

SHAWNEE

Wolves

STUDENT HANDBOOK

2019-2020

SHAWNEE, OKLAHOMA



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

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.
- Inquiries 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

WELCOME

A student handbook is provided to help you maximize your learning experiences and to help you understand the school's expectations while you attend high school. Please read this handbook carefully to become familiar with the discipline code, programs and opportunities available on campus. The school administration and faculty welcome you to the high school campus. It is our desire that you become an integral part of campus life and achieve success as a student. Also, it is important that you be aware of the traditions, responsibilities and requirements of being a Shawnee High School student. We strongly recommend that if any problem or question concerning classes or any school situation arises you contact us or come by and visit with a school representative.

VISION OF SHAWNEE HIGH SCHOOL

To be the standard which all other schools strive to become.

PHILOSOPHY

Shawnee High School strives to provide students with a nurturing, stimulating, and welcoming environment where individual educational needs can be met and fostered. The Shawnee High School learning environment will promote the advancement of all essential skills necessary to succeed and prosper in life and help facilitate each student's development of a positive self-identity.

SHAWNEE PUBLIC SCHOOLS MISSION STATEMENT

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

LIFELONG LEARNERS who:

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

COMPLEX THINKERS who:

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

RESPONSIBLE CITIZENS who:

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

The curriculum and policies of Shawnee Public Schools are based upon the Constitution of the United States.

ACCREDITATION

Shawnee High School is accredited by the Oklahoma State Department of Education.

SHAWNEE HIGH SCHOOL
1001 N. Kennedy ~ Shawnee, OK 74801
Telephones (area code 405)

| | |
|------------------------------------|----------------------|
| MAIN OFFICE | 275-3084 |
| Athletic/Activities Director. | 214-7131 |
| Attendance Office | 275-0735 or 275-0742 |
| Counseling Office | 275-3631 |
| Counseling Office Fax..... | 275-9501 |
| Superintendent’s Office | 273-0653 |

SCHOOL CLOSING

In the event that it is necessary to close the school unexpectedly due to weather or other circumstances, the following stations will be notified:

The OFFICIAL announcement will be made by local radio stations, television stations 4, 5, and 9, district website, Remind 101, SchoolWay, Instagram and twitter.

In the rare event that school has to be closed early, it is necessary that all students know what to do or where to go if they arrive home and find the house empty and locked. Parents should take a few minutes and discuss an appropriate course of action with their children at the beginning of each school year.

SCHOOL COLORS: Navy Blue and White

SCHOOL MASCOT: Wolf

SCHOOL SONG: Hail Shawnee High School (Alma Mater)

Hail, Shawnee High School, my school so true,

I’m of the thousands, loyal to you.

We are a legion, fashioned by thee.

Hail to the school we love. Hail to thee, Shawnee.

