



Shawnee Middle School
Parent/Student Handbook
2019-2020

Dear Parent/Guardian:

This handbook was written and published as a guide for Shawnee Middle School parents and students. Please read this with your child so that you both will be knowledgeable of the Shawnee Middle School's policies and procedures. After reading the book, please sign on the line below and have your child return the statement to his/her advisory teacher.

If you have any questions or concerns, don't hesitate to call or stop by the school. We look forward to working with you and your child this year.

Joey Slate, Principal

As the parent/guardian of _____, a _____ grader at Shawnee Middle School, I have read the Shawnee Middle School Parent/ Student Handbook and have discussed it with my child.

_____ Signature of
Parent/Guardian Date

**SHAWNEE MIDDLE SCHOOL
BODARD CAMPUS**

4300 N. Union

Shawnee, Oklahoma

Main office 273-0403

Attendance 273-0418

Guidance 273-1790

Joey Slate

Principal

Keely Tolin

Assistant Principal

Cheri McKinney

Assistant Principal

Everything Matters

2019-2020

SHAWNEE MIDDLE SCHOOL MISSION STATEMENT

Learning happens all of the time. Our mission at Shawnee Middle School is to provide students with a safe environment in which to learn. As we prepare our students to be successful graduates from high school, we take pride in knowing that we support them as members of the PACK. ALL PACK members - students, parents, teachers, and staff - pledge to:

Practice good manners.

Accept responsibility.

Come to school prepared.

Keep safety in mind.

“For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack.” --
Rudyard Kipling

SHAWNEE PUBLIC SCHOOL 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 skills to set a 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
- 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.

POLICY REFERENCE - Dr. April Grace, Superintendent

Many of the items in this handbook are referenced to applicable polices 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.

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

PHILOSOPHY

We believe in the worth of the individual, and we recognize our responsibility to provide experiences for each student which will develop the physical, intellectual, and creative potential as fully as possible.

We believe that our educational program should be structured to meet the special needs and capabilities of the student, and that we must be engaged in a continual search for ways to improve the effectiveness of our program. Realizing the vastly different maturity levels which occur during the middle school years, we strive to help the students to develop their abilities and interests in each stage of the early adolescent period.

We accept the obligation of the middle school to help each student develop as a responsible

member of a democratic society, acquire critical reasoning skills, and assume personal and civic responsibilities.

We believe the middle school serves an important function in providing a unique, yet integral, transitional period between elementary school and high school.

We believe the middle school is most effective when there is close cooperation among parents, staff, and community.

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. This 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 email, 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 School District is committed to locating and serving children with disabilities in the areas of *visual, hearing, motor, emotional, intellectual, speech and language development* 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.

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.

DISCRIMINATION COMPLAINTS

The Shawnee Public School 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.

The Shawnee Public School District is an equal opportunity employer. Inquiries concerning the School District's programs, equal opportunity to programs and activities, or participation opportunities should be directed to: The Compliance Officers for Shawnee Public Schools, 326 North Union, Shawnee, Oklahoma 74801. The compliance officers may also be contacted by telephone at 273-0653.

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 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 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.

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 district's Maintenance Director, to schedule an appointment.

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.

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 silent during this time. Students are invited and encouraged to exercise individual choice regarding use of this time for reflection, 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 a 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 as to 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". Schools 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 and honoring American veterans.

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.

ATTENDANCE

Good attendance habits translate into good academic progress and a good attitude toward learning. Students are expected to attend school every day.

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 years of high school work, to neglect or refuse to attend and comply with the rules of public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

The absence of a student must be explained by the parent/guardian of a student. This should be done by telephone (273.0418) on the day of the absence(s) and followed by a written statement from the parent/guardian giving the dates(s) and reason(s) for the absence(s). Excuses are due within two days after an absence or they will be coded ‘unexcused.’ After four absences, a letter will be sent home from the front office. State law requires that a school district report to the Office of District Attorney any student who has four absences in a 4-week period of time and any student who has ten absences in a semester. Excessive absences will result in a ticket from the School Resource Officer and a referral to the District Attorney’s office.

Attendance and participation are integral components of the educational process. A STUDENT WHO ATTENDS, REGARDLESS OF REASON, LESS THAN 80% OF THE DAYS PER GRADING PERIOD MAY RISK FAILURE. The following are the only exceptions to the 80% rule:

- = Pupil is too ill to attend school; any absences (excused or unexcused) past five(5) days must be verified by a doctor’s statement (per semester)
- = Pupil is sent home by the school nurse or school personnel because of injury, illness or fever.
- = Inclement weather which would be dangerous to the life or health of the student if he/she attends school
- = Legal quarantine
- = Death in the immediate family
- = Legal requirements (court appearances)
- = Special Education/IEPs as applicable
- = All school activities, not to exceed ten (10) per class period Students having a doctor or dentist appointment which makes them tardy to school

must bring an excuse from that office upon returning. It will be recorded as an excused tardy.

The principal reserves the right to make the final determination concerning the validity of any absence.

Make-Up Policy – When a student has an excused absence, the teachers will provide an opportunity for the student to make up missed assignments and/or tests. Class syllabi will explain individual class procedures. The time permitted for the completion of make-up work shall normally be equal to the number of excused days absent, plus one day. After a student has been absent three days, you may contact the counseling office to pick up work. It is the student's responsibility to make arrangements to make up work.

Check-Outs – A student who is checked out during the day must sign-out at the Attendance Office before leaving the school building. Authorized release will only be given if the person is identified on the emergency information card. All check-outs require permission from an assistant principal or the principal.

SCHOOL ACTIVITY ABSENCES - OSSAA Ten Day Rule

All students who are members of school activity groups, including 4-H are limited to ten (10) absences per year per class period. Five (5) additional absences may be granted by a board approved committee after reviewing the student's current grades in all classes, overall G.P.A. and overall attendance record. This will be in accordance with the Oklahoma Secondary Schools Activity Association (OSSAA) rules. The review committee will be made up of the Middle School and/or High School principal, the Director of Athletics and Activity and a current teacher at the Middle School and/or High School. The committee will determine if the additional five (5) absences will create a hardship on the academic progress of the student making the request. Absences for the following reasons will not be charged against the ten absence limit:

- 1). Participation in school sponsored state/national level contests by which the student earns the right to compete.
- 2). Any activity held on campus, sanctioned by the principal.
- 3). Serving as a Page in the Legislature.
- 4). On campus visits by college representatives/vocational representatives.
- 5). College entrance exams.
- 6). Field trips in conjunction with a unit being taught in an academic class.
- 7). Students excused to make civic group initiated requested appearances before local civic groups.
- 8). Grade-level field trips to area Career and Technology School.

