

# Student Handbook

## Pre K – 5<sup>th</sup> Grade



**2018-2019**

**SHAWNEE, OKLAHOMA**

## **MISSION STATEMENT**

**SHAWNEE PUBLIC SCHOOL recognizes the ability of all students to learn. Students will possess skills, knowledge and attitudes in an ever-changing global society that will allow them to become**

### **LIFELONG LEARNERS who:**

- use an ever-widening base of knowledge and skills to set and achieve goals.
- recognize technological and societal changes.
- are able to provide quality products and services.

### **COMPLEX THINKERS who:**

- use their creativity to solve problems.
- demonstrate higher order thinking skills.
- can collaborate and communicate effectively.

### **RESPONSIBLE CITIZENS who:**

- are self-directed.
- are contributing members of a community.
- demonstrate a knowledge and understanding of cultures.
- demonstrate interpersonal skills.
- work to preserve and protect the environment.
- demonstrate ethical standards.



## INSTRUCTIONAL PHILOSOPHY

Our Shawnee Public Schools emblem includes the motto “Student **Pride and Success**”. In our elementary schools student pride and success is built by:

1. Demonstrating mastery of state academic content standards (Reading, Math, Science, Writing, etc.)
2. Instructing students in necessary basic learning skills and requiring them to apply these skills more effectively each year.
3. Nurturing in students a life-long desire for learning.
4. Developing in students desirable qualities of citizenship and responsibility to family, school, community, state, nation and
5. Working toward greater individualization of the learning process.

We stress open communication and shared responsibility for student learning (for successful learning, parents, staff and student work together).

A “hands on” approach to instruction is taken with proven instructional material and technology.

Should we be of further assistance to you or be able to answer any questions, please call on us.

Many of the items in this handbook are referenced to applicable policies in the School District’s Policy Reference manual located at each site, Central Office, and on the District’s web site. If more information is needed on these items, Policies can be accessed through the principal’s office.

It is the policy of the District to provide equal opportunities in its educational programs, activities, and services without regard to race, color, national origin, sex, age, qualified disability, religion, and veteran status. This policy applies with equal force in admission to or employment practices. Inquiries or complaints concerning District’s policy of non-discrimination may be referred to the Compliance Office for Shawnee Public Schools, 326 North Union, Shawnee, Oklahoma 74801, telephone number 405-273-0653.

The School district’s web site may be accessed at <http://www.shawnee.k12.ok.us>. Please check the web site for information about the district and upcoming events and activities. Links to individual schools will give schedules and events for the site.

Dear Parents/Guardians:

Welcome to a new school year. Your child's school experience is important to us. Throughout the coming school year your child will be presented new skills and activities as they develop and learn to their highest potential.

The elementary handbook has been prepared to inform you about many of the elementary school policies and procedures so that you may assist your child in their learning. Please read it thoroughly to acquaint yourself and your child with those areas that may directly affect your child's learning.

Some topics covered in your handbooks have been annotated with one or more approved referenced policy numbers. Please note that in some cases more than one policy is annotated from the District's Policy Reference Manual. This has been done to familiarize you with the District's governing rules and regulations. Copies of the School District's Policy Reference Manual are located at each site and at the Central Office.

We urge you to take an active role in your school and its programs. Be a school volunteer and join PTA!

### **NOTICE OF NON-DISCRIMINATION**

Shawnee Public Schools does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

- The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-273-0653 or at 326 North Union, Shawnee OK 74801.
- The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-878-6794 or at 326 North Union, Shawnee, OK 74801.
- Inquires concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights  
U.S. Department of Health and Human Services  
601 East 12th Street - Room 353  
Kansas City, MO 64106  
Customer Response Center: (800) 368-1019  
Fax: (202) 619-3818  
TDD: (800) 537-7697  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

## **DISCRIMINATION COMPLAINTS**

The Shawnee Public Schools is responsible for compliance with a variety of federal laws, which cover school districts. These laws include, among others, *Title IX of the Education Amendments*, *Title VI of the Civil Rights Act*, §504 of the *Rehabilitation Act*, and the *General Education Provisions Act*.

Compliance with federal laws incorporates the School District's policy regarding equal opportunities in its programs, activities, and services without regard to race, color, sex (including sexual harassment), national origin, disability, religion, age or veteran status in any of the School District's programs, services, financial aid, or employment.

The District's prohibition of discrimination includes, but is not limited to, admissions to all general education classes, advanced courses, vocational education classes, and educational services.

### **STUDENT DISCRIMINATION GRIEVANCE PROCEDURE**

The Shawnee Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex (including sexual harassment), age, national origin, disability, or veteran's status.

The district has adopted procedures for use by any person, including students, for filing, processing, and resolution of complaints of discrimination. This procedure incorporates the mandate of the Americans with Disabilities Act of 1990 ("ADA") regarding the right of employees, students, visitors or others to file a grievance alleging a violation of ADA.

A copy of the complete discrimination grievance procedure as well as discrimination grievance procedure as well as discrimination complaint forms are available in the building principal's office or the Assistant Superintendent, Title IX/504/ADA Coordinator, 326 North Union, Shawnee, OK 74801-7099, 273-0653.

#### Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the appropriate building principal, teacher, or other individual with primary responsibility for the matter or matters involved. Reasonable effort should be made to resolve the problem or complaint. Should you desire additional information, contact the Assistant Superintendent.

#### Filing and Processing Discrimination Complaints

A grievance begins with the submission of a written complaint to the Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 10 days of alleged violation.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE (F.E.R.P.A.)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99) is a federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days from the day the School District receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request correction of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of student’s privacy rights.

Parents or eligible students may ask the School District to amend a record they believe is inaccurate, misleading or otherwise in violation of the student’s privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in otherwise in violation of student’s privacy rights.

If the School District decides not make changes in the record as requested, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the School 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 school 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 performing 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 School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the School District must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the School District not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- ***Consent*** before students are required to submit to a survey that concerns **one or more of the following protected areas (“protected information survey”)** if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations;
  2. Mental and psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine eligibility.
- ***Receive notice and an opportunity to opt a student out of –***
  1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use–
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office \* U.S. Department of Education  
400 Maryland Avenue, SW \* Washington, D.C. 20202-4605**

### **CHILD IDENTIFICATION/S.E.A.R.C.H.**

The Shawnee Public Schools is committed to locating and serving children with disabilities who reside in the School District. To locate these children, the District uses S.E.A.R.C.H. - Shawnee Early Action for Reaching Children with Handicaps. *SEARCH uses posters, pamphlets and news releases to local cable companies, newspapers and radio stations to publicize the services available through the School District and to identify children from birth through age 21 who might be eligible for these special services. SEARCH and the Shawnee Public Schools protect all personally identifiable*

information obtained through the search process as required by FERPA and the Individuals with Disabilities Education Act (IDEA). A copy of the School District's policies can be obtained at the Shawnee Board of Education and in the administration office at each school site.

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

This is to inform parents of the child screening and evaluation activities to be conducted throughout the year by Shawnee Public Schools in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening.

#### **(1) Vision Screening**

The parent or guardian of each student enrolled in the Kindergarten, first or third grade at the public school in this state shall provide within thirty (30) days of the beginning of the school year certification to school personnel that the student passed a vision screening within the previous twelve (12) months. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health. (Ok statute 70-1210.284)

#### **(2) Response to Intervention (RTI) Screening**

The Shawnee Public Schools District has developed a model with the purpose of providing support and enhanced intervention to students at-risk for academic difficulties. The model implemented-known as Response to Intervention (RTI) - is designed to evaluate students by determining the level of support necessary to produce effective outcomes for students at-risk for or having academic difficulties. Moving to this model shifts the focus of assessment from diagnosis to the identification of appropriate and effective intervention services for students and in turn, identifies an appropriate environment for these services. Decisions regarding a student's need for assistance and the level of support required to fill this need are based upon a systematic review of several forms of data collected throughout the process.