SEVEN PERIOD SCHEDULE

Monday-Tuesday-Thursday-Friday

1st Period – 8:45 to 9:35

2nd Period – 9:40 to 10:35

3rd Period – 10:40 to 11:30

First Lunch 11:30 to 12:10 / 4th Period -- 12:10 to 1:00

4th Period – 11:35 to 12:25 / Second Lunch 12:25 to 1:05

5th Period – 1:05 to 2:00

6th Period – 2:05 to 2:55

7th Period – 3:00 to 3:50

Wednesday

1st Period – 9:20 to 10:05

2nd Period – 10:10 to 11:00

3rd Period – 11:05 to 11:50

First Lunch 11:50 to 12:30 / 4th Period – 12:30 to 1:15

4th Period – 11:55 to 12:40 / Second Lunch 12:40 to 1:20

5th Period – 1:20 to 2:10

6th Period – 2:15 to 3:00

7th Period – 3:05 to 3:50

SEMESTER TEST SCHEDULE

Day One

1st Period -- 8:30 – 10:00

3rd Period – 10:07 – 11:37

11:44 – 12:21 Lunch

5th Period -- 12:28 – 1:58

7th Period – 2:05 – 3:35

Day Two

2nd Period -- 8:30 – 10:00

4th Period – 10:07 – 11:37

11:44 – 12:21 Lunch

6th Period -- 12:28 – 1:58

Make-Up – 2:05 – 3:35

MOMENT OF SILENCE

Oklahoma State Statutes provide for a daily moment of silence. This period of silence will be observed each school day between the pledge and the morning announcements. Students should be seated and silent during this time. Students are invited and encouraged to exercise individual choice regarding use of this 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 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 an appropriate program of at least one class period remembering and honoring American veterans. The week in which November 11 falls is hereby designated "Celebrate Freedom Week".

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

STATE ATTENDANCE LAWS

SECTION 10-234 - Neglect or refusal to compel child to attend school states that:

A. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session;

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

C. For the first offense, a fine of not less than twenty-five Dollars (\$25.00) nor more than Fifty Dollars (\$50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment;

For the second offense, a fine of not less than Fifty Dollars (\$50.00) nor more than One Hundred Dollars (\$100.00), or imprisonment for not more than ten (10) days, or both such fine and imprisonment; and

For the third or subsequent offense, a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.

The court may order the parent, guardian, or other person having custody of the child to perform community service in lieu of the fine set forth in this section. The court may require that all or part of the community service be performed for a public school district.

STUDENT ATTENDANCE POLICY

Districts receive state funding based on student attendance. In accordance with District policy regarding student attendance, Shawnee High School tracks student attendance with the following codes:

- TDY Unexcused tardy
- EXC Excused: parent has informed school that student is absent.
- UNX Unexcused: school has not been informed of the reason for absence.
- UTD Unexcused tardy to class or school of more than fifteen minutes.
- MED Medical: documentation provided to school within 5 days of returning to school that student saw a doctor.
- ACT Activity: student involved in school-sponsored activity (limited to 10 days).
- NAB Not at building: student required to be elsewhere such as with a counselor, in court, or attending religious ceremony.
- PER Personnel: student is with school personnel but not in class; usually this is for the purpose of making up a test or seeing a counselor.

For the purposes of reporting truancy, determining semester test exemptions, and complying with district attendance policy FDC, the District only calculates the number of absences coded as EXC, UNX, and UTD.

Any student who misses a class more than 10 times for a semester will receive an F (59%) for that term of work. The following are exceptions to this attendance policy:

- Students on IEP's may have grades and/or attendance addressed individually as applicable.
- Absences resulting from out-of-school suspension.

ATTENDANCE PROCEDURES

When it is necessary for a student to be absent, he/she must have his/her parent or guardian call the attendance office (275-3084) within 24 hours of the absence and give a specific reason for the absence or the student is considered truant. Students will not be allowed to bring a note from a parent/guardian for an absence. A student who enters class 15 minutes past the tardy bell will be considered absent and not tardy. Absences are not designated as excused or unexcused. **On the 11th absence for the semester, the student will fail.** The principal reserves the right to make the final determination concerning the validity of any absence.

TARDIES

When a student is tardy, consequences may include but are not limited to lunch duty, ASD, RBI, etc.

- 1st Tardy –Warning
- 2nd Tardy –1 Day of ASD
- 3rd Tardy –Office Referral (Parents Contacted)
- 4th Tardy –Office Referral (1 day of RBI)
- 5th Tardy –Office Referral (3 days RBI)

TARDIES DUE TO BUSES

If a bus fails to run the route for any reason, a “no” absence is recorded. No tardies will be charged against the student when the bus is late.

PRE-ARRANGED ABSENCES

Students who must accompany their parents on out of town trips must make pre-arrangements with the attendance office in order for work to be made up. The deadline for make-up work will be left to the teacher’s discretion. If no pre-arrangements are made, no make-up work will be permitted. **THE DAYS MISSED WILL COUNT AGAINST THE ATTENDANCE POLICY.**

SEMESTER TESTS

If a student is absent, he/she will be required to take the test immediately upon his/her return to school. Semester tests count 20% of the final semester grade.