Criteria for additional absences beyond the ten (10) activity absence rule shall be as follows:

- A. A student must have a letter grade of a “C” or better in the subject he/she is wanting to miss.
- B. Before a student is granted permission to be absent beyond the ten

(10) activity limit, even though he/she has a “C” or better, his/her record must show that his/her grade was not adversely affected by the previous ten absences and he/she has turned in all required work missed on previous days out.

ARRIVAL PROCEDURES

Parent/Guardian drop off students will enter through the West cafeteria doors. Students riding a bus will enter the East gym doors. All students will go to their grade’s common area until 8:10 a.m. unless they are eating breakfast.

Students may read, complete homework or visit with peers until 8:05 a.m., when they will be dismissed to go to their lockers, visit the restroom and head to their 1st hour class. School begins at 8:10 a.m.

Students arriving after 8:15 a.m. must come to the front office to check in, accompanied by a parent or guardian, where they will receive a check-in pass to class.

DISMISSAL PROCEDURES

Students will be dismissed at 3:20 p.m. Parent/Guardian pick up students will exit the West cafeteria doors. Students who will be riding the bus home will exit the main office doors. Parents are encouraged not to check students out during school hours, as this is an interruption of academic success.

WITHDRAWALS FROM SCHOOL

A student should bring a written request from parents or guardians or have them call the counselor’s office before the student can be withdrawn from school. It is extremely important that a student withdraws through the Registrar’s office. You may not get textbooks at your next school or transcripts of your work if your record is not clear in the office. Your record is not clear until all library books and lunch tickets have been returned, textbooks checked in to the teachers and all fees are paid.

The following procedures should be followed by the withdrawing student:

1. At least five (5) days prior to the intended withdrawal date, submit to the school registrar a written request for withdrawal, signed by the legal custodian or custodial parent.
2. Notify each teacher on your class schedule of the date of intended withdrawal.
3. Pay any pending library fines, school fees, etc.

4. Return library books and materials.
5. Return athletic uniforms and other similar equipment to the issuing teachers or coaches.
6. On the morning of the withdrawal day, obtain a withdrawal checksheet from the school Registrar.
7. Return textbooks to each class teacher and secure the signature and grade on the check-sheet from each teacher.
8. Remove your personal possessions from your locker.
9. Return the completed checksheet to the Registrar.

So as to facilitate the transfer of pupil records from Shawnee Middle School to the new school, parents are asked to sign the check-sheet as a “records release form” upon withdrawal. The Registrar has the necessary form.

IMMUNIZATIONS

The “Oklahoma State Department of Health” requires all students to be immunized against certain diseases. The Shawnee Public Schools, in accordance with the law, must require that every student enrolling have proof of immunization before enrolling.

Current State requirements for Shawnee Middle School Students stand as follows:

- 6th grade - 5 DTP, 4 Polio, 2 MMR, 2 Hep. A, 3 Hep. B, 1 Varicella
- 7th grade - 5 DTP, 4 Polio, 2 MMR, 2 Hep. A, 3 Hep. B, 1 Varicella, 1 Tdap
- 8th grade - 5 DTP, 4 Polio, 2 MMR, 2 Hep. A, 3 Hep. B, 1 Varicella, 1 Tdap

Students who have begun a medically approved schedule for a completion of required immunizations series 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 or disease. “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.

Self-administration of medication:

Students who can 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
 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.-

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 wellbeing 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.

Sunscreen

Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

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 100.0** 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.

Students found to have live head lice will have their parent/guardian contacted and will be sent home for treatment. If nits only are found the student will stay at school and the parent/guardian will be contacted by phone or letter in a sealed envelope sent home at the end of the day. The letter will offer information on treatment, egg (nit) removal, and cleaning of the environment. Students who have head lice will not be identified to anyone other than the parent, the administration, and the teacher, due to the confidentiality required by law. When returning to school any student who was identified with head lice must come to the school nurse’s office for a recheck by the nurse, or trained staff and given written permission to return to class. If the student was not treated the parent will be called to pick up the student to go home for treatment. If a student has been identified with live lice or nits a recheck will continue 1 time a week for 2 weeks, if nits are not being removed contact the parent by phone. The parent must communicate the treatment plan with the school, this will include student and family hair treatment and home environment.

All students sent home due to live lice are to be treated and returned to school as soon as possible. Proof of appropriate treatment shall be presented to school officials before the student may return to school. Such proof of appropriate treatment may include certification from a health professional or parental certification. Parental certification shall be accompanied by both the empty container and current receipt or note from provider of the product used to treat the student.

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.

MENINGOCOCCAL MENINGITIS: Meningococcal meningitis is a bacterial infection of the fluid surrounding the brain and spinal cord. It is one of the leading causes of bacterial meningitis in children 2-18 years of age in the United States. About 1 out of every 10 persons who get the disease dies even if they get treatment. Another 10-19% have very serious lifelong problems as a result of having the disease. It is caused by a bacteria called Neisseria Meningitides.

Symptoms of meningococcal meningitis include high fever, headache, stiff neck, pain when looking at bright lights, sleepiness, nausea, and vomiting. As the disease progresses patients may have seizures. Meningococcal meningitis is a contagious disease spread from an infected person to others by the exchange of respiratory secretions. It is usually spread by coughing or sneezing but also can be spread by sharing eating and drinking utensils and kissing.

You may want to find out more about meningococcal meningitis from your child's doctor or the Pottawatomie County Health Department. You may also read more about it at the following link:

<https://www.cdc.gov/meningococcal/about/symptoms.html>

There are two vaccines which can prevent meningococcal meningitis. The vaccines available protect against four types of the bacteria including two of the three that cause epidemics in the United States and one that causes epidemics in Africa. One of the types that cause epidemics in the United States is not covered by any vaccine. Both vaccines protect about 90% of the people who get them. MPSV4 is the vaccine that we have been using since the 1970s. A newer vaccine MCV4 was made available in 2005 and is thought to offer longer lasting protection. Both vaccines are judged to be safe and are approved for use by the FDA. These vaccines like all medicines carry some risk such as allergic reactions. This risk is very small. About half of the persons who get the vaccine have redness and/or pain where the shot was given. These vaccines are available from your child's doctor or the Pottawatomie County Health Department. The vaccines are produced in limited quantities at this time. You should check with your child's doctor regarding availability.