### **Evaluation**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class.

Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special

education and related services purposes.

If you are aware of a child with a disability in the Shawnee School District who is not currently receiving services, please contact the SEARCH Coordinator at 273-0653 or 273-6794.

Services can be provided free of charge for children ages birth through twenty-one that have significant delays in the following areas: physical, cognitive, communication, social/emotional, and/or adaptive development.

### **ASBESTOS CONTAINING MATERIAL**

This notice is to inform you that Shawnee Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Test conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facilities. None pose a hazard to any student or employee and they are being maintained in a manner, which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use our facilities. A copy of the Asbestos Management Plan is located in the Administrative Office. If you have questions or wish to view the management plan, please contact the Maintenance Director, at (878-1020) to schedule an appointment.

### **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**

Students may apply for the Oklahoma Higher Learning Access Program (OHLAP). To qualify for OHLAP, a student must: be an Oklahoma resident; be the child of parents, custodians or guardians who earn less than \$50,000 per year; graduate from an Oklahoma high school that is accredited by the State Board of Education. **Applications must be completed during the 8th, 9th, or 10th grade year and be witnessed by your parent(s), custodian(s) or guardian(s), who agree to help you comply with OHLAP requirements.** If all requirements are met, OHLAP will pay a student's college tuition. More information may be obtained by contacting your school counselor.

#### **High School Courses required for OHLAP students are:**

- |               |  |
|---------------|--|
| 4 English     | (grammar, composition, literature)   |
| 3 Lab Science | (biology, chemistry, physics or any certified lab science; general science with or without a lab may not be used to meet this requirement) |
| 3 Mathematics | (from Algebra 1, Algebra II, geometry, trigonometry, math analysis, calculus)  |

- 2 History (including 1 unit of American history)
- 1 Citizenship skills (from economics, geography, government or non-Western culture)
- 2 Foreign or non- (two years of the same English language or computer technology)
- 1 Additional unit of subjects listed above or a career-tech course approved for college entrance
- 1 Fine arts (music, art, drama) or speech

**17 Total Units**

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

The Shawnee Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

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 District's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the District to ensure that each student has attained the necessary reading skills upon completion of the third grade.

Beginning with students entering the first grade in the 2011-2012 school year, a student identified as having a reading deficiency, based on administered assessments, that is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test, shall be retained in the third grade. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

For students who do not meet the academic requirements for promotion, the District may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which 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 on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years.

A student who is promoted by meeting one of the good cause exemptions shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The 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 for exemption from mandatory retention based on a good-cause exemption (1-6 above) require that a teacher submit documentation to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. Documentation shall consist only of the alternative assessments results or student portfolio work and the IEP. The principal will review and discuss the documentation with the teacher. 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 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 District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. is ready to be promoted to fourth grade; and
3. is demonstrating a level of reading proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test; and
4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the District.

Tools that the District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include:

1. subsequent assessments,
2. alternative assessments,
3. portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

### **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 following steps:

#### **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 non-appealable.

#### **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 by certified mail with return receipt request of his or her decision, the principal's decision will be final and non-appealable.

#### **Final Level of Appeal:**

The parent may request review of the Superintendent's decision by letter to the Superintendent or Clerk of the Board of Education. If no request is received within five (5) days of the parent's written 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 non-appealable.

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 part of the student's permanent cumulative record.

### **ATTENDANCE TARDY/ABSENCE**

The Shawnee Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. However, if it is necessary to miss class, parents are requested to call the school to report their child's absence. Schools may call parents in the event no calls are received from the parent. Upon returning to school a note from parents stating the reason for the absence is requested unless the absence was reported by call to the school office.

Regular attendance contributes to better and more consistent progress in school. Students are expected to be in school every day.

Unjustified excessive absences may result in not receiving grades for the reporting period the in which the absences occur. Students returning to school from absences should complete assignments within the number of days absent plus one.

Students are expected to be in school every day except in case of emergency, illness, or death in the family. Prior to a student being absent for observance of a religious holy day, the building principal should be notified.

A student is considered tardy if they arrive after the instructional day begins. For truancy purposes, a student is considered absent from school for any part of an instructional day missed. Students checked out of school before the instructional day ends will be counted as absent for the time they miss.

Students attending Shawnee Early Childhood Center who arrive to school after 9:05 AM will be considered absent for the morning session. Likewise, if a student leaves school before 1:25 PM they will be considered absent for the afternoon portion of the school day.

Students attending one of our elementary sites who arrive to school after 8:55 AM will be considered absent for the morning session. Likewise, if an elementary student leaves school before 1:35 PM they will be considered absent for the afternoon portion of the school day.

If any student is absent without valid excuse (i.e. doctor's appointment, chicken pox, flue, a doctor's statement (an original doctor's note) for a prolonged illness or a family emergency (death in the immediate family), four (4) or more days or parts of days within

a four-week period or is absent without valid excuse for ten (10) or more days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106)

It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Parents or Guardian should notify or call the school prior to any absence. Student may be retained because of excessive absences.

### **STUDENTS WITH EXEMPLARY ATTENDANCE**

The Shawnee Public Schools wish to recognize those students who maintain an exemplary attendance record throughout the school year. **Students who miss no more than one school day per nine-week period will be recognized as achieving exemplary attendance.** Individual school sites may choose to award such students quarterly or by semester. All attendance policies will apply. For the purposes of determining exemplary attendance and/or perfect attendance, **three tardies or early dismissals will count as one day absent from school.**

### **WELLNESS**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns.

The district will establish a District Safe and Healthy Fit School Advisory Committee to make recommendations to the Superintendent and Board of Education regarding nutrition guidelines, nutrition education, physical activity goals, safety procedures and other related activities.

Recommendations will be made to the Board for grades PK-12 on appropriate physical education instruction and recommended minutes of physical activity weekly. Further, it is the intent of the Board that schools take a proactive effort to encourage students to make nutritious food choices. All foods and beverages served on District grounds or at District sponsored events shall conform to the U.S. Dietary Guidelines for Americans. The Superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served. Students will be offered a variety of skim and low fat milk, meats and beans, fruits, vegetables and whole grains on a daily basis.

District, site and booster fundraising shall not conflict with Child Nutrition Regulations when selling food and beverages to students during school hours. Further, concessions at school activities will provide a majority of food choices that meet nutritional and healthy eating standards and will limit food items that are defined by U.S. Dietary Guidelines – Foods of Minimal Nutritional Value (FMNV)

The use of food as a reward is prohibited. And, Foods of Minimal Nutritional Value may be served at those times designated by sites as “special occasions”, i.e. class parties, school stores, fund raising activities, celebrations, etc.

Recess or other physical activity time will not be canceled for instructional make up time and students will not be denied participation in recess or other physical activity as a form of discipline. However, students in suspension programs may have segregated, structured recess or physical activity.

A complete copy of the Wellness Policy is available from the principal or superintendent’s office.

### **PREVENTION OF STAFF, STUDENT AND VISITOR USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY**

**Background:** Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non- smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer. Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

**Purpose:** The School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall discourage the use of tobacco products by its staff and students. This policy is adopted pursuant to the Pro-Children Act of 1994.

**Policy:** Smoking and the use of tobacco products in any form, including simulated tobacco products, is prohibited on School District property at all times and at all school-sponsored events. Tobacco products include cigarettes, cigars, snuff, chewing tobacco or any other form of tobacco product. This prohibition includes school buildings and grounds, school-owned vehicles and all other property owned or leased by the School District. This prohibition shall remain in effect twenty-four hours per day, seven days per week, regardless of whether school is in session.

**Enforcement:** The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

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

**Staff:** Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy in his or her District personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and nonrenewal of staff.

**Citizens:** Citizens who are observed smoking or using tobacco products on School District property will be asked to refrain from tobacco use on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement may be called upon to assist with enforcement of this policy.

## IMMUNIZATION REQUIREMENTS

Please consult below for the schedule of immunizations required for each grade level.