SEMESTER TEST EXEMPTIONS

Any deviation from the scheduled testing dates must have the approval of the administration five (5) days in advance of the scheduled testing dates. *Exemptions will be available for both fall and spring semesters.*

Students will be exempt from semester tests if they meet all of the following criteria:

1. Must have a 75% or above
 2. Must not have been in RBI for the current semester or SUS for the year.
 3. 3 or fewer tardies per class for the current semester
 4. 3 or fewer absences per class for the current semester
- 4 or more tardies or absences is NOT EXEMPT

HOMEBOUND

In the event of an extended illness or injury (one which will keep the student out of school for 10 days or more), a student may qualify for a “Homebound” program. Information regarding Homebound can be obtained in the counselor’s office (275-3631).

STUDENT CHECKOUT

1. A student checking out during the day must see the attendance secretary. Parental permission must be verified before leaving campus. He or she may leave the campus only with permission from the Attendance Office. Students who know in advance that they will be leaving the building during the day due to a doctor’s appointment, pre-arranged absences, family emergency, funeral, or court appearance are to report to the attendance office first thing in the morning to pick up an “early dismissal” slip. This slip is to be presented to the teacher whose class they will be leaving.
2. Check-outs are issued (at the request of the parents) to students who are ill, have medical appointments,

etc. If a parent or a guardian requests that a student be checked out for any part of the day, they should communicate with the Attendance Office by phone or in person.

3. A student who leaves the school property, or who is away from his/her assigned class without proper permission will be considered truant. Also, any student who is absent without parental contact within a 24-hour period will be considered truant. Discipline for truancy may include RBI, Saturday school, truancy citation or suspension.

COLLEGE VISITS

College days must be pre-arranged with the senior counselor at least 2 weeks in advance. No college days will be permitted on semester test days. College visit absences must have prior approval through the counselor's office. Seniors will be permitted three days and Juniors will be permitted two days.

MAKE-UP WORK

It is the student's responsibility to contact teachers and obtain information regarding work missed. Board policy states that students have the number of days absent plus one day in order to make up work missed. Failure to make up work missed within the prescribed time may result in a grade of zero for the missed work.

HOMEWORK

The school will be happy to provide homework for students who will miss less than the period of time that qualifies them for homebound due to illness, injury or family emergency. Students missing two full days of school and wishing to avail themselves of this service may have their parents call the counseling office. Ordinarily, one full school day is required to obtain assignments.

WITHDRAWAL FROM SCHOOL

When necessary to withdraw a child from school, the parent/guardian shall contact the counseling office secretary to notify the school that the student will be withdrawing. On the last day of attendance, the student must have all of his/her teachers sign a form and indicate a "withdrawal grade". All fines must be paid, and all property belonging to the school must be returned. Upon completion, this form must be returned to the counseling 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 cyber bullying awareness and response. Documentation will be kept on file to verify that students have received the information on internet safety.

Inappropriate Network Usage

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

Supervision and Monitoring

It shall be the responsibility of all staff of the Shawnee Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives. Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

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

Business Use

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

Personal Safety

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

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

Illegal and Inappropriate Uses

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

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials.
3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program 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 that 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. 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, unless being used under teacher direction for educational purposes. Students are not allowed to use camera, video, recording functions/applications at any time during school unless under the specific direction/ supervision of a teacher. 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. 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; in-school detention for three days;
- Confiscation of device with parent/guardian required to obtain the device from the principal; in-school detention for five 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; consequences are at the discretion of the principal (including, but not limited to RBI, suspension, etc.); 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.

GRADING SCALE

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 and under = F

ACADEMIC LETTER JACKETS

If you are interested in the selection process of how Academic Letter Jackets are awarded, contact the counselor's office to obtain the information.