Students living at home are not in a high-risk group for this disease. Persons living in dormitory settings such as military barracks and college dorms and persons traveling to Africa are in the high-risk groups. Medication can be given after a known exposure to prevent the disease. This vaccination is not required for school attendance. It is a serious disease and we are required by law to give you this information. If you have questions, please speak with your child's doctor (Senate Bill 1467-Nov. 1, 2006).

PHYSICAL DISABILITY OR MEDICAL NEEDS

In the interest of safety and service to the student, the parent(s) of a student having special needs (physical condition, special physician's directives, special medical considerations, etc.) should notify the school office of these needs. This request should be in writing and signed by the parent or guardian.

STUDENT INSURANCE

The Shawnee School System does not have insurance to cover accidents students might incur while attending school. Insuring students is the parent's responsibility. However, there is available, at a nominal cost, an accident insurance policy for students. This insurance is available at the beginning of the school year and information regarding such insurance will be sent home with the student and or available in the principals' office.

All student athletes, cheerleaders, and pom-pom members must show evidence of insurance. Team coaches and activity sponsors will have the evidence of insurance forms to distribute or the form can be obtained from the Athletic/Activities Director.

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.

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 use 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 disk 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, in the restrooms 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 networking sites. These policies are found at *Wireless Telecommunication Devices*. 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, emailing, 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 device with parent/guardian required to obtain the device from the principal.
- Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for three days;
- Confiscation of device with parent/guardian required to obtain the device from the principal; 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.

HEADPHONES

Headphones cannot be worn in the building from first bell to last bell.

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.

PROGRESS REPORTS/REPORT CARD

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. A report card will be sent home at the end of the 2nd and 4th nine (9) weeks of school. 1st and 3rd nine (9) weeks report cards will be picked up at Parent/Teacher Conferences.

Progress reports will be sent home for all students midway thru each grading period. Report cards will be issued the first Wednesday after each grading period, except for the final report card, which will be issued to students on the last day of school.

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 in 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 e-mail to 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 email 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 school’s counseling 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.

PROMOTION AND GRADING

The Shawnee Board of Education believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete grades Pre-K-12 at the same time. Therefore, for some children, more than thirteen years will be necessary. Grade placement in the elementary and in the middle school will be based upon the child's maturity

(emotional, social, mental, and physical), chronological age, school attendance, effort, and grade marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. When it becomes apparent that a child is not making adequate progress as demonstrated by grades, test scores, and/or attendance, the parents shall be informed and a conference scheduled. The student may be required to participate in a remediation program which could consist of the following: before or after school tutoring, Saturday school, or summer school. Failure to participate in the recommended program(s) could result in the student's retention in that grade level and/or no participation in extra-curricular activities.

GRADING POLICY

Refer to Policy EIA . Daily class work and report card grades will be computed on a percentage basis as indicated below. Every student should keep a record of his/her progress in each class or subject area.

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

0 - 59 = F

An "incomplete" (I) recorded as a report card grade will automatically become a (F) at the next issue of the report card unless:

1. All incomplete work for that class has been made up satisfactorily.
2. The teacher has submitted an appropriate (written and signed) grade change to the Registrar prior to the publishing of the subsequent report card.

Parents are urged to confer with the school and the individual teachers of their children on a regular basis. Most academic and study-habit problems can be remedied early through a positive rapport between the school and the home.

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 school year in your 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. An application may be obtained from your school counselor. Refer to the Shawnee High School counseling office or the OHLAP website for additional information.

ACHIEVING CLASSROOM EXCELLENCE (ACE) REMEDIATION

Students who do not score at a proficiency or satisfactory level on middle school core (L.A. & Math) tests or high school End of Instruction (EOI) exams are eligible for remediation and may retest or apply for a satisfactory score from a State Department of Education approved alternate test or approved End of Course Project. Also, students may qualify for exceptions and exemptions required under the Oklahoma State Testing Program. Amendments and rules explaining the implementation and remediation process can be found on the State Department of Education Web Site www.sde.state.ok.us or you may contact your child's counselor.

HONOR ROLL & AWARDS PROGRAMS

Shawnee Middle School seeks and recognizes outstanding academic achievement. We are proud of the students who work to achieve in the areas of leadership, personal example, citizenship, and in-class performance. During the year and particularly at the end of the year, the faculty of Shawnee Middle School will present awards programs. At these programs the students will receive recognition of outstanding achievement as well as other awards made by the student's team and activity/exploratory teachers. Principal and Teacher Honor Roll Awards will also be presented.

GUIDANCE

You will find your guidance counselors always willing to give individual and group assistance to students in making plans and decisions about education, professional careers, and personal problems. Feel free to talk with them. We encourage you to do so. All conferences will be held in the strictest confidence. Students must obtain a proper pass from their teacher to visit with a counselor.

Student Schedule Change – No schedule changes will be made the first week of school unless the reason for the change is an error on the part of the school or initiated by the administration (teachers will not permit students to visit a counselor for the purpose of requesting a schedule change during this period of time). Students who have a legitimate need to discuss a schedule change must follow their present schedule until a revised schedule is completed. Changes regarding LifeLink classes can only be made during the first week of each nine week period.

A student schedule request form must be submitted to the school counselor, using the following guidelines:

1. Obtained from the counselor's office.
2. Top portion completed and signed by parent.
3. Center portion of form completed by the school counselor (and signed by all teachers).
4. Presented to the school principal for final approval. If approved by principal, the school counselor will process the schedule change.
5. Athletic schedule changes will only be made through the first week of the sport. The student's parent must communicate with the school principal to initiate such a change.

Peaceful Resolution for Oklahoma Students (P.R.O.S.) – This peer mediation program teaches strategies to young people that allow them to handle conflicts in a positive and constructive manner. The PROS (peer mediators) work under the supervision and direction of the counselors and principals to help resolve student conflicts that may occur throughout the school day. Students who wish to become PROS mediators must complete the application process. The position of a peer mediator is one of honor and trust by the administration, counselors, and students. Breaking this trust may result in removal from the PROS program.

LOCKERS

Students will be issued a locker on the first day of class. Students are not permitted to share lockers and are authorized to use only the locker(s) they are assigned.

LOCKER ASSIGNMENT AND CARE

State law (Section 24-102 of Title 70) requires local schools to inform their students in their discipline policies that the students can expect no privacy concerning school lockers, desks or other school property. The law reads:

“Pupils shall not have any reasonable expectation or privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property”. (A locker will be assigned yearly by each student’s first core class teacher. If lockers become jammed, student should notify the office immediately.)

Locker changes may not be made without permission of an assistant principal. Students may not trade or share lockers unless authorized to do so. Students are reminded to keep their locker combination confidential and to make sure their lockers are locked when not in use. The school will not be responsible for articles taken from lockers. Two students may be assigned to a locker in case of locker shortage.

It is recommended that students not go to their lockers at the end of each hour, but should pick up enough books at the beginning of the day to carry them through two or three classes. They should exchange books for the remaining classes during the class change or during lunch period.

PERSONAL PROPERTY: PROPER CARE

Shawnee Public Schools cannot be held responsible for any items lost or stolen. So as to protect against possible loss, privately owned materials, instruments and other items should not be left in the school building or on school premises during non-school hours. These items should be taken home at the end of the regular school day. There may not be secured, locked areas for these items. Money should NEVER be left unattended.

BOOK BAGS/BACKPACKS

Book bags/backpacks are not allowed in individual classes. They must be placed in the student's assigned locker and kept there until the end of the school day.

HALL PASSES

Students are required to have a hall pass any time they are in the halls during class.

TEXTBOOK ISSUE AND CARE

Textbooks are provided by the school district. They are school property, paid for from taxes paid by all citizens. Students are responsible for the care and safekeeping of all textbooks or other school property issued to them. Replacement of damaged, lost or stolen textbooks (or other assigned school equipment) will be the responsibility of the student to which it is assigned. School owned textbooks may not be written in, defaced or damaged through intent or carelessness. The teacher's and student's name should be entered on the inside of the front cover upon issue. Within a week of notifying the teacher that a text is lost or destroyed, the student will need to pay for its replacement. If the book is located later, the student will be refunded.

VISITORS

Social visits by friends on school grounds are not permitted during the school day. Parents, however, are most welcome, and are encouraged to call (273-0403) to arrange visits and conferences. All visitors are required to register in the office immediately upon arriving on school grounds to secure a pass from the Principal's Office. Visitors are asked to use the east entrance on Union Street. This will limit the number of unmonitored accesses for building security.

EMERGENCY TELEPHONE USE

An emergency telephone is located in the school office. This telephone is available for **emergency student use before school, at lunch time and immediately after school.** Toll calls are not permitted.

Students will not be permitted to use the office telephone during class time. Should a telephone emergency arise during class time, a written request signed by a teacher will be required. The phone may not be used to order lunch or to call for permission to go home with other students. These types of situations must be taken care of in advance. Authorized use of the office telephone should be brief and business like.

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.

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.

LITTLE OLYMPICS

Students in 6th grade will have an opportunity to participate in the Kiwanis Little Olympics. Those students selected to compete in Little Olympics will be the only SMS students of any grade to be excused to attend the event. Students who check out to attend the Little Olympics will be considered an unexcused absence. Eligibility for Little Olympics will be determined on the current and previous 9-weeks grades and OSSAA eligibility requirements.

LOST AND FOUND PROPERTY

Lost and found school property (textbooks, library books, etc.) should be turned in at the office. Lost and found personal property (clothing, notebooks, etc.) should be placed in Lost and Found, which is located in the cafeteria cubbies.

Lost and found items will be kept in Lost and Found for three weeks. Articles left unclaimed longer than three weeks will be disposed of by donating them to charity. Students should sign all textbooks that are assigned to them. Personal items should carry identifying markings.

GIFTS

We realize that during certain times of the year a parent, relative or friend may want to have gifts/flowers delivered to a SMS student. Flowers, balloons, etc. will be left in the office until the end of school day. The school will not interrupt class to deliver such gifts to students. Also, the school will not be responsible for gifts/ flowers left at the office for SMS students. We would encourage you to have those special gifts/flowers delivered to the student's home.

PARTIES

Normally, students and classes will not conduct parties during the school day or during class time. There may be an approved exception at a certain time of the year when regular class work is minimally affected. Approval for a party in school must be secured from the principal by the teacher one week in advance. This must be done before any party arrangements are initiated.

PTO

The Parent/Teacher Organization is open to all parents, teachers, and students who wish to participate in making Shawnee Middle School a better learning experience. PTO meetings will be announced during the school year. Notices will be sent home in the Wednesday folder.

STUDENT ALL SPORT PASS

The Student All Sport Pass will be available to all students including student athletes. The Student All Sport Pass may be purchased in the office. Purchase of an all sport pass entitles the student admittance to all High School and Middle School sporting events throughout the school year.

Students are expected to behave in a manner that is a credit to themselves, their school and community. Behavior which 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.

ASSEMBLIES AND PEP SESSIONS

Assembly programs and pep sessions are both enjoyable and valuable learning experiences. Each, however, requires different behavior. While assembly programs tend to be more formal, pep sessions are more relaxed and informal. Students are expected to conduct themselves as ladies and gentlemen during these times. Continued participation in assemblies and pep sessions may be denied to that student who fails to conduct himself/herself in an acceptable manner.

The following procedure will be followed at the time scheduled for an assembly program or pep session:

1. Students will report directly and promptly to their assigned seating for assemblies.
2. Proper respect must be shown for those students and/ or faculty presenting the

program. Whistling or shouting is not acceptable during assembly programs.

3. To ensure student safety, remain seated until your seating section is properly dismissed at the end of the pep session or assembly.

DANCES AND SIMILAR SOCIAL ACTIVITIES

The following procedures will be followed for any and all dances and similar student social event(s).

1. Faculty or Group sponsors must submit plans and receive approval of the Principal prior to the activity being scheduled.
2. "Opening" and "closing times" will be publicized in advance for the purpose of general information. Students who are not picked up after 15 minutes of the publicized closing time will not be allowed to attend the next school dance. Any future late pickups, will result in NO school dances for the remainder of the school year.
3. Only staff, chaperones, and Shawnee Middle School students will normally be admitted to the activity.
4. Students are not eligible to attend the activity if they have excessive discipline referrals or if they are absent from school for more than one class period on the day of the activity.
5. Students attending the activity must stay until closing time unless picked up early by their parent(s).
6. Violation of accepted standards of conduct will cause the offender to be removed from the dance area. Parent(s) will be called to escort the offender home. All school rules and dress codes will be enforced during the dance.
7. Food and drink should not be taken onto the dance floor.
8. At "closing time" all students will be required to leave the school premises promptly. Failure to leave within 30 minutes of the end of an activity may result in student being unable to attend future such activities.
9. Faculty sponsors are expected to assure a minimum of four parents as chaperones for the activity. Chaperones should be instructed relative to general format and any special supervision expected of them.
10. At least two faculty sponsors will be in attendance throughout the activity from each grade level in attendance.
11. At least one administrator will be in attendance throughout the activity.

12. Faculty sponsors will arrange for and supervise any needed clean up committee following “closing time”.
13. Alcohol, drugs, tobacco, other controlled substances; or substances represented as same will not be permitted at any school sponsored activity. Such a violation of school rules and Oklahoma State Law WILL NOT BE TOLERATED. Suspension for not less than one day will be the penalty for such offenses. Long-term suspension could be possible and a substance evaluation could be required.

CLUBS

The administration, faculty and staff of Shawnee Middle School believe that the activity program is a vital part of education. Every student is encouraged to participate in those activities which best suit his/her interests and abilities. Whenever there is a sufficient interest on the part of the students in the formation of a school sponsored club, consideration will be given by the administration.

Athletic participation is provided and encouraged for boys and girls in the seventh and eighth grades. Students must maintain established minimum performance levels in order to participate in cheerleading, band, choir and/or athletics.

Eligibility to participate in any club or extra curricular activity will be dependent upon citizenship, behavior, class work effort and grades. No student will be granted or denied participation in any club or school activity because of his or her financial ability. Any membership dues, charges, or fees must be authorized by the principal.

Clubs or activities which are not authorized by the school administration will not be permitted.

FUND RAISING PROJECTS

All money-raising projects of any homeroom, club or class must be approved in advance by the principal and Board of Education. It will be the responsibility of the homeroom teacher, club or class sponsor to submit initial plans for any proposed money-raising projects to the principal.

All funds shall be deposited and disbursed through school activity fund accounts. The purpose of the fund raising project shall be explained to students enrolled in the activity by the project sponsor. No outside of district fundraisers are allowed.

DISCIPLINE

The following classroom expectations will be observed school-wide:

1. Learning is required.
2. Be where you are supposed to be and on time.
3. Be prepared and on task in class.
4. Respect the rights and responsibilities of others.
5. Strive for excellence.

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;
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

1. "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. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

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 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

Detention

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 week-day 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.**

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.

DRUGS AND ALCOHOL

It is the policy of the Shawnee Independent School District Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession: 2013-06-14 09.53.11.jpg

1. Alcoholic beverages.
2. Controlled dangerous substance.
3. Non-intoxicating beverages that are known as "look-a-like or near beer".
4. An item being utilized as a dangerous substance or as "look-a-like" substance.

As the above are now defined by state law, any teacher shall immediately notify the principal or his or her designee of such suspicions.

The Shawnee School District establishes a Student Assistance Program (SAP) to provide education, assistance, and support for students affected by their drug and alcohol-related problems.

First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from school for a minimum period of 7 days. Suspension will continue unless the following guidelines are met. The suspension period could be for the remainder of the semester and / or succeeding semester.

1. The student and family agree to drug and alcohol assessment provided at a state approved alcohol/drug agency and conducted by a certified alcohol and drug counselor and follow his/her recommendations.

2. The student and family agree to an alcohol/other drug assessment provided by the Student Assistance Counselor within the district. The student and family agree to see the Student Assistance Counselor and follow his/her recommendations satisfactorily.
 - a. 8 group sessions through SAP.
 - b. Follow recommendations of SAP counselor for maintenance.

Second Offense: Parents and law enforcement will be contacted immediately upon verification of the violation. Student will be suspended for the remainder of the semester and could be suspended for the succeeding semester.

STUDENT ASSISTANCE PROGRAM

1. Students who exhibit strong evidence of intoxication, incapacitation or a drug overdose in school or at school-sponsored events will be transported to the local hospital by law enforcement officials, if necessary. Parents and law enforcement officials will be notified immediately. Following his/her return to school, the student shall be treated according to the District's policy related to Student Drug Testing (EN).
2. Suspension will be reinstated, if student fails to comply completely with recommendations by SAP counselor and/or Certified Alcohol and Drug Counselor.
3. Any staff member who witnesses a student violating the above-mentioned policy on alcohol/other drug use, should report that violation to the appropriate administrator.
4. All school staff members are expected to refer to the Student Assistance Counselor:
 - a. Any student who exhibits a definite and repeated pattern of unacceptable school performance that does not respond to usual and customary attempts to correct it;
 - b. Any student exhibiting signs, symptoms or indications of an alcohol or drug-related problem;
 - c. Any student whose self-disclosed alcohol/drug related behavior places them or others at risk or in imminent danger.

NOTE: Referral of a student to the Student Assistance Program by itself does not constitute an allegation that a student has an alcohol/drug problem.
5. Students may also be referred to the SAP Counselor through self- referral or referral by peers, parents, or community representatives.
6. An essential feature of the program is that students and their family members are encouraged to contact the administrator, and/or the SAP Counselor for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially.
7. Upon referral to the SAP Counselor, he/she may consult with the students, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem. This

initial screening will result in one or more of the following recommendations:

- a. No apparent personal or performance problems at this time; no further action is necessary;
 - b. No apparent alcohol/drug-related problems at this time; however, referral to other in-school or community services is appropriate;
 - c. Further assessment interviews with the SAP Counselor are needed;
 - d. The student needs to contract for specific behavioral changes in Alcohol and Other Drug Abuse (AODA) related behavior, monitored through regular meetings between the student and the SAP Counselor;
 - e. The student needs to satisfactorily complete an in-school support group, after which additional recommendations will be made;
 - f. The student requires an in-school assessment, involving the student, parents, and SAP staff, conducted by a certified AODA Counselor from an approved AODA agency in the community;
 - g. The student requires referral to an approved AODA agency in the community;
 - h. Assessment information supports the need for chemical dependency treatment in an inpatient or outpatient program in the community;
 - i. The student requires involvement in other community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
8. Except for violations, a student who self-refers to the SAP and who is making satisfactory progress, (which will be based upon an evaluation of the student, taking into consideration consultations with the administrator, support group facilitators and other members of the Core Team), in following his/her recommendations will not be liable to have suspension or other disciplinary action for behavior which occurs prior to self-referral unless:
- a. The student discloses conduct already reported under section one, as witnessed violations, OR
 - b. The student fails to follow the SAP Counselor's recommendations or to make satisfactory progress in the Student Assistance Program.

9. Participation in the Student Assistance Program is voluntary unless referred by the Administration for disciplinary reasons. Otherwise, it is the prerogative of the student and /or parent to accept or reject referral to the SAP Counselor to the community-based services.
 - a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
 - b. If a student accepts treatment for chemical dependency that fact will be regarded as it would for any other illness with regard in making needed assistance available, the student's status in school may have to be reevaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
 - d. Any student judged by the building administrator to present a risk of imminent danger to himself/herself or others may be removed from the school pending the results of a professional evaluation.
 - e. The school district regards chemical dependency to be a chronic, progressive illness which is fatal if left untreated. Consequently, refusal by parents to seek treatment for a chemically dependent child will result in a report to Department of Human Services for suspected child abuse/neglect.
10. No records of the student's participation in the SAP will become part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent," are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.
11. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.
12. Parents of all students participating in the Student Assistance Program will be specifically notified of their child's involvement at some point.
 - a. Parents will be informed of their child's involvement in the Student Assistance Program immediately in cases of violations of this policy.
 - b. In cases where students participate in the program through self-referral or other avenues, parents will be notified as soon as practicable.

Chemical Use Policy

This Policy is based on the convictions that school should be an alcohol and drug-free environment and that the abuse of mind-altering substances is a treatable illness. Effective identification of alcohol/other drug problems begins with consistent consequences incurred for violations of the school's chemical use policy. Therefore, violations of the chemical use policy incur simultaneous disciplinary action and referral to the student assistance program, emphasizing both our adherence to the code of conduct, and our commitment to help troubled students reach help.

Students at Shawnee Middle School who are disciplined for violating the chemical use policy are mandated to attend SAP as a way to stay in school. The Student Assistance Program (SAP) is a school-based, short-term educational counseling and referral service for students and their families.

The use of this program along with disciplinary action is part of the school's effort to address this wide spread and dangerous problem. If the student does not complete the program satisfactorily, suspension will be reinstated. Students suspended for this violation are required to have an evaluation from a state certified alcohol/drug counselor prior to re-entering school. The following policy will be enforced to encourage individual responsibility, to discourage enabling behaviors, and to send a clear message of wellness to students, staff, parents, and the community at large.

The following actions involving chemicals or paraphernalia will incur consequences:

1. Attempting to secure or purchase
2. Using or having used
3. Possessing
4. Intending or attempting to sell or distribute
5. Selling or distributing
6. Being knowingly present when used, possessed, or consumed

This policy refers to: 1. Alcohol 2. Restricted drugs (misused prescription or over-the-counter) 3. Illegal drugs (including steroids) 4. Look-alike drugs 5. Pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs 6. Products misused for the purpose of mind-altering effect (aerosols, solvents, etc.)

USE OF DRUG-DETECTING DOGS

- A. To assure the maintenance of a drug-free school environment, the District may use drug-detecting dogs to discover narcotics and dangerous drugs concealed in school property assigned to students and in student vehicles parked on school property. Any student who uses a school locker or drives a vehicle to school is deemed to have consented to such

search. If a drug-detecting dog alerts its handler to a student locker, then an immediate search of that locker can take place. If a drug-detecting dog alerts its handler to a student vehicle parked on District property, the Superintendent or designee will request the student owner/operator to allow a further search of the vehicle. If a minor student refuses to allow such search, school personnel will contact the student's parent or guardian. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. A student who refuses to allow his or her vehicle to be searched or who refuses to turn over items discovered as the result of a search may be suspended for such refusals. The person conducting the search of a vehicle shall prepare a written report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis and result of the search.

- B. The District will only utilize a drug-detecting dog to sniff a student's person based upon a "reasonable suspicion." In determining whether reasonable suspicion exists, the District will utilize the factors identified in its Student Search and Seizure Policy. If the District finds that a reasonable suspicion exists for such a search, it will conduct the search, handle discovered items, treat the refusal to submit to search and complete a written report pursuant to the requirements of Section A of this Policy.
- C. The District may also properly use drug-detecting dogs to discover narcotics and dangerous drugs in empty classrooms, hallways or other areas in which students are not present.

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 placed 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 officials may be called upon to assist with enforcement of this policy.

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 to 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 other 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 THIS CAMPUS, ON THE SCHOOL BUS, OR AT ANY SCHOOL SANCTIONED EVENT.**

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and is unlawful under Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcomed. It can include verbal comments, suggestions, etc. It is inappropriate, offensive, illegal and will not be tolerated. Student to student sexual harassment is prohibited in the school setting. Appropriate disciplinary action will be taken in response to incidents of student to student sexual harassment.

Students who experience sexual harassment, or who witness sexual harassment in the school setting should immediately bring it to the attention of an appropriate staff member who can stop the action. Complaints will be investigated quickly and cases of sexual harassment will be dealt with promptly. Any student who sexually harasses another student will be disciplined up to and including suspension depending on the seriousness of the infraction and the facts surrounding the case.

Shawnee Public Schools is committed to providing a learning environment that is free from sexual harassment, where all staff members and students can work together comfortably and productively.

HAZING PROHIBITED

No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing. No student or employee of the District shall participate in any secret organization or activity that is in any degree related to the

school.

Hazing is defined as an activity, which 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, or activity sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Any hazing will be considered a forced activity even if the student willingly participates in such activity. Any students who engage in hazing will be subject to the District’s disciplinary policy, which may include suspension and employees who engage in hazing may be subject to termination.

CONDUCT AT GAMES AND AWAY-FROM-SCHOOL ACTIVITIES

Student behavior and citizenship expectations extend to all parts of school life. This includes but are not limited to the following:

1. Coming to and from school.
2. Attendance at all activities associated with SMS.
3. Dances, parties and other school associated and sponsored social events.
4. Any time the student is in a situation where he/she represents SMS in the eyes of the public.
5. SMS students are to follow the school dress code when attending school activities and games. Students not following the dress code will not be permitted to attend the activity if attending without parent/guardian. If attending with adult supervision, the student will be required to sit and stay with the parent/guardian.

Unacceptable student behavior occurring under these circumstances will be disciplined firmly. Loss of participation privileges could occur as well.

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.). 33
2. “Time-out”.
3. After school detention.
4. Assignment to the in-school discipline center (ISDC).
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 at SMS 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 school work 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 a student is taken home by the parent. 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.

MAKE-UP TIME

Class disruption, tardiness and other unacceptable behavior cost valuable learning time. No student has the right to disrupt the classroom and the rights of others in a peaceful learning environment. This is costly to the offender, fellow students, and teachers. Make-up Time will be assigned, as deemed appropriate, by the teacher whenever a student’s disruptive or unacceptable behavior interferes in any way with an educational activity.

A reasonable effort will be made by the involved teacher to contact the parent(s) prior to make-up time being served by the student. A record of make-up time sessions will be maintained by the teacher.

Make-up Time will never be scheduled in conflict with another class or class activity.

The following includes several problems which may result in Make-up Time being assigned:

1. Tardiness (unexcused).
2. Eating, drinking, or chewing gum in class.
3. Disruptive or rude behavior.
4. In the hall without a pass.
5. Running in the building.
6. Failure to obey the directions of a teacher.
7. Improper or unacceptable dress.
8. Grooming (combing hair, etc.) in class.
9. Failure to regard the safety of others (throwing objects, running in the building, rough play, etc.),
10. Not working in class.

The student must accept full responsibility for attending make-up time as directed, and for making any required adjustment in his/her personal schedule as a result of the make-up time. Failure to do so will result in the make-up time being doubled and reassigned immediately.

A student's failure to complete the doubled make-up time will be considered insubordinate (refusal to obey a proper directive), and may be referred to the office for appropriate action.

Students who continue to display inappropriate behaviors in class will be placed on a "Behavior Plan".

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.)

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or

assignment. Students who are found guilty of cheating will be given a zero (0) for the test/assignment. No provisions are made to “make-up” or otherwise receive credit that is denied when cheating is involved.

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.

DISPLAY OF AFFECTION

Displays of affection such as holding hands, kissing, hugging or sitting on laps will not be permitted at school.

BUS TRANSPORTATION AND CONDUCT

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.

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 or her full attention to his or 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).
4. Do not use tobacco of any kind or use unacceptable language.
5. Do not fight or scuffle on the bus.
6. Remain behind the stations and guard rail 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.

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.

DRESS CODE

State educational authorities and court decisions have determined that the style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards. The Shawnee School System believes that requiring neatness, cleanliness, and appropriateness in clothing encourages an atmosphere conducive to learning, work and discipline. Students are required to dress in a way that is appropriate for school. Students will not wear any article of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex, or nationality. Parents/guardians are expected to monitor students' dress.

Students at Shawnee Middle School are expected to dress appropriately for their profession as a leader and a student, using the following standard of dress. If a student is in violation of the dress code, a parent/guardian may be called to bring a change of clothing or the student may be given clothes to wear for the day. A student who willfully and continuously violates the dress code may be subject to disciplinary action.

Final determination of dress code violations will be determined by the administration.

1. **Skirts/Pants/Shorts.** Clothing is to be worn at the natural waistline; no sagging will be permitted. Clothing is to be free of tears or holes which inappropriately expose the body or create a safety issue. Shorts, dresses, and skirts are to be at fingertip length all the way around. Spandex/Stretchy pants, leggings, jeggings, tights, and yoga pants may be worn with a shirt that is at fingertip length. Appropriateness of attire will be determined by administration.
2. **Shirts/Blouses/Tops.** Clothing should appropriately cover the upper body at all times. The length of shirts must be long enough so that when students raise their hands over their heads, no skin is showing. Sleeveless blouses or tank tops must be 3 inches at the shoulder with no undergarments exposed. Tube tops, halters, spaghetti straps, razorbacks, bare midriffs, off the shoulder and backless tops are not permitted. No oversized armholes will be allowed unless an appropriate shirt is worn underneath. Plunging necklines are not permitted.
3. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible but should be worn at all times.
4. Clothing, badges, jewelry, or other items advertising smoking, alcoholic beverages, illegal drugs, or weapons are not permitted.
5. Clothing, badges, jewelry, or other items reflecting profanity, obscenity, or ethnic discrimination are not permitted.
6. Clothing related to gang identification is not permitted. Determination by administration will be made with the assistance of local law enforcement agencies. Bandanas or any clothing with bandanas are not allowed at school.

7. No headwear, du-rags or hoods may be worn in the building. Hats must be placed in student's locker for the duration of the day.
8. Any markings, hairstyles, piercings which disrupt or have the potential to disrupt or which are deemed a safety/health issue will not be allowed.
9. Wallets or decorative chains which could be used as weapons are not allowed.
10. Shoes must be worn. No bare feet are allowed.
11. Blankets, backpacks, string bags, bags in general, sunglasses, gloves, coats, hats, and head coverings must be placed in the student's locker for the duration of the school day.

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 campus safe. As a general rule, parents should ask about sports team clothing and should be concerned if their child wears only one color of clothing. *REFER ALSO TO STUDENT DISCIPLINE

CARE OF BUILDING AND EQUIPMENT

The building and its equipment represent our school home. Our care of the SMS site reflects our pride, and respect for every citizen who provides for and supports the school. ID cards are required to check out library materials and for access to the Internet.

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.

DANGEROUS CONDITIONS AND INJURIES

In an effort to make Shawnee Middle School a safe and enjoyable place, we must be alert for any condition or situation which might endanger students or adults.

1. Report any dangerous condition or situation to your teacher-in-charge, or an administrator immediately.
2. Report any injury or accident to your teacher-in-charge or an administrator immediately.
3. Report any visitor or non-school person whom you suspect may pose a danger to students or school.

USE OF SCHOOL FACILITIES

No student or students, school clubs or organizations are permitted to use the school facilities, including the gymnasium, at any time unless a teacher is in charge and present during the entire time the facilities are being used.

School facilities may be used only for approved school activities during the regular school day. The use of all school facilities after regular school hours must be scheduled in advance through the principal's office. No school-sponsored activities or rehearsals may be held on Sundays.

USE OF SCHOOL EQUIPMENT

The use of school equipment for other than regular class/school use requires the written permission of the principal. The use of such equipment shall be restricted to those persons or groups which relate directly to the regular program of Shawnee Middle School.

PARENTAL REQUEST FOR STUDENT EXEMPTION FROM ACTIVITY DUE TO TEMPORARY PHYSICAL DISABILITY

Upon written parental request, a student may be temporarily exempted from participating in a particular class activity due to a temporary physical disability. This written request, submitted to the school principal (or designee) should specify the date(s), the activities to be exempt, and the medical reason(s) for the request.

If it is approved, such an exemption, will normally cover a maximum of three (3) class days. It will not directly or adversely affect the student's class credit for that period of time so long as all temporarily exempted class work is made up within a time prescribed by the teacher (normally a period equal to the exempted time, plus one class period).

A temporary exemption due to physical disability, which is to cover more than three days, must be verified in writing by a physician. The physician's written request should contain specific recommendations and instructions for the teacher and the school. A student who does not participate in regular class activities and does not arrange an exemption will receive a "zero" for all work missed.



CUBS DEN FOOD COURT



School Lunch and Breakfast Program

All students will eat lunch at school during their assigned lunchtime. Parents are encouraged to eat at **Cub's Den Food Court**. Make a lunch date with your student or come at a different lunchtime. Both the manager and director welcome your feedback.

MEAL MONEY LEFT AT THE END OF THE SCHOOL YEAR

Students have several options:

- Let your student use up his/her money buying "a la Carte" food items or extra Pizza.
- Leave the money in the account to carry over to next school year. The money follows your student to the high school.
- Request a refund. The Foodservice Manager can requisition the funds and we will mail you a check two weeks later.
- If a student moves without requesting a refund, the money will go into the Child Nutrition Program fund to use for other student's meals.

Cub's Den is a first class Food Court. Students may choose from four restaurants each day.

- **Cub's Pizzeria**
- **The Bionic Burrito**
- **O'Cubby's - Sandwiches & Burgers**
- **The Twilight Zone: Where Lunch Changes Every Day**

A "school lunch" is called a SQUARE MEAL DEAL. Each restaurant offers a SQUARE MEAL DEAL every lunch period for only \$2.25 (\$2.75 for adults). A SQUARE MEAL DEAL includes a sandwich or main dish plus three choices of fruit or vegetables and milk. The menu is geared toward teenage tastebuds. The students steer the choices. The dietitian for Shawnee School Nutrition Services makes sure each meal has plenty of protein and other nutrients. A variety of fruit and vegetables along with milk allows anyone who wants, to choose a low-fat, nutritious meal. **Cub's Den Food Court** offers many choices, but not all choices will still be available at the end of mealtime. Every effort will be made for every student to choose between at least two entrees each day.

A SQUARE MEAL BREAKFAST is no charge for students (\$1.50 for adults). Unbelievable! Breakfast is available from 7:40 - 8:05 a.m. If you want to do your best in school, eat before class! Scientific studies prove this beyond doubt. You don't believe it applies to you? Try it for a month and see what a positive difference it makes.

SQUARE MEAL DEALS are available for many students for a FREE OR REDUCED PRICE. See the section on Free or Reduced Meals for more information.

Parents, your students may want or need more food than a SQUARE MEAL DEAL provides. Kids this age are growing and often require more calories. We sell extra pizza or sandwiches plus juice, milk, chips, and snack cakes to ROUND OUT the SQUARE MEAL DEAL. These are called “a la Carte” items. Parents can put extra money in their student’s account to buy these items, or students can pay with cash.

EACH STUDENT HAS A MEAL ACCOUNT. Meal accounts are completely computerized. Your student has a PIN Number (Personal Identification Number) that she/he memorizes. At mealtime, students punch in their own number on a big number pad, and their account is charged for their meal. If your student gets free meals, no one else can tell. Parents may request account activity from the head cashier by calling the Cub’s Den at 878-1006. If a student forgets his number, any cashier can look it up.

We offer the FASTest FAST FOOD IN TOWN. We serve 200 in 12 minutes; and we do it three times in a row each day! Cash is always accepted, but to keep service fast, we encourage everyone to use a meal account. Computerized cash registers use a debit system just like your local bank.

You make a deposit with the cashier (anytime we don’t have a line), the cashier deposits the money in your account, and each time you buy something, the amount is subtracted from the account. Large deposits help us operate more efficiently. Most students pay for a month at a time. A full pay student who eats breakfast and lunch will spend about \$45 a month without any extra a la Carte food. Reduced meals are only \$8 a month. It’s worth filling out a form to see if you qualify. Extra money can be spent on extra goodies. It’s best to send a check instead of cash. Money left in the account at the end of the school year will carry over to the next year. **When your account gets low, a cashier will tell you. You must have cash or enough money in your account to get your food. NO CHARGES ARE ALLOWED!**

Cub’s Den is a great place to eat at an unbeatable price. The SQUARE MEAL DEAL is such a bargain because the Federal Government subsidizes each student’s meal. That is why adults pay more for the same amount of food.

Courtesy and consideration are especially important during lunch:

1. Books and notebooks should not be taken into the food court area at lunch time. To keep from losing them or getting them dirty, they must be placed in the owner’s assigned locker at the beginning of the lunch period. Cubbies are also provided for personal items.
2. Be fair to those behind you. Don’t hold a place in line for your friends.
3. The lines in Cub’s Den are really noisy. Servers and cashiers cannot understand what students are saying. Lines can go faster if you save conversation for the dining area.
4. No running, shoving, crowding, sitting on tables, or yelling.
5. Three sizes of tables are in the new dining area. Please choose the table size that fits

your group and stay there.

6. Keep your feet on the floor and don't lean back in the chairs!
7. Trash all plates, wrappers, and drink containers when you are done and stack trays. Leave the table as clean as one you want to sit down to. **STUDENTS THAT DO NOT CLEAN THEIR OWN AREAS MAY HAVE TO HELP CLEAN THE WHOLE DINING AREA.**
8. Drinks are available for sale in each Cub's Den serving line.