<b>Pre-Kindergarten</b>	4 DTP/DTaP/Td
<b>(3 &amp; 4 yr. olds)</b>	3 Polio
	1 MMR
	3 Hepatitis B
	2 Hepatitis A
	Varicella (chicken pox) or signed statement by parent/guardian stating the child has had the disease
<b>Kindergarten 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grades</b>	5 DTP/DTaP/Td (Unless the 4 <sup>th</sup> DTP was received after the 4 <sup>th</sup> birthday)
	4 Polio (Unless the 3 <sup>rd</sup> dose was received after the 4 <sup>th</sup> birthday)
	2 MMR (1 dose after 12 months and 2 <sup>nd</sup> dose must have been at least 1 month apart)
	3 Hepatitis B
	2 Hepatitis A (1st dose on or after 2nd birthday and the 2 <sup>nd</sup> dose 6 to 18 months after the 1 <sup>st</sup> dose)
	1 Varicella (Chicken Pox)

Students who have begun a medically approved schedule for completion of immunizations may begin school; however, parents are required to present a schedule for completion signed by a licensed physician or public health authority.

## **MEDICATION: ADMINISTERING TO STUDENTS**

### **PURPOSE**

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

### **DEFINITIONS**

For purposes of this Policy, these terms have the following definitions:

“Medicine” or “medications” includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

“Parent” means a parent, a court appointed guardian or a person having legal custody.

### **POLICY**

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this Policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student’s parent and may result in discipline, including out-of-school suspension.

As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent must deliver the student’s medicine to the school nurse, school administrator or designee in its original container with the parent’s written authorization for administration of the medicine. Upon delivery the quantity of medication is documented. The parent’s authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent’s instructions and the directions for use on the label or in the physician’s prescription. The parent must complete a new authorization form annually and for each change of medication.

The District will maintain the authorization form as a part of the student’s health record. Authorization forms will be available in the principal’s office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication in accordance with state and federal law. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
- b. Procedures for administration, documentation, handling and storage of medication; and
- c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

Students who are able to self administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- a. A licensed physician must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- b. The parent must provide a written authorization for self-administration of medication.
- c. Parents who elect self-medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- d. The written authorization will terminate at the end of the school year and must be renewed annually.
- e. If the parent and physician authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
- f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- g. Students will not be allowed to self administer:

1. Narcotics;
  2. Prescription painkillers;
  3. Ritalin; and
  4. Other medication hereafter designated in writing by the District.
- h. Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel.
  - i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.
  - j. The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

**Nonprescription medication.** School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- a. Student name (affixed to the container);
- b. Ingredients;
- c. Expiration date;
- d. Dosage and frequency;
- e. Administration route, i.e., oral, drops, etc.; and
- f. Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

**Prescription medication.** School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- a. Student name;
- b. Name and strength of medication and expiration date;
- c. Dosage and directions for administration;
- d. Name of the licensed physician or dentist;
- e. Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- a. Date of destruction;
- b. Time of destruction;
- c. Name and quantity of medication destroyed; and
- d. Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- a. A legitimate lack of space or facility to adequately store specific medication;
- b. Lack of cooperation by the student, parent and/or prescribing doctor and the District;
- c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;
- d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- e. The medication expiration date has passed.

## **HEALTH AND HYGIENE**

Health education and proper hygiene are important components of schooling for children. Proper nutrition, physical exercise and good grooming habits, such as proper hand washing, are critical for overall health. Also, childhood diseases and illnesses often require medical treatment and cause absence from school. The following guidelines should provide you with helpful information.

Parents will be contacted when students have an oral temperature of 100 or axillary (arm) temperature of 99. Students with fever will need to be picked up from school. Fever indicates infection and children cannot be at school.

A student who has any of these communicable diseases must follow the procedures recommended by the District and State Health Department.

**CHICKEN POX:** The student may return to school when all lesions are crusted, (no blisters).

**CONJUNCTIVITIS:** (Red or inflamed eyes) The student is excluded from school until medical care has been received, and student has been medicated for 24 hours.

**HEAD LICE:** (Pediculosis Capitis) According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A), "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice."

Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

**IMPETIGO:**

The student may return to school if all lesions are covered or the skin has returned to its normal smoothness. There may still be slight redness.

**MEASLES:**

The student may return to school when entirely recovered and the skin clear. This is a serious illness, for which a physician, or health officer should make the decision regarding return.

**MUMPS:**

The student may return to school in nine days, or when all swelling has subsided.

**RINGWORM:**

The infected area(s) must be covered while the student is attending school. The student must be treated before returning to school.

**SCABIES:**

The student must be free from all skin eruptions to remain in school unless the attending physician or health officer notifies by written statement the principal or school nurse that the eruption is not communicable.

The above listing is not intended to be exhaustive of all conditions or diseases which may require special treatment and precautions and even medical intervention. Other conditions may be identified which, like those listed above, qualify as communicable or contagious diseases or conditions. In this event, the School District will focus on identification of the condition, determining the extent to which it may be contagious or communicable and procuring appropriate medical information regarding the action to be taken.

**SCHOOL LUNCH AND BREAKFAST PROGRAM**

All elementary sites, including Shawnee Early Childhood Center offer breakfast and lunch at no charge to students.

Eating right and a child's performance in school go hand in hand. Children who eat high quality, nutritious meals do better in school!

The Shawnee School Nutrition Services provides a weekly/monthly menu, which includes children's favorites. Elementary students may choose between two main dishes, a "Kid's Choice" and a traditional meal. Three fruits or vegetables are also offered each day. Eating plenty of Fruits & Veggies is encouraged. Of course, milk and various breads/starches round out the meal. Some students need more food than a school meal

provides. We sell second entrees, milk, or other items. These are called “a la Carte” items. They meet strict nutrition criteria. No product contains more than 35% calories from fat or 35% sugar by weight. Kids must pay cash for extra items.

Students who choose to bring their lunch may purchase milk at school. Please help by having your child’s name written on their lunch box/sack. Remember, refrigeration is not available and only non-perishable foods should be packed. Please do not send soda pop to school.

**Please eat with your children occasionally.** Simply call the school office by 9:00 a.m. or send a note with your child so enough food can be prepared.

**\*MEAL PRICES**

Adult Lunch	\$2.75/meal
Adult Breakfast	\$2.00/meal
Single Milk Cartons	\$ .50

\*Meal prices may be subject to change.

**STUDENT ALL SPORT PASS**

A Student All Sport Pass will be available to all PK-12 students. The Student All Sport Pass may be purchased in the office and will entitle the student admittance to all Shawnee High School and Shawnee Middle School sporting events during the school year. Students are expected to behave in a manner that is a credit to themselves, their school and community. Behavior that may be detrimental or injurious to self or others, and/ or conduct deemed to be disrespectful toward authority will result in the revocation of the Student All Sport Pass. Decisions on revocation shall be made by the building principal or his/her designee. Students may not be dropped off at school events and left unattended by parents/guardians.

**SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. §24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation and bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should recognize will:

1. Harm another student
2. Damage another student’s property
3. Place another student in reasonable fear of harm of the student’s person or damage to the student’s property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District’s educational mission or education of any student

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior, which defines and explains this conduct and the School District's plan to address it.

### **PROHIBITING STUDENT HARASSMENT, INTIMIDATION, AND BULLYING**

It is the policy of this school district that 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. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the student are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent 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 of any student. Such behavior is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

**A copy of this policy will be furnished to each student and teacher in this school district.**

### **Statement of Legislative Mandate and Purpose**

The District's student conduct code prohibits bullying. This Policy further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The Board of Education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator. The Board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;
2. Substantially disrupts school operations by interfering with the District's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the District's efforts to prepare students for productive lives in the community as they become adults;
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of harassment, intimidation, and bullying towards student-victims simultaneously supports the District's primary and substantial interest in operating schools that foster and promote academic achievement;
4. Substantially interferes with school compliance with federal law that seeks to maximize the inclusion of students with disabilities and hinders compliance with Individualized Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
5. Substantially interferes with the District's mission to advance the social skills and social and emotional well being of students. Targets of harassment, intimidation, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from harassment, intimidation, or bullying are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts; and
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be

subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### **Definition of Terms**

#### **1. Statutory definition of harassment, intimidation, and bullying**

70 O.S. §24-100.3(C) of the School Safety and Bullying Prevention Act defines the terms "bullying" as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physicals acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent 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 of any student that a reasonable person should recognize will:

- A. Harm another student
- B. Damage another student's property
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

#### **2. The "Reasonable Person" Standard**

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### 3. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has

committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide.

Such conduct may also constitute sexual harassment, which is also prohibited by the District.

### **Procedures Applicable to the Understanding and Prevention of Bullying of Students**

1. Student and Staff Education and Training

All staff will be provided with a copy of this Policy. All students will be provided a summary of the Policy and notice that a copy of the entire Policy is available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

## 2. The District's Safe School Committees

The District's Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, each Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, bullying and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

### **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### **Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, or bullying. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events shall complete reports and submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying are to report all relevant information to the building principal.

## Parental Responsibilities

Parents/guardians will be informed **in writing** of the District's program to stop bullying. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be advised that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents.

## PROCEDURES

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

### Definitions

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent 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 of any student.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property

## Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, The Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided with three (3) days of conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within three (3) days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall make reports immediately to the building principal.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## REGULATIONS

### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

### Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;

4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well or removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying as necessary.

## Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.shawnee.k12.ok.us](http://www.shawnee.k12.ok.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

## **STUDENT DISCIPLINE**

The Board of Education of the Shawnee School District adopts the following policy and procedures dealing with student conduct and behavior:

### **General Expectations**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Shawnee Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

## **STUDENT CODE OF CONDUCT (EI)**

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board as set forth in District Policy and applicable student handbook. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products as defined in Policy BB;

2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Use of a wireless telecommunication device in a way contrary to Policy BJ or to Administrative Regulation BJ-R.
6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; ammunition; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission; or loitering in parking areas or between school and town during school hours or activities;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic

communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the learning of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.
22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.
23. Not parking in assigned parking areas, reckless driving on campus or any

street adjacent to campus at any time.

24. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.
26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Hazing is prohibited by Oklahoma law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of District shall be prohibited if such conduct or activity is: a) a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, c) any form of communication specifically directed at students or school personnel which is considered to be bullying or threatening behavior, or d) disrupts school operations.

In addition to disciplinary actions, District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

**Additional Procedures Related to Bullying:** It is District's policy that 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. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and

welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying.

## **SAMPLE DISCIPLINARY OPTIONS**

### **Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

### **Detention or In-School Intervention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/Principal at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

### **Alternative-In-School Placement**

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

### **Student Suspension**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school Principal or the school staff member to whom the Principal has delegated the responsibility for student discipline.

## STUDENT SEARCHES (EJ)

**Searches:** As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, District may contact appropriate law enforcement personnel to respond to the issue.

**Reporting:** Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages,

low-point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student.

### **DIRECT THREAT (EQ)**

#### **Definition**

“Direct threat” means an individualized determination that a student poses a direct threat to the health or safety of others, based upon reasonable judgment that relies on current educational, psychological, and medical knowledge or on the best available evidence, to ascertain; the nature, duration, and severity of the risk; the probability that the potential injury will actually occur.

#### **Policy**

When the district intends to impose adverse action on a student based on a direct threat, written notice of the district direct threat inquiry will be provided to the parent of the student and / or the adult student who is the subject of the direct threat inquiry. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- The district’s determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student’s behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;
- Notice of the student’s applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.

Appropriate district personnel will complete the Threat Assessment Inquiry (see Threat Assessment Inquiry Attachment).

The Threat Assessment Team (TAT) shall be responsible for determining whether the student poses a direct threat. This committee will be composed of the Executive Director of Academic Services, Director of Special Services, Building Principal, and a Teacher of the Student.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If the district determines that a student poses a direct threat to others, the district will communicate the nature of the adverse action to the parent of the student and / or the adult student. Additionally, the district may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician.

In cases resulting in the interim suspension or other adverse action, an appeal may be filed with the district's Superintendent. The adversely affected student or the student's parent shall have ten (10) calendar days from the notice of the interim suspension or other adverse action to appeal to the Superintendent. The Superintendent shall schedule a meeting to consider the interim suspension or other adverse action and the objections of the affected student. Following this meeting the Superintendent may adopt the decision of the TAT, enter the Superintendent's own decision, adopt the relief requested by the affected student, or take other action deemed necessary to achieve a reasonable resolution of the appeal. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen (15) calendar days from the appeal meeting scheduled to discuss and consider the appeal.

Upon a preliminary determination (by the TAT) that an individual poses: (1) a threat of violence to others or, (2) exhibits significantly disruptive behavior or, (3) need for assistance, members of the TAT may request & obtain criminal history record information, any previous psychological evaluations, and health records.

- No member of the TAT shall re-disclose any criminal history record information, psychological information, or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- The TAT may not maintain the criminal history record printed from the criminal records system access terminal, nor may they make copies of it.
- Criminal history information may not be placed in a student's educational file.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by school board policy or Oklahoma laws.

### **Special Education Direct Threat Policy**

Student discipline, suspension, and due process for students with disabilities as defined by the Individuals with Disabilities Act (IDEA) and / or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with “The Policies and Procedures Manual for Special Education in Oklahoma” published by the Oklahoma State Department of Education.

When the district intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, written notice of the district direct threat inquiry will be provided to the parent of the student and / or the adult student who is the subject of the direct threat inquiry, as well as, Parents Rights in Special Education: Notice of Procedural Safeguards. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- The district’s determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student’s behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;
- Notice of the student’s applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.

Appropriate district personnel will complete the Threat Assessment Inquiry (see Threat Assessment Inquiry Attachment).

The Threat Assessment Team (TAT) shall be responsible for determining whether the student poses a direct threat. This committee will be composed of the Executive Director of Academic Services, Director of Special Services, Building Principal, and a Teacher of

the Student. The TAT will consult with individuals with in depth knowledge and experience in the area of the student's disability as part of the direct threat determination.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If the district determines that a student poses a direct threat to others, the district will communicate the nature of the adverse action to the parent of the student. Additionally, the district may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician. This District will not condition the future receipt of a benefit or service on a showing by the student that he or she has eliminated behaviors that are a manifestation of a disability, unless the district determines that such behavior significantly contributed to the direct threat.

An adverse action taken against a student with disabilities shall be consistent within the policies governing the discipline of students with disabilities. Students with disabilities can be removed from school through an out-of-school suspension or removed to another setting or to an appropriate Interim Alternative Educational Setting (IAES) for a total of ten (10) school days, for violations of the student code of conduct or school rules. The ten (10) school days can be consecutive or cumulative and can occur over the course of one school year. For students suspended out-of-school for more than five (5) consecutive school days an educational plan will be designed for the reintegration of the student back into school.

When adverse actions result in removals for more than ten (10) school days, a manifestation determination will be completed by the IEP team.

If it is determined that the student will be suspended for more than ten (10) consecutive days, or to have a student's education setting changed to an IAES for up to forty-five (45) school days due to the existence of a special circumstance, such as weapon or illegal drug possession or infliction of serious bodily injury on another person or if the student poses a direct threat to the health and safety of others, the district will notify the parent or adult student immediately of this decision.

In cases resulting in an adverse action, an appeal may be filed as to that adverse action. The process for the appealing the imposition of the adverse action shall be the same as those outlined in the district's Board of Education policies.

### **Protections for Students Not Yet Eligible for Special Education**

A student who has not been determined eligible for special education and who is subject to adverse action may assert the protections of the IDEA if parents or school district staff suspects that the student may be a student with a disability or there is indication through educational records, psychological evaluations, or medical records that the student may be a student with a disability.

If a request for an evaluation of a student who is not currently eligible for special education is made during the period in which the student is subject to disciplinary measures, the district will conduct the evaluation in an expeditious manner. Pending the results of the evaluation, the student will remain in the educational placement determined by the district officials, which can include the suspension.

## **STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS (EK)**

**Discipline:** Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

The District does not utilize corporal punishment as a means of discipline.

**Alternative In-School Placements:** Before a decision to suspend is imposed, alternative in-school placements shall be considered. Alternative in-school placements, alternative program placement, Alternative Placement Educational Program (APEP), Detention, Intervention Program, Student Alternative Center (SAC), and similar disciplinary options or other correctional measures, such as those identified below, are not “suspensions” and do not require or involve the due process procedures established by this policy.

While in-school placements shall not be considered as an out-of-school suspension, they shall be treated as disciplinary or correctional actions which may be used as an alternative to out-of-school suspension or in conjunction with an out-of-school suspension.

### **Definitions:**

“Suspension” or “out-of-school suspension” is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A principal may suspend a student when the student’s behavior is in violation of the District’s Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite

commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

A “long-term suspension” is one which exceeds ten (10) school days.

A “short-term suspension” is ten (10) or fewer school days.

“Parent” refers to a student’s parent, legal guardian, or the person having legal custody of the student.

**Special Education Suspension/Discipline:** Student discipline, suspension, and due process for special education students, as defined by the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with “The Policies and Procedures Manual for Special Education in Oklahoma” published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over District policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed.

**Pre-Suspension Informal Conference with Student**

- (a) When a student is believed to have committed an offense for which suspension may be imposed, the principal or designee shall conduct an informal conference with the student.
- (b) The principal or designee shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to be in violation of the policy, rule, or regulation.
- (c) The principal or designee will give the student the opportunity to respond to the charges, the evidence presented by the principal or designee in support of the charges and allow the student the opportunity to provide his/her own information and admit or deny the charges.
- (d) If the principal or designee concludes the student committed the offense and suspension is appropriate, the principal or designee shall inform the student of the length of the suspension. In deciding whether to impose a suspension and determining the length of a suspension, a principal or designee may consider the following: seriousness of the offense, the student’s attitude, the student’s disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the

misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.

- (e) The principal or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Elementary and middle school students shall not be dismissed on suspension before the end of the school day without advance notice to the parent. High school students shall not be dismissed on suspension before the end of the school day without reasonable efforts by the school administration to contact the parent except in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff and/or property.
- (f) **Records and Reports:** The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.
- (g) **Notification to Parents:** The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

**Immediate Out-of-School Suspension without a Pre-Suspension Conference:**

A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

**Education Plan**

**Suspensions of Five (5) School Days or Less:** Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

- (a) A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.

- (b) The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.
- (c) The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

**Suspensions in Excess of Five (5) School Days:** Suspensions in excess of five (5) school days shall include a Suspension Education Plan ("Plan") which describes a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances.

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

**Attendance at School Pending Appeal Hearing:** Pending a properly and timely submitted appeal, the student may attend school under whatever "in-school" restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

**Student Privileges While Suspended:** Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee

determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but are not limited to, all school-sponsored games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/graduation is an extracurricular activity.

### **Appeal of Short-Term Suspensions:**

A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with the principal or designee, may appeal the suspension as follows:

- (a) An appeal to the Site Committee must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal’s or designee’s suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - 2) The reasonableness and length of the suspension.
- (b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.
- (c) Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
- (d) The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees,

who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.

- (e) The Principal or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The Principal shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or e-mail appeal request. The student and parent will be notified in writing, by e-mail, or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing.
- (f) The Site Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.
- (g) Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Site Committee of the information received from students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- (h) The Site Committee meeting is closed to the public.
- (i) Legal counsel is permitted at the Site Committee hearing.
- (j) At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the principal, and the Superintendent. The decision of the Site Committee is final and non-appealable.

### **Appeal of Long-Term Suspensions:**

A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

- (a) An appeal must be presented in writing to and received by the school principal, Superintendent or designee within two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - 1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - 2. The reasonableness and length of the suspension.
- (b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.
- (c) The Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.
- (d) The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.
- (e) The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
- (f) The District Review Committee meeting is closed to the public.
- (g) Legal counsel is permitted.
- (h) The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.

- (i) At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.
- (j) Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- (k) At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
- (l) The hearing chair shall mail, e-mail, or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.
- (m) An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
  - 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - 2) The reasonableness and length of the suspension.
- (n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and nonappealable.

- (o) Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.
- (p) Each Board member shall review the information individually.
- (q) At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.
- (r) If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.
- (s) The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.
- (t) As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. **The decision of the Board shall be final.**

**STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES**

**PARTICIPATION IN THE EXTRACURRICULAR ACTIVITIES OF THE SCHOOL IS A PRIVILEGE AND NOT A RIGHT.** Accordingly, when a student's behavior results in a determination by the Principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a Principal determines to impose alternative in school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the Principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

## **ABUSIVE OR VILE LANGUAGE**

The use of abusive or vile language will in no way be permitted. Students will be disciplined and when appropriate referred to the police.

## **REFUSAL OF PUNISHMENT**

In the event that a student refuses to accept or carry out the disciplinary action prescribed, parents will be notified to assist in resolving the situation. (Provided the requests are within the limits prescribed by law.)

## **DISCIPLINARY MEASURES**

The school must protect the rights of all students to a tranquil and productive school environment. The principal is authorized to use appropriate disciplinary measures whenever deemed necessary in the case of inappropriate, disruptive or illegal student behavior. Disciplinary measures may include but are not limited to:

1. Assignment of "citizenship duty" (cafeteria clean-up, grounds clean-up, graffiti clean-up etc.)
2. "Time-Out"
3. After school detention
4. Assignment to the in-school discipline center (ISD).
5. Time out at home.
6. Legal action.
7. 100% Contract.

The disciplinary options available to the school include, but are not limited to those listed on this page. The school and the parent are in partnership in all aspects of the student's school experience. Parental help in remedying emerging adjustment problems of the child does much to enhance that child's overall success in school. Parents wishing to discuss a referral or any disciplinary measures assigned to their child should contact the main office for an appointment with the teacher, team, or principal.

## **IN-SCHOOL DETENTION**

The purpose of this program is to provide the students with a program of in-school alternative education that will serve to modify deviant student behavior. Students are isolated in the ISD Room. Participation in school-related activities while serving in ISD may be restricted. Students get credit for their attendance and schoolwork while in ISD. They are able to keep pace with their class because they are doing the same assignments.

## **TIME OUT**

Time out at home occurs when the parent takes a student home. It may be immediate when a student's conduct indicates that their presence in the building will constitute a danger to the health/safety of students, teachers and others, school property, or a disruption to the educational process.

## **FIGHTING POLICY**

Students involved in fighting may be subject to penalty prescribed by law. A student may receive a citation and may be fined in accordance with the law. This would be in addition to any disciplinary action taken by the school.

Students, who are threatened, harassed, or intimidated by any other student should immediately report the matter to a teacher, administrator or counselor. Taking matters into your own hands, or responding to being threatened, criticized, or physical contact by hitting, pushing, shoving, or slapping the other student is NOT acceptable and may result in disciplinary actions.

Allow a school official to handle the matter. Those students involved should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator or teacher to handle the situation.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing in aisles so as to hinder school officials, refusing to leave the scene when asked to do so are violations of the no fighting policy. They constitute the offense “party an affray” and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. In sum, **FIGHTING WILL NOT BE TOLERATED ON ANY CAMPUS, ON THE SCHOOL BUS, OR AT ANY SCHOOL SANCTIONED EVENT.**

## **CARE OF BUILDING AND EQUIPMENT**

The building and its equipment represent our school home. Our care of the school site reflects our pride, and respect for every citizen who provides for and supports the school. Vandalizing or defacing the building or intentionally destroying equipment demonstrates a lack of respect for school, self, and others. Good citizenship requires that every student do what is necessary to protect and improve the school and to encourage others to do the same.