SHS COUNSELING OFFICE

Shawnee High School's counselors provide services for students. Each school counselor helps with academic advisement, especially as it pertains to requirements for graduation. Counselors help with future planning, scholarships and college applications. Additionally, the counselors help students deal with personal issues and challenges. Shawnee High School counselors are assigned to a specific graduating class. This means the counselors follow a group of students through their entire high school experience. This enable the counselors to better know and guide their specific group of students.

Students wishing to visit with their counselor should sign up for an appointment either before school, during lunch, or between classes. After signing up, the counselor will send a pass to the student's classroom requesting the student to the office.

THREE-TIERED DIPLOMA/THREE LEVELS OF ACADEMIC HONORS CRITERIA

Shawnee High School recognizes academic accomplishments of its graduates with a tiered diploma system. The three-tiered diploma uses the following criteria for graduate recognition:

Diploma with Distinction: Criteria: 3.95 GPA Completing at least 8 courses in the Advanced Placement Track or the concurrent college equivalent if the AP course is offered at Shawnee High School.

Diploma with Honors: Criteria: 3.75 GPA Completing at least 4 courses in the Advanced Placement Track or the concurrent college course equivalent if the AP course is offered at Shawnee High School.

Diploma with Merit: Criteria: 3.4 cumulative GPA

COMMENCEMENT INFORMATION

Tickets for Commencement will be divided among the members of the graduating class who are participating in the ceremony. Tickets must be picked up in person. Friends and relatives may not pick up tickets unless unusual circumstances exist. Each graduation guest must have a ticket to enter.

Attire for Baccalaureate and Awards Assembly, where caps and gowns are not worn, will consist of slacks, dress shirts for gentlemen and dresses for ladies. Caps and gowns will be worn at Commencement. The only difference in dress requirements is that gentlemen should wear white dress shirts.

SHS GRADUATION REQUIREMENTS

Students must earn 50 credits to graduate. At Shawnee High School, students earn one credit for each course per semester. Students are automatically enrolled in the College Preparatory Curriculum unless they have a signed Curriculum Selection Form stating otherwise on file.

| | | |
|---|---|--|
| English 8 credits | English I English II English III English IV | |
| Mathematics 8 credits | Three (3) mathematics classes equal to or above Algebra I One (1) additional mathematics class | |
| Science 6 credits | College Prep Curriculum | Core Curriculum |
| | Biology I Physical Science (or Chemistry or Physics) One additional science | Biology I Two (2) additional sciences |
| Social Studies 7 credits | Oklahoma History (1 semester) World Cultures (1 semester) World History American History US Government (1 semester) | |
| World Language/ Computer Technology | College Prep Curriculum | Core Curriculum |
| | 4 credits of the same World Language OR 4 credits Computer Technology | 2 credits Computer Technology |
| Fine Arts 2 Credits | Art Appreciation/General Music competencies (earned through World History) OR two (2) fine arts credits | |
| Health 1 Credit | Health & Wellness | |
| Financial Literacy 1 credit (or equivalent competencies) | Financial Literacy | |
| Electives | Enough electives to total 50 credits | |
| TOTAL CREDITS REQUIRED FOR GRADUATION | 50 Credits | |

Oklahoma Promise Program Requirements

Students meeting Oklahoma's Promise income requirements can apply for Oklahoma Promise during 8th, 9th, and 10th grades.

Oklahoma's Promise students must follow the **College Prep Curriculum**. Furthermore, at the time of graduation, students must have a 2.5 cumulative GPA and at least a 2.5 GPA in the 17-unit core classes required by Oklahoma's Promise.

Go to **www.okpromise.org** for more information and to apply.

CONCURRENT ENROLLMENT

Shawnee High School students who meet the requirements of the Oklahoma Regents may be admitted provisionally to a college in Oklahoma as a special student. This allows a student to take college courses along with a partial high school schedule. Students must meet the Shawnee High School and State Department of Education requirements along with the admission requirements for the post-secondary institution the student will be attending. Concurrent enrollment is considered part of the school day. State law requires the district award academic credit for any successfully completed concurrent college course. The course will be recorded as elective credit only if there is no correlation between