearby locations for lunch, should not walk down alleys.

Inside the cafeteria, students should get in line and check in at the desk in an orderly fashion. Get a plate, drink, and be seated in the designated area. Plates and drinks are to be properly disposed of when finished eating. Nothing is to be left on the tables. NO FOOD OR DRINK IS TO BE BROUGHT INTO OR TAKEN OUT OF THE CAFETERIA WITH THE EXCEPTION OF BOTTLED WATER.

When students return to the high school/middle school after eating lunch, they should congregate in their assigned areas. High school students shall congregate on the north or west sides of the building, while the middle school students shall congregate on the east and south sides of the building. Violators will be subject to discipline. When the weather is bad students may come to a designated area assigned by the principal until first bell.

COMMUNITY ELIGIBILITY PROVISION (CEP)

All students enrolled in HOLLIS PUBLIC SCHOOLS will receive a healthy breakfast and lunch at school at **NO CHARGE** each day of the 2024-2025 school year.

CARE OF BOOKS/DIGITAL DEVICES

Students are responsible for all textbooks, library books and digital devices issued to them during the school year. Parent and Student Digital Device User Agreement forms must be signed by parents and students prior to property being distributed and are subject to replacement fines/fees.

CELL PHONE/SMART WATCHES/ELECTRONIC DEVICES

The Hollis Public Schools' policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, smart watches, pagers, two-way radios, I-Pods, I-Pads, gaming devices, music players, and other devices that use radio frequencies or internet for communications.

With proper authorization from parents or guardians and School Administration, students may possess wireless telecommunication devices while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, however, the usage of these devices is regulated so as not to interfere with instructional time.

A High School or Middle School student having a wireless telecommunication device must keep the device turned ***"OFF"*** *and stored, Smart watches must be set to silent, from 8:00 am to 12:30 pm and from 1:00 pm to 3:15 pm.* If a student is found to be in violation of the telecommunication policy, the device will be confiscated.

Smart watches are subject to removal as deemed necessary. If a student is found to be in violation of the telecommunication policy, the device will be confiscated until reclaimed by a parent or guardian.

The exception of this policy may be granted by the site administrator/designee for purposes relating to the health needs of a student or when a teacher (at the teacher's discretion) or administrator grants a specific occasion exception.

- Use of a wireless telecommunication device during a test (i.e., text messaging, image photographing) will be considered cheating, and proper action will be taken. Smart watches must be removed during a test.
- Wireless device photography or videoing is prohibited at ALL TIMES during school hours, on school property, or while at any school related event.

Any student in violation of the telecommunications policy will have discipline assigned, according to the severity of the violation.

Note: Students and employees who choose to bring devices to school do so at their own risk.

CLASS CHANGES

Class changes may only be made for 9-12 grades during the first two days of each semester. Any changes after the first two days will be at the discretion of the principal.

CLASSIFICATIONS

Freshman - Completion of at least 4 core subject areas (math, English, science, history/geography) of required 8th grade coursework.
Sophomore - Completion of at least 5 units of credit.
Junior - Completion of at least 11 units of credit.
Senior - Completion of at least 16 units of credit.
In order to graduate, a student must have a total of 23 credits.

CLASS SCHEDULE

1st Period 8:00 – 8:50
2nd Period 8:55 – 9:45
3rd Period 9:50 – 10:40

4th Period 10:45 – 11:35
5th Period 11:40 – 12:30
Lunch 12:30 – 1:00
6th Period 1:05 – 1:55
Enrichment 2:00 – 2:20
7th Period 2:25 – 3:15
Any schedule changes will be sent out prior to special program or assembly.

COMPLAINTS
Criticism, complaints, and suggestions made in the proper spirit and manner are welcome. These should be in writing, and directed to the Superintendent of Schools so he/she may take action if necessary.

CONCURRENT ENROLLMENT
Students must be a junior or senior and meet one of the following requirements:

- 3.0 GPA and ranked in the top 50% of their class; or
- Composite score of 19 on the ACT or Pre-ACT or 990 on the SAT/Pre-SAT; or
- an Accuplacer placement test score placing the student into college.

Students will be allowed to enroll in a combined number of high school and college courses not to exceed 19 semester hours. (One high school course per semester shall be equal to 3 semester hours of college work.)

CONFERENCES
Each semester formal parent-teacher conferences dates are set district wide. These dates are published with the school calendar. In addition, conferences can be scheduled throughout the year as needed. Please call the office for appointments.

CORPORAL PUNISHMENT
Corporal punishment shall be administered only as a last resort after other reasonable corrective measures have been used without success. At the beginning of the school year, parents and legal guardians will be provided the opportunity to request the non-administration of corporal punishment to their children. If a request for the non-administration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered. If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school. Corporal punishment must be administered only in the presence of another professional, certificated staff member, and an administrator.

DETENTION - Before & After School
A student in this district may be detained before/after school or during lunch for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent will be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation are required, twenty-four hour notice will be given so that transportation may be arranged. Parents shall be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure must be substituted at the principal's discretion. Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the administrator or teacher who detains them.

DIRECTORY INFORMATION

Directory information for Hollis Public Schools includes the following: Name, classification, participation in activities and sports, awards, and honor rolls. If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office by the end of the 2nd week of school by the parent/legal guardian or student making the request. (51 O.S.24A 16; S.L.O. 553)

DISCIPLINE

The following is a list by example of the specific activities that will result in disciplinary action:

1. Refusal to follow a directive or order, verbal or written, of any principal, teacher or any other school personnel.
2. Misbehavior at noon; **open campus is a privilege** do not abuse it.
3. Behavior which, in the opinion of a bus driver or sponsor, distracts or endangers other students riding the bus.
4. The sale, possession, or use of drugs and or mind or mood altering substances/alcohol at school or at any school activity.
5. Violence or verbal abuse/assault towards school personnel or to other students at any time. Vulgar language directed towards an adult will be considered verbal assault.
6. Fighting at school, to and from school, or at any school activity.
7. Extortion at any time.
8. Carrying weapons at school or at a school activity.
9. Refusal or failure to do required assignment.
10. Immorality at school or at a school activity or to or from school or at such activity.
11. Behavior in the classroom that interferes with the learning of others.
12. Stealing or defacing school property, school personnel's property or other student's property.
13. Truancy and tardiness
14. Failure to show respect for school personnel.
15. Use of or possession of tobacco, including vaping on school grounds during school hours, to and from school, or during extracurricular activities at the site of a school sponsored activity for students, is prohibited for students regardless of age.
16. Use of foul language or gestures at school or at a school activity.
17. Reckless driving on campus or on any street adjacent to the campus at any time.
18. Showing poor sportsmanship at school activities.
19. Disruptive behavior at school activities.
20. Leaving school without checking out through the office.
21. Wearing caps/hats/hoods from jackets & hoodies in the building during the class day.
22. Wearing street shoes on the gym floor.
23. Loitering or littering.
24. Not staying in the building once a student has arrived at school or at an activity.
25. Not parking in assigned parking areas.
26. Loitering around cars or going to cars during the school day without permission.
27. Failure to bring books and supplies to class.
28. Wearing inappropriate clothing or buttons.
29. Making unauthorized phone calls during the school day. Students may use personal cell phones to contact parents only with permission.
30. Running or being excessively noisy in the halls.
31. Public displays of affection.
32. Misconduct during breakfast & lunch.
33. Violation of administrative rules or directives.
34. Skateboards and Rip sticks are not allowed in the school building.
35. Inappropriate use of cell phones, videoing, videoing fights, texting, etc.
36. Any other action that is not covered above that is deemed by the principal to warrant discipline.

This list is not all inclusive, it only gives specific examples. It does not limit offenses or possible disciplinary actions a student might encounter based on the seriousness of each action.

DISCIPLINE - BUS CONDUCT/TRANSPORTATION

Only eligible bus students are permitted to ride the bus to and from school based on recorded home address. Other emergency/temporary transports must be presented directly to the principal for review of approval/denial case by case. Bus transportation request forms for eligible riders are filled out annually. It is critical that students follow instructions and maintain an orderly presence on the bus. Failure to behave on the school bus is considered a disciplinary matter subject to loss of bus privileges and other applicable consequences at the discretion of school administration. Buses will regularly sanitized. Buses will travel with windows down to increase the flow of fresh air and social distance whenever possible to maximize health/safety. Parents/guardians are encouraged to consider having their students wear masks on school buses or privately transport students to and from school in addressing health safety concerns. Bus routes are subject to cancellation during inclement weather and/or in response to other safety advisories.

DISCIPLINE – CHEATING

Some students occasionally feel a need for various reasons to resort to cheating. Cheating is defined as dishonesty giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, “zeros” will be given to the student(s) involved. No provisions are made to makeup or otherwise receive credit for the work or test in question.

DISCIPLINE - COMMUNITY SERVICE

The administration reserves the right to assign community service such as but not limited to picking up trash, removing gum, cleaning windows, sweeping floors, etc. Students may be assigned community service for disciplinary action. This method of discipline is designed to serve as a disciplinary tool which will help keep students in the regular classroom as much as possible.

DRESS CODE

All students are expected to dress in attire that is appropriate for school, either in-person or virtual, and practice good manners with respect for others, which will in turn reflect good judgment and pride in the student, school, and community. Personal Protective Masks may be worn if desired. For both male and female students, examples of inappropriate dress include (but are not limited to) the following:

1. Clothing that inappropriately exposes the body: see-through or revealing clothing, racer back tank tops, halter tops, tanks or dresses with thin straps; undergarments, undershirts and shirts that reveal bare shoulders, backs, sides, chests, or midriffs; Holes in jeans, tights, dresses, skirts, or shorts that inappropriately reveal skin/undergarments while standing or sitting and must meet the 6 inch rule. Shorts, skirts, and rips in jeans must reach to 6 inches above the knee and no shorter.
2. Clothing and/or jewelry concerning sex, drugs, tobacco or alcohol, gangs, or hate groups.
3. Clothing with vulgar insinuations, or obscene gestures, words, or pictures.
4. Caps, hats, hoods from jackets and hoodies are not to be worn in school buildings, including bandanas & headphones, at any time. They must be removed when entering the building.
5. Sunglasses must be removed upon entering the building.
6. Pants worn inappropriately low (sagging) below the natural hip bone or with long straps and /or chains attached are not permitted.
7. Any clothing not designed to be baggy, but worn as baggy is not acceptable.
8. Hair color deemed a learning distraction will not be allowed.
9. Nightwear worn as outer clothing, such as pajama shirts, pants or house shoes.
10. All other items of dress are determined to be disruptive to the educational environment.

Students are to practice good personal hygiene by keeping clean, wearing clean clothes to school, and being neatly groomed and behaved. Being neatly groomed includes keeping hair clean, keeping hair out of face, brushing teeth, and using deodorants on the body to avoid embarrassment to students as well as to the people around them. Teachers are asked to talk to students individually concerning proper dress & hygiene if the need arises and sent to the office for correction to be made. Students who continue to disregard the policy shall be reported to the principal for appropriate action. Should a student be offensive in any manner according to the conditions stated above, the student may be required to return home for proper grooming or attire. Violations of this policy will result in disciplinary action.

DRUG FREE SCHOOL

Hollis Public Schools strives to be a drug free school. Students are hereby notified that the use, possession or distribution of illicit drugs or alcohol is wrong and harmful. The possession, use or distribution of illicit drugs or alcohol by students on school premises or at school activities is prohibited. In addition, tobacco in any form is prohibited on school grounds. Disciplinary actions will be imposed upon students who violate this standard, up to and including probation, suspension, and expulsion, as well as referral to the authorities for prosecution.

DRUG SCREENING

Participation in school-sponsored extracurricular activities such as athletics, FFA, FCCLA, band, flag corp, speech, cheer, etc. is a privilege. Activity students are required to obtain a drug testing consent and return it signed by their parent or custodial guardian in order to participate in any extra-curricular activity. Screening will be random throughout the year.

ELIGIBILITY

A student must be passing 5 subjects required for graduation from the previous semester or the student will not be eligible for participation in extra-curricular activities for the first 6 weeks of the new semester. A student regains eligibility by passing all subjects at the end of the 6-week period. Weekly student eligibility checks are made no later than Friday's for the following week.

Eligibility runs from Monday through Sunday. The first eligibility check begins at the end of the 3rd week in each semester. They continue until the semester is over. The student must be passing all subjects for which he/she is **enrolled this includes concurrent and vo-tech classes for juniors and seniors**. If a student is not passing one or more classes, the student is placed on probation for that week. The student has until the Friday eligibility check to get the grades up and get off the probation list. However, if the student is not passing the class or any of the other classes the week following probation, then the student is ineligible. Students will be notified on the first day of the school week if they are on probation or ineligible so they will have the opportunity to attend tutorials. Students who have lost eligibility must be passing all classes in order to regain eligibility status.

ENROLLMENT

Hollis High School/Hollis Middle School conducts enrollment in the Spring for current students and late enrollment during the summer. Current student required updates include: Current address, contacts, and lunch form.

New student enrollment requirements include:

1. Birth Certificate
2. Social Security Card
3. Establishment of Residence
4. Lunch Form
5. Current Immunization Record
6. Documentation of Guardianship

7. Enrollment Packet

FLAG SALUTE / MOMENT OF SILENCE

Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C., Section 172, effective 07-01-01 Students not wishing to participate in the pledge shall not be required to do so.

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day 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. (70-11-101.2)

FOOD AND DRINK

Students may bring bottled water or a sealable container without a straw for water to use throughout the day. Students may have food or drinks only during designated lunch periods and in designated areas. Before entering a building all items need to be properly disposed of utilizing the trash cans. *NO* GUM, CANDY, POP, SNACKS, SUNFLOWER SEEDS, LUNCH LEFTOVERS or other foods in the building, hallways, or classrooms. Prior approval by administration can be obtained for special occasions.

GANGS

Gangs are any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district believes is to commit antisocial behavior or to violate school district policy. Gang related behavior incidents are behavior or events which has the effect of disrupting school activities or which fosters, encourages, or enhances gang activity.

Students violating this policy shall be subject to disciplinary actions as provided in the Student Code or may be subject to the filing of criminal charges depending upon the severity of the infraction. Students who violate this policy will be suspended or expelled.

GRADUATION REQUIREMENTS

Detailed below is the college-preparatory/work-ready curriculum for high school graduation required of all students in order to graduate from high school.

4 Units English
3 Units Math
3 Units Laboratory Science
3 Units History or Citizenship Skills
2 Units Foreign Language or Computer Technology
1 Additional Unit from Courses Listed Above
1 Unit or Set of Competencies Fine Arts or Speech
6 Electives

Upon written approval of the parent or legal guardian to opt out of the above requirements, students may enroll in the core curriculum for high school graduation listed below.

4 Units English
3 Units Math
3 Units Science
3 Units Social Studies
1 Unit or Set of Competencies Fine Arts
1 Unit or Set of Competencies Foreign Language or Computer Technology

8 Electives

Updates on graduation requirement are according to Board Policy EIED.

CPR/AED REQUIREMENT 70 O.S. §1210.199
Beginning with the 2015-16 school year, all students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.

GRADING SCALE
The Hollis Secondary Schools grading scale is as follows:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

GRADUATION DRESS CODE
Graduates will wear appropriate attire under their graduation garment that complies with the student dress code.

GRADUATION SPEECHES
Graduation speeches should be 3-5 minutes in length, positive and ceremonial in nature, pertaining to the graduating class, utilize formal language appropriate to a momentous occasion, and school appropriate, remembering families in attendance. Graduation speeches should be submitted to the school principal one (1) week prior to the graduation ceremony. The responsibility of delivering a graduation speech usually falls to Honor Students and/or Class Officers.

PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. § 11-103.6H
Students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board.
Beginning with students entering the 7th grade in the 2008-2009 school year, in order to graduate from a public high school, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7 through 12.

GYM
Students are not permitted in the gym during school unless supervised by a coach/faculty member. Chewing gum, food, liquids and street shoes are not permitted on the court. After hour use of the gymnasium is open only to students of Hollis Public Schools currently enrolled in the basketball and/or other appropriate programs. Students will be granted permission to enter the gymnasium after hours when the coaches/authorized faculty have opened the facility and are present supervising. Anyone behaving in an inappropriate manner will be asked to leave.

HALLWAYS
Students in line will adhere to health protocols as aligned by school administration. Students will maintain 6 feet distance to the extent possible. Students will keep to the right while walking in hallways and stairways without physical contact.

1. Upon arriving at school in the morning, students should enter the building and go directly to their 1st hour class.

2. When a student enters the building, he/she may not leave the building again. Exceptions must be noted and approved by teachers on hall duty.
3. Students should not gather in restrooms before school or at lunchtime. Permission must be obtained from staff on duty.
4. Students are expected to bring all of their supplies with them when entering their 1st hour classroom. It is highly encouraged to carry a zipper binder with needed supplies due to limited locker access.
5. Students will be given a tardy if they are not in their seat when the tardy bell rings.
6. Students are not allowed to remain in the building during lunch time, unless weather is not permitting, students eat outside.
7. Students should not pace up and down the hall.
8. Students should not gather on the stairway or in the stairwells.
9. All teachers are responsible for the hall, therefore; students who are given directions by a teacher are expected to comply whether you have a class under that teacher or not.

HARASSMENT/INTIMIDATION/BULLYING

The Hollis Public Schools' student conduct code prohibits bullying.

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

Patterns of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student, group of students or staff determined as intended to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education or safety of any student or staff is prohibited and subject to disciplinary action. Policy FNCD/70 School Laws of Oklahoma 98-100. 2

HEALTH SCREENING PROTOCOL

In effort to prevent the spread of communicable disease, especially during a pandemic or public health crisis the district may implement the following protocol to control and restrict access to school property, activities and events: The district encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours. In addition, the district may screen any individual who enters a school facility, as needed to include taking temperatures, asking health-related questions and isolation. The district will adhere to guidelines set by local, state and federal health and safety guidelines when feasible.

HONOR STUDENTS

To qualify for the honor of HONOR STUDENT, you must have completed all your work for the previous three semesters at Hollis Middle School or the previous three semesters at Hollis High School. This will be the top ten percent (10%) of the graduation class based upon the accumulated grade point average.

Beginning with the freshman class of 2024-2025 (Seniors 2028) a Valedictorian and Salutatorian as well as honor students will be named based on highest numerical grade average (rounded to the nearest 0.01) determined according to averages computed from numeric weighted semester grades received for both semesters of grades nine, ten, and eleven, and the first semester of grade twelve in core curriculum. Core curriculum shall consist of required units for graduation but not including elective courses.

MS grade point averages (GPA's) in core subjects (English, math, science, and social studies) will be based upon the grades earned by the student during the sixth grade, seventh grade, and the Fall semester of the eighth grade year. Starting with the 6th grade class of 2024-2025 honor students will be determined according to averages computed from numeric weighted semester grades (rounded to the nearest hundredth (0.01) of a point received for both semesters of grades six, seven, and the first semester of grade eight.

INCLEMENT WEATHER

If the campus must close or delay opening due to inclement weather, the district will notify staff, students and the community in the following ways: District Website, School related Facebook pages.

IN-SCHOOL DETENTION

1. In-school detention will be supervised by a person who is the monitor, the teacher, or an administrator. ISD sessions will be recorded with videotape. Restroom use and lunch will be separate from the general student body. Students wishing to eat a lunch from the cafeteria must pay for their lunch in the usual way. No outside food or drink is allowed in the ISD room. No student shall be allowed to leave the ISD room during lunchtime.
2. Class work from teachers is to be collected by the office, and students will turn it in to the monitor or principal at the end of the ISD session. Teachers will grade the work and apply 100% credit.
3. Established Codes of conduct will be followed by students.
3. Responsibility for assigning ISD to student's rests with the building principal.

INTERNET

The Hollis Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. Users have no expectation of privacy in anything created, stored, sent, deleted, received, displayed or accessed when using a school network, device, internet, email system or other technological resource owned or issued by the school, whether the resources are used at school or elsewhere. .

An Acceptable Use and Internet Safety Policy will be signed by all persons wishing to use the services provided by the Hollis School District. Violation of the Acceptable Use and Internet Safety Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

LEAVING THE BUILDING

A student that is already at school and needs to leave for any reason must have a note or phone call to the office of the principal from the parent/guardian stating the time, purpose, and a phone number where the parent can be reached in case a question arises. Students not checking out through the office in the proper manner will be considered **truant**. This includes those students in attendance in the morning that fail to return after lunch.

LIBRARY

The library is open during specified periods during the day. Books are checked out for a 2-week period and may be rechecked every two weeks as long as needed, provided they are brought in for rechecking. Report cards are held each 9-week period for overdue books. Students will receive periodic overdue notices. Please return the book when you receive an overdue notice. Library books are to be kept clean and handled carefully. You will be required to pay for any damages to the book or pay for it if it is lost.

LOCKERS

Lockers will not be assigned this school year. **Backpacks will be used to carry any materials needed throughout the school day.** Zipper binders to carry any materials needed throughout the school day is also acceptable.

MAKE-UP WORK

Make-up work for absences which meet the attendance criteria will be considered for full credit. The number of days allowed to make up missed assignments is equal to the number of days absent not including weekends.

Upon returning to school, it is the student's responsibility to ask for and to make up work missed during an absence.

1. One day must be allowed for each day of absence to make up work. Teachers may grant an extension with extenuating circumstances.
2. Parents/Guardians requesting assignments for the student should make contact with the office by 10:00 AM. Any request after that time, work may not be available for pick up the same day.

THE ADMINISTRATION WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

MEDICATION/MEDICAL

Hollis Public Schools does not provide medication to students. Should the need arise for over the counter or prescription medications these must be supplied by the parent in the original container, with labels/directives included. Proper documentation shall include a Medication Consent Form for each medication filled out by a Physician/Nurse Practitioner/Physician's Assistant and Parent/Guardian. Said verification is applicable to inhaled medication for treatment of asthma. (Medication Consent Forms are only valid for the current school year and must be updated yearly)

No over the counter medications can be taken on campus prior to 10:00 AM or after 2:00 PM. If medication is needed during these times, the parent/guardian must come to the campus to administer. Also, if prescription medications are needed during these times the verifications listed above must be provided from certified medical providers.

Hollis Public Schools Health/Nurse is responsible for the design, implementation, safety and monitoring procedures for administering and storing all medications. Communications between medical providers, parent/guardian, student, school personnel and related state agencies concerning medications are included in the realm of this responsibility.

OPEN CAMPUS PRIVILEGE

Students in grades 6-12 will be permitted to leave campus for lunch provided they walk or are picked up by a parent. All students who are in violation of attendance regulation or who are found to have been engaged in inappropriate behavior during lunch will lose the privilege of off campus lunch time for the remainder of the school year.

PARENTS BILL OF RIGHTS

Parent participation in the school is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. Parents will be provided contact information for teachers and administration to address concerns related to homework, attendance and discipline. Parents may request additional information about courses of study, learning materials, sex education curricula/opt out-consent procedures, school clubs/activities. Parents may also request information for specific parent rights and responsibilities as outlined in Oklahoma Statues of Title 70 sections 10, 11 and 12. Board Policy EHBDBA.

PARKING

Students may drive a vehicle to school if they are legally licensed to drive in the State of Oklahoma. Students' main parking will be in the north lot and on the east side of the gym. The south parking lot is reserved for faculty and visitors. Other areas will be used for parking as the transportation director allows. Buses will load and unload in the blocked off section of Eula street, which is not open to traffic. **Parking in Eula Street is not allowed.** All vehicles on school grounds are subject to search.

POLICE INVOLVEMENT

School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police are notified, reasonable attempts to contact the parent will be made. Any action taken by police authorities will be in addition to action by the school. School officials, guided by the district procedure, will cooperate with police authorities during investigations.

PROGRESS REPORTS

Progress reports will be issued mid-way through each nine weeks and at the close of each nine-week grading period. Report Cards will be issued at the end of each semester. Teachers will provide conference schedules and other information for more frequent progress updates as needed.

PROMOTION/RETENTION

Middle school students shall be promoted to the next higher grade when the three core subjects (math, science, English, history) are passed satisfactorily. Otherwise, student will be retained in the current grade in which they are enrolled.

REPORTING STUDENTS UNDER THE INFLUENCE

It shall be the policy of the Hollis Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. Intoxicating beverages,
2. Alcoholic beverages, and/or
3. A controlled dangerous substance, as defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall notify the Superintendent and a parent or guardian of said student of the matter. Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. Teachers shall be immune from all civil liability when reporting such suspicions.

RESIDENCY/TRANSFERS

It is the policy of the Hollis Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. 1-113 ©. Provided that such parent, legal guardian, person or institution having legal custody contributes in a major degree to the support of such child. Provided further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Other questions/special circumstances concerning legal residence of children shall be determined pursuant to procedures utilized but the State Department of Education in accordance with 70 O.S. 1-113. Applications for transfer on non-resident students are available upon request under the Education Open Transfer Act to be presented for review by the Board of Education.

SAFETY COMPLIANCE

Inspections of district facilities for asbestos have been conducted and Management Plans have been developed in accordance with state and federal regulations. These are available for review upon request in the office.

SOCIAL/EMOTIONAL HELP

The National Suicide Prevention Lifeline is a United States-based suicide prevention network of over 160 crisis centers that provides 24/7 service via a toll-free hotline with the number 1-800-273-8255. It is available to anyone in suicidal crisis or emotional distress.

STAFF/STUDENT ELECTRONIC OR DIGITAL COMMUNICATIONS

Staff and student communication via electronic or digital means can only be on the school approved platforms which are: group me, google classroom, or school assigned email. Refer to Board Policy DHAC for clarification.

STUDENT INFORMATION UPDATES

The school office must be notified immediately of any change in address, home or office telephone numbers and emergency information/approved contacts during the academic school year. If an emergency were to arise, the school needs current information to reach parent/guardian quickly.

STUDENT SEARCHES

It is the policy of the Hollis Board of Education that the superintendent, principal, teacher, or security personnel of this school, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, wireless communication devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. In no event shall a strip search of a student be allowed. No clothing, except cold weather outerwear, shall be removed prior to or during a search. See Board Policy FNF-R.

STUDENT SURVEYS

Surveying students digitally or with hard-copy instruments to retrieve student feedback, will include prior survey preview for parents/guardians of students with opt out or consent to participate directives made available.

SUSPENSION

Any student who is guilty of immorality or a violation of the regulations of a public school may be suspended by the principal of such school, and the suspension shall not exceed beyond the current school semester and the succeeding school semester. The student being suspended shall have the right to appeal from the decision of such principal to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the student, and its decision shall be final.

TELEPHONE USE

Students may not use the school telephone except in an emergency situation. The only phone a student is authorized to use is the **HS/MS office telephone**, not any other classroom or office telephone. Permission from the office staff must be obtained before using the telephone. In the event that the student receives a call during the day, he/she will be called out of class ONLY in an emergency. More often than not, a message will be taken and the student may return the call if it is not an emergency. The telephones are for school business, not a convenience for the student body.

TEXTBOOKS

All basic textbooks are loaned to the students for their use only during the school year. Textbooks are to be kept clean and handled carefully. Procedures for use will be established by the teacher. Students will be required to pay for any damages to the book or pay for it if it is lost.

TUTORIAL

Any student who is in danger of failing in grades 6-12 shall be given the opportunity to attend a tutorial class. Tutorial classes may/may not be mandatory. Attending the tutorial class will allow the student to re-test or complete work in the class they are failing. This affords them the opportunity to bring the grade up to a passing level. Transportation to and from tutorial class is the responsibility of the parent/guardian. Students shall not be tardy to tutorial sessions. Sign up instruction, days, and times will be provided as needed. Designated periods for tutorials are 7:40-7:55 a.m. and 3:15-3:30 p.m.

TRANSPORTATION

The Oklahoma State Board of Education prohibits the use of school buses for transportation for nonparticipating pupils to and from contests, athletic games, or other school functions.

USE OF SCHOOL PROPERTY

Hollis Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, literacy, community, cultural, scientific, mechanical, agricultural or parental involvement purposes. The school district shall make school property available for public recreation before and after school hours, on weekends, or during school vacations. In making the determination as to whether property is available, the superintendent shall review current recommended local, state, and federal health and safety guidelines to determine whether the district space that is requested will be able to be utilized. If a group is allowed to use school property, it will be the responsibility of the person who fills out the application for use to ensure that all appropriate steps are taken with regard to health and safety guidelines, including with regard to sanitation and cleaning. The district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians. The school district shall exercise its authority to fix and collect rental rates and charges for the occupancy or use of school facilities in such amounts and in such manner as may be determined. The superintendent or the superintendent's designee will establish rules and regulations in support of this policy.

VISITORS

To best protect students and staff the high school/middle school campus is a locked facility/closed campus. Closed campus safety precautions apply to all aspects of the day and public access is prohibited. In person visits during the school day will be curbside or outside the main entrance. Arrangements for said visitations will be handled by contacting the school office via phone, email or front door intercom.

WEAPON

It is the policy of the Hollis Board of Education that possession of dangerous instruments or weapons on school property, at school sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person.

It is a felony to have a weapon while in any school bus or while on school property. Oklahoma law provides that any person violating this law, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars ($5,000), and imprisonment for not more than one (1) year.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from school during the school year, he/she should report to the principal's office on the day of departure. He/she should turn in any school-owned textbooks and receive a checkout sheet that must be completed before school records can be sent to the forwarding school.

WHERE TO GO FOR WHAT

Superintendent

1. School policies

2. Questions concerning school in general
3. Arranging special programs
4. Building and bus facilities

Principal

1. Special permission
2. Daily schedule of school activities
3. Grades
4. Attendance records and information
5. Class meetings and organizational meetings
6. Secure work permits
7. Parent and teacher conferences

Counselor

1. Testing and interpretation
2. Curriculum information
3. Occupational information
4. Social and economic information
5. Requirements for graduation
6. Transcripts
7. Scholarships
8. Arranging and changing courses

School Secretary

1. Pay fines
2. School materials
3. Class accounts
4. Annuals
5. Deposit money

ADMINISTRATION PHONE NUMBERS

Jennifer McQueen, Superintendent 580.706.6400 x300

Kimi Copeland, HS/MS Principal 580.706.6400 x200

Rick Skorepa, Asst. MS/HS Principal; AD 580-706-6400 x200

Amy Estes, Elem. Principal 580.706.6400 x100

School Address:
415 N Main
(P.O. Box 193)
Hollis, OK 73550

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986:

The district has complied with this act and the asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material which would cause a health hazard.

We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by the law. The management plan documenting these inspections is on file in the Superintendent's office for public review. Information regarding any asbestos related activities planned or in progress, will be disseminated by the local newspaper when they arise.

CHILD FIND:

Child Find is the active, ongoing process of locating, identifying and evaluating handicapped children to provide services to meet their needs. Public Law 94-142 provides that each handicapped child is entitled to a free, appropriate public education. The State Department of Education has approved regulations to meet minimum guidelines to implement such services. Hollis Public Schools is seeking assistance in the effort to identify and serve handicapped children from birth through 21 years of age who may be eligible to receive special education services. Any information or referral of children with a suspected mental and/or physical handicap can be brought to the attention of the school by calling 580-706-6400 and bringing this to the attention of the administration or professional teaching staff.

NOTICE OF PARENTAL RIGHTS UNDER SECTION 504:

Section 504 of the Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of this school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school.

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS:

The Family Educational and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are as follows:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs

to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records with consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA; The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
- The right to object to the disclosure of directory information. Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days after receipt of this Notification of any or all items they refuse to permit the District to designate as directory information regarding the student. In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the District in writing that they do not want their student's information disclosed without prior written consent.
- "Directory Information" shall include a student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, grade level, degrees, honors, and awards received, most recent previous school attended, student statements, photographs, audio or videotapes depicting students and/or a student's work, and electronic mail addresses. Any parent or eligible student's objection to the release of directory information shall be appropriately designated on the student's educational records. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

NONDISCRIMINATION

It is the policy of the Hollis School District to provide opportunities without regard to race, color, national origin, sex qualified handicap or sexual orientation in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. The Hollis School is in compliance with Title IX., VI., Section 504 and other state and federal programs.

ITEMS NOT COVERED IN THIS HANDBOOK

We realize that many things not mentioned in this handbook could happen at school whenever this happens action will be taken on information available. Administration will make a firm but fair decision in all other occurrences.

BOARD OF EDUCATION

The Hollis Board of Education will supersede and take precedence over any policy listed in this handbook. Any person disagreeing with any policy in this handbook may request through the superintendent, and opportunity to state their objectives to the Board of Education.

Handbooks are subject to change as new mandates evolve/needs change. Updates in the course of the year will be published upon Board approval. Detailed information of policies are also available on the school website or upon request as outlined in the Board Policy Manual.