Disciplinary action for conduct which results in any destruction or defacing of school property will include payment for damages. Such behavior could lead to suspension and possibly expulsion from school, as well as legal action by the school.

## **BAD WEATHER DAYS/SCHOOL CLOSING**

Bad weather and hazardous road conditions may cause school closures during the school year. Official notification of school closings will be posted on television, radio, district

website, Facebook and twitter. Once school is in session, early dismissal is very unlikely; however, it is advisable that parents/guardians make prior arrangements with their children should school be dismissed early. School days lost, due to bad weather or hazardous conditions will be made up on a “Snow Day” designated on the school calendar or at the end of the school year.

## **BICYCLES**

Students who ride bicycles to and from school will be expected to keep them out of the street and the walking areas around school. Bicycles are to be parked upon arrival at school and are not to be moved until school is dismissed in the afternoon. While your school will make every effort to safeguard bicycles, it cannot assume responsibility for them. It is strongly suggested that a lock be placed on each bike.

Students will not be permitted to ride their bikes on the playground, since this may endanger other students.

Further, remember the safety rules. **DO NOT RIDE YOUR BIKE ACROSS THE CROSSWALK.** Stop at the crosswalk, get off your bike, and walk the bike to the other side.

## **BUILDING RULES**

The following building rules, which will ensure safe and courteous behavior, are standard practice for all students at all times.

1. Walk, do not run.
2. A courteous student does not push or shove.
3. Always use a moderate voice when speaking.
4. Avoid the use of chewing gum both in the school building and on the playground.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

**THIS IS VERY IMPORTANT** - Change of address or phone number should be reported to the teacher and to the office. Each student should have a current emergency telephone number on file in the office at all times in case of an accident.

## **TRANSPORTATION**

All transportation changes need to be made **BEFORE 2:00 p.m.** each day. We will only take changes, made **IN PERSON**, from the parents/guardians listed on the student’s enrolment form. Anyone making changes or picking up students will be asked to **present photo identification.**

In addition, we only release students to those contacts that you have listed on the student’s enrollment form. It is important that you list as many people as possible and that these contacts will be able to pick up your child or give us information on how to contact you.

The building principal maintains the right to make any exceptions to his/her policy.

## BUS TRANSPORTATION

Free transportation in district-owned buses is furnished to a student when he/she resides more than one and a half miles from the assigned school. All buses operated by the Shawnee Schools meet the requirements of the State Board of Education and operate in compliance with their regulations.

Students will be picked up and discharged only at their regular assigned stop. **Any request to change the student's pick up, discharge point, or mode of transportation must be made in person by the parents/guardians listed on the student's enrollment form.**

Parents of Pre-K and kindergarten students who ride a bus will be issued a school-provided placard with their student's name. Parents/adult guardians must have the placard with them at the bus stop in order for their student to be released to them. Older siblings riding the same bus may also have the placard to get the Pre-K or kindergarten student off the bus. If there is no one with a placard to meet the Pre-K or kindergarten student at the bus stop, they will be returned to their home school. Please be aware that students being returned to their home school for a late pick up may result in the loss of bus-riding privileges.

Students riding on a school bus are under the supervision of the driver and are expected to cooperate fully in maintaining discipline to prevent serious accidents. Bus drivers may recommend in writing to the principal that a student be disciplined if he/she persists in disobeying appropriate bus conduct and safety regulations. Bus regulations are posted on each bus. While on the bus:

1. Don't talk to the driver or distract the driver's attention except in an emergency. Your life depends on his/her full attention to his/her duties.
2. Keep head, hands, and articles inside the bus.
3. Don't bring unauthorized articles on the bus (i.e. pets, combustibles, large articles, weapons, etc.)
4. Do not use tobacco of any kind or use unacceptable language.
5. Do not fight or scuffle on the bus.
6. Remain seated behind the stations and guardrail until the bus stops.
7. Talk to your friend in a normal tone; do not shout.
8. Be courteous to your driver and to other passengers.
9. Follow the instructions of your bus driver.

10. No eating or drinking allowed on the bus.

Riding the school bus is a privilege, not a right. This privilege may be taken away for improper conduct, and if safety rules are violated. Students will be given a verbal warning for failure to follow bus regulations. After the verbal warning, students will be given a written warning through the student's principal. A written warning may result in the student being denied bus-riding privilege.

NOTE: Misbehavior, which is of a serious nature or threatening to the safety of those on the bus, may result in automatic loss of bus riding privilege.

Parents/guardian requesting a transfer from their home school attendance area to another elementary school within the district will be responsible for providing transportation.

Parents are encouraged to contact the Director of Transportation and/or their building principal on questions regarding the bus.

### **CLASSROOM PROCEDURE**

To have a pleasant classroom environment, much depends on the teacher and students' cooperation. STUDENTS SHOULD:

1. Cooperate with teachers and classmates.
2. Be respectful to teachers and other students.
3. Do assignments neatly and to the best of their ability.
4. Help teachers maintain a neat and orderly school.
5. Maintain self-control and self-respect.
6. Have a supply of pencils, paper, etc. at all times.
7. Respect other students' property. (Includes not taking items that belong to others.)
8. Be on time.
9. Get permission before leaving room.

### **HOMEWORK**

Homework may be given to supplement classroom assignments. This will vary with the need of each class or each student. A time set aside by the parents each evening for homework is helpful to the student. Students may make-up missed work within the number of days absent plus one day.

### **DRESS CODE**

The following guidelines are only guidelines and any restrictions, in addition to those mentioned that are necessary for the preservation of the health, safety and moral standards of the student body will be enforced.

## **GUIDELINES FOR STUDENT:**

1. All students must wear shoes, no rubber flip-flops or house-shoes
2. Students shall not wear any clothing or dress in any manner that is too revealing, not in conformance with community standards of decency, is inappropriate for school or causes a disruption to the education process. This includes, but is not limited to:
  - A. See-through clothing.
  - B. Extremely short or tight fitting skirts, shorts or other clothing.
  - C. Unbuttoned shirts or blouses.
  - D. Tank tops, muscle shirts, crop tops and/or clothing that promote violence, drugs or alcohol.
  - E. Any clothing relating to gang identification is not permitted. This will be determined by the administration with the assistance of the local law enforcement agency.

\* Any student wearing clothing deemed inappropriate by the principal will be required to contact a parent/guardian to provide a change of clothes.

3. Any markings or piercings, which disrupt or are determined by the principal as having the potential to be disruptive or are deemed a safety issue, will not be allowed.

**NOTE:** Due to the fact that gang clothing styles change and that we have zero tolerance for this type of dress and behavior, please contact the school before purchasing any questionable apparel. We are constantly updating our knowledge of what will keep our students and our campuses safe. As a general rule, parents should ask about sport team clothing and be concerned if student wears only one color of clothing.

## **HOURS OF SUPERVISION**

Elementary school sites will unlock their doors by 7:15 AM and be open until 3:15 PM to insure appropriate supervision is available. Shawnee Early Childhood Center is able to supervise students at 7:30 AM. Students are asked to observe this schedule unless they are involved in a school sponsored, approved activity, or other arrangements have been made. For the safety of our students, all doors remain locked during the school day.

## **FIELD TRIPS**

Occasionally students will be going on field trips. Notification will be sent home for each trip. Students will not be allowed to go on a field trip without parents' permission. Often parent volunteers are needed to assist on the trips. However, due to liability issues, only

students, teachers, teaching assistants, and parent volunteers are allowed to ride on school district buses. For safety reasons, it is extremely important for students to be on their best behavior while riding the bus during field trips.

### **CONFERENCES**

Parents/guardians are encouraged to schedule teacher conferences when needed; however, required parent/teacher conferences will be scheduled once each semester. Parents/ guardians will receive notification of the school's evening conference days and times.

### **SAFETY AND SECURITY DRILLS**

Six (6) safety drills will be conducted each school year as follows:

- 2 fire drills; 1 within the first 15 days of each semester; must include the sounding of a distinctive audible signal designated as the fire alarm signal.
- 2 tornado drills; at least 1 each in the months of September and March.
- 2 other safety drills as determined by the school principal and superintendent.
- All students and teachers in Shawnee Public Schools will participate in safety drills.

At the beginning of the school year a plan for evacuation in case of fire will be furnished to each teacher. The plan will be posted in a conspicuous place in each classroom.

Each room will also display regulations and procedures which will be followed for protection during tornadoes or tornado alerts.

Four (4) security drills will be conducted each school year as follows:

- 2 security drills per semester; 1 within the first 15 days of each semester; the second security drill of the semester must be conducted at a different time of day than the first; no more than 2 in one semester. The purpose is to secure school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
- All students and teachers in Shawnee Public Schools will participate in security drills, with the extent of student involvement determined by the district.

### **FIRST AID**

If a student should become injured at school, it should be reported at once to the playground teacher or the homeroom teacher. If the injury is minor, first aid will be administered. If it requires more than cleaning and a bandage, the parents will be notified. In case of illness the school will make every attempt to contact the parent or the person listed for emergency. It is critical that emergency numbers are kept current. We will make the student as comfortable as possible until the parent arrives or makes arrangements for the care of the student.

## HONOR ROLLS

### Requirements for Principal's Honor Roll:

#### 2<sup>nd</sup> & 3<sup>rd</sup> Grade

A student must have all A's for the current nine week period in Language, Math, Reading, and Spelling. The semester honor roll is an average of the 2 previous nine weeks.

#### 4<sup>th</sup> and 5<sup>th</sup> Grade

A student must have all A's for the current nine week period in Language, Math, Reading, Social Studies, Science and Spelling. The semester honor roll is an average of the 2 previous nine weeks.

### Requirements for Teacher's Honor Roll:

#### 2<sup>nd</sup> & 3<sup>rd</sup> Grade

A student must have all A's and B's for the current nine week period in Language, Math, Reading, and Spelling. The semester honor roll is an average of the 2 previous nine weeks.

#### 4<sup>th</sup> & 5<sup>th</sup> Grade

A student must have all A's and B's for the current nine week period in Language, Math, Reading, Social Studies, Science and Spelling. The semester honor roll is an average of the 2 previous nine weeks.

## LOCKERS

Locks on student lockers are not allowed. The lockers remain, at all times, the property of the school. Their use is subject to the school's right to enter and inspect lockers at any time. Please report any locker problems to the office.

## LOST AND FOUND ITEMS

All items brought to school should be labeled with the student's name; especially coats, caps, gloves, and lunch boxes. We encourage you to check the lost and found often; especially in the spring. All unclaimed items at the close of school will be donated to charity.

## MEDIA CENTER

Students may check books out of the media center. Books are valuable learning aids and should be given good care. Students and their parents are responsible for the good care of the books they check out from the media center. Lost or damaged books must be paid for.

The Shawnee Public Schools takes pride in its computer lab facilities. Students shall take pride as well. Rules are posted in the respective elementary computer labs. Students and parents will be held responsible for the destruction of any hardware, software or headphones they use during computer lab class.

## **MONEY AND VALUABLES**

Students should be discouraged from bringing money or other valuable items to school unless it is necessary. Money brought for meal or book orders should be sealed in an envelope with the student's name and teacher's name on it. Money should never be left on the table in the cafeteria or in the student's desk. The public school cannot be responsible for any items lost or misplaced.

## **MOMENT OF SILENCE**

Oklahoma State Statutes provide for a daily minute of silence. This period of silence will be observed each school day between the pledge and the morning announcements. Students should be seated and silent during this time. Students are invited and encouraged to exercise individual choice regarding use of this of this time meditation, prayer, or other silent non-disruptive activity. The student's minute of silence shall not be observed in any way that interferes, distracts, or impedes other students in the exercise of their personal choices.

## **PLEDGE OF ALLEGIANCE/FLAG ETIQUETTE/MOTTO OF THE UNITED STATES OF AMERICA**

Students may recite the Pledge of Allegiance to the flag at the beginning of each school day. The District will post a notice in conspicuous place in each classroom building to advise students that they may choose not to participate. District personnel will not take adverse or retaliatory action or tolerate such action by others regarding students who choose not to participate in the Pledge. Further, United States Flag history and etiquette will be annually taught in one or more grades.

Each school district may display "E PLURIBUS UNUM" and "IN GOD WE TRUST" in classrooms, auditoriums, and cafeterias.

## **VETERAN/GUARD RECOGNITION**

November 11 is observed annually as "Veterans Day". School will observe November 11 or if school is not in session the previous school day will be observed as "Veterans Day". Each school will conduct and observe an appropriate program of at least one class period remembering and honoring American veterans. The week in November 11 falls is hereby designated "Celebrate Freedom Week".

The second Tuesday of every April is observed as "Oklahoma National Guard and the 45th Infantry Division Appreciation Day". Schools are encouraged to show appreciation for the brave and courageous deeds exhibited by members of the Oklahoma National Guard and 45th Infantry Division.

## **PARENT INVOLVEMENT**

When schools work together with families to support learning, children are inclined to succeed not just in school, but also throughout life. Three decades of research have

shown that parental participation in schooling improves student learning. Such participation of parents and families is critical not only in the very beginning of the educational process, but throughout a child's entire academic career.

A child's success in school depends on many factors, but none more than involved, supportive parents. Shawnee Public Schools encourage parents to visit and participate in their child's educational activities.

We encourage parents to attend conferences, PTA meetings, assemblies, to volunteer in the classroom, and to help your child with their homework. Support and involvement at school and at home will provide your child with the best education possible.

### **REPORT TO PARENTS/REPORT CARDS**

PowerSchool is the student information system the district uses to manage information such as grades, attendance, demographics, courses, etc. PowerSchool allows immediate access to your child's grades, assignments and attendance record. Parents/guardians are assigned a secure password that will restrict access to only your child's information. Report cards and progress reports will still be issued in hard copy at the end of each quarter, but the majority of district reports will be generated and available through PowerSchool.

Assignments and grades are to be posted weekly; however, some assignments may take longer to grade, such as an essay or a research paper. We urge students and parents to be patient as teachers do their best to return assignments and post grades as promptly as their schedules allow.

### **POWERSCHOOL ACCEPTABLE USE POLICY**

Access to your student's attendance and grades through PowerSchool is being provided to you as another form of communication with teachers and administrators. More importantly, it is to help all of us in our efforts to support your student's education. Please read these guidelines carefully and fill out the "PowerSchool Parent Portal Access Request" form. Forms must be returned to staff in person and proof of identification is required.

Please read the following Acceptable Use Guidelines:

1. Username and passwords are to be kept confidential.
  - a. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian.
  - b. In the event a username/password is compromised or forgotten, the parent/guardian must come to the school office and show proof of identification order for the password to be restored.

- c. No information will be given over the phone.
2. Only one parent/guardian username and password will be issued per student. All parent(s)/guardian(s) signing the “PowerSchool Parent Portal Access Request” will be given the username and password.
3. All technical concerns about PowerSchool should be addressed by email to [parentportal@shawnee.k12.ok.us](mailto:parentportal@shawnee.k12.ok.us)
  - a. The school district does not provide technical support for your home and/or work computer system.
  - b. Users must realize that email and other communications via the Internet are not guaranteed to be private.
4. All parent access to PowerSchool is monitored. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
5. You must adhere to the following protocol in the order listed before contacting any teacher about concerns regarding your student’s progress and/or grades:
  - a. Speak with your student.
  - b. Have your student talk to his/her teacher for clarification.
  - c. Parent(s)/guardian(s) may send ONE e-mail or call the teacher. You can expect a response by the end of the following school day.
  - d. Parent(s)/guardian(s) may request a meeting through the office.
6. Every effort is made to keep the attendance information up to date; however, due to the manual processing of excuse notes and phone calls, we ask you to be aware that information on the Parent Portal may not be updated for 24-48 hours after a note is submitted. Consequently, an excuse note that is submitted 2 days after an absence may not be entered until 72 hours after the absence occurred. Attendance concerns should be addressed to the school’s secretary.

### **PROGRESS REPORTS**

After five (5) weeks of any nine (9) week school period, or as needed, a report may be sent home. A Progress Report is not always a failure notice. We feel it is also important to let parents know if the student is achieving, as he/she should be.

If the student is not performing satisfactorily in academics, areas of concern will be checked. Often comments will be written to explain the unsatisfactory areas.

Parents should carefully review the report then sign and return it to the student’s

homeroom teacher. A place is provided on the report for parental comments and direct parent-to-school contact may be a helpful follow-up.

### **TESTING PROGRAM**

Standardized and criteria referenced tests are administered to individuals and groups throughout the school year to determine ability, interests, aptitudes, and progress.

Teachers, counselors and/or principals use results from such tests to group and to address individual differences as well as to determine instructional levels.

Students may be grouped according to abilities that can be shown through testing results. These groups are for the purpose of individualizing, to a greater degree, the work that a teacher can accomplish with each student.

### **PROFICIENCY BASED PROMOTION**

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. All requests shall be made prior to when the course or grade level begins. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment and/or demonstration. Students who score 90% or higher, after conferencing with the parents, may be promoted and receive appropriate credit.

### **SAFE AND APPROPRIATE USE OF INTERNET AND TECHNOLOGY**

Shawnee Public Schools encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

#### **Personal Responsibility**

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

#### **Acceptable Use of Internet and District Equipment**

Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees and students must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. The District's computer and communications systems are not intended to be used for, and must not be used for, the exercise of the

employee's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. District employees, as well as students, are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Director of Human Resources or to the Superintendent. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

### **Children's Internet Protection Act**

It is the policy of the Shawnee Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### **Educating Minors on Internet Safety**

Per CIPA requirements, annually the District will educate minors on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Documentation will be kept on file to verify that students have received the information on internet safety.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Shawnee Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all staff of the Shawnee Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance

with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives. Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District’s technology resources.

Any supervisor, or, in the case of students – any teacher, who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy.

### **Business Use**

Generally, electronic communication equipment and services must be used only for authorized business activities. Users are forbidden from using the District’s electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District’s technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

### **Personal Safety**

Employees and students shall not use the District’s technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people’s photographs on the web and identify them by name.
2. Student users shall not agree to meet or meet with someone they have met online, without parental approval.
3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware.

### **Illegal and Inappropriate Uses**

Engaging in illegal and prohibited activities involving use of the District’s technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District’s technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one’s own.

2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials.
3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
6. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
7. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
8. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

### **Inappropriate Communications**

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, symbols, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
2. Users shall not view, allow to be viewed, or transmit pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or provide information on where such can be accessed.
3. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
4. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

5. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.
6. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.
7. Users shall not imply District endorsement of commercial products not its own.
8. Users shall not post or share unlawful or malicious activities, misrepresentation of any kind, chain letters or overly broad mass mailings or postings not approved by the District.
9. Users shall not knowingly or with reckless indifference post messages that are embarrassing, denigrating, false or defame or libel any person or organization, or that infringe the privacy rights of others.

### **Security of District's Technology**

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures.
2. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization. The district enforces a password change every 120 days.
3. A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
4. Users must immediately notify the e-mail administrator if they identify a possible security problem.
5. Users are responsible for the appropriate storage and backup of their data.
6. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

### **Privilege of Use**

Use of the Internet is a privilege, which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to

cease those activities and will also be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

The district will provide restricted Internet for users choosing to bring personal devices. The district is not responsible for personal equipment that connects to the district's Internet, nor does it offer support for personal equipment.

### **No Right of Privacy**

Shawnee Public School's electronic information resources, the internet and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school system technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on servers or hard drives of individual computers will be private. School system administrators or individual designated by the Superintendent may review files, monitor all communications and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School systems personnel shall monitor online activities of individuals who access the internet using the District's connectivity. The Board reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or federal law in certain circumstances. Disciplinary action can also occur when events occur outside the school day effect the school environment.

### **Limitation of Liability**

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

### **Disciplinary Action**

The use of District's technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

## **WIRELESS COMMUNICATION DEVICES**

It is the policy of the Shawnee School District ("District") Board of Education that students may possess a cellular telephone while on school premises and while in transit under the authority of the school only with the written permission of their parents and the consent of the building administrator. Permission forms are available in the Principal's office. The term "cell phone" includes but is not limited to cellular phones, mobile

phones, VoIP, iPhones, smart phones, Internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time, passing periods and other school activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may have pagers and cellular telephones while attending a function sponsored or authorized by the school if the sponsor gives his/her permission.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas,” “Private areas” include but are not limited to rest rooms, changing rooms, and locker rooms. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The District has adopted policies regarding appropriate contact between District staff and students via telecommunication devices and social net- working sites. Students shall only engage in approved and authorized contact with District employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, Internet uploading and downloading, camera, audio/video recording features. Students found using a phone for harassment purposes in violation of this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists.

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

**School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly using a wireless communication device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is improperly**

**using a wireless communication device shall have the authority to remove the wireless communication device from the student's possession.**

Students improperly using a wireless telecommunications device in violation of this policy shall be subject to disciplinary consequences. These consequences may include, but not limited to:

- Confiscation of the device with parent/guardian required to obtain the device from the principal.
- Confiscation of the device with parent/guardian required to obtain the device from the principal; out-of-school suspension for three days;
- Confiscation of the device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for three days; out-of-school suspension from school for 10 school days; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the school year.
- Confiscation of device with parent/guardian required to obtain the device from the principal; suspension from school for the remainder of the current semester and all of the next semester; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the student's enrollment in the District's schools.

### **USE OF INTERNET BASED INSTRUCTION**

Shawnee's virtual school and online learning program is an option for students to earn their school credit through an Internet-based instruction program. A "Shawnee Virtual Online School" application may be obtained from your school principal or counselor. The application will need to be completed and returned to the school for placement consideration into the online program. All completed applications must be submitted by the 15th of the month to be considered for the next scheduled session. Because online learning is a non-traditional learning experience there are certain expectations and requirements for students enrolling in these courses. The school will notify the student and/or parent if enrollment in the Shawnee Virtual Online School is approved. Should the application for online learning be denied, a written appeal request may be submitted to the superintendent or designee for a review and final decision.

### **SEXUAL HARASSMENT**

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District. Examples

of conduct that may constitute sexual harassment include, but are not limited to:

1. Anyone patting, grabbing or pinching you, pulling your clothes, touching you in your private areas or in any way that makes you feel uncomfortable, embarrassed or afraid.
2. Words or acts by an adult (man or woman) or a student (boy or girl) that make you feel uncomfortable, embarrassed or afraid.
3. Name calling, jokes, rumors, notes, cartoons or other drawings about you or others that make you feel uncomfortable, embarrassed or afraid.
4. Anyone asking you to or making you touch, pat, pinch or grab yourself or others in a way that makes you feel uncomfortable, embarrassed or afraid.

This summary is not a limitation on the definition of sexual harassment. It is a summary to communicate to children at the fifth grade level and below what can constitute sexual harassment.

### **Reporting Sexual Harassment**

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his or her principal, counselor or teacher, or to a board member, the superintendent or one of the School District's compliance coordinator. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parent may contact the superintendent, principal or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

### **For Further Information**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX coordinator, Shawnee Public Schools, 326 N. Union, Shawnee, OK, 74801, (405) 273-0653, for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in drama production;
- The annual yearbook
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing
- The student's electronic mail address;
- The student's date and place of birth
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and heights, if a member of an athletic team;
- The student's photograph; and

- The most recent educational agency or institution attended.

Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the times they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent of the eligible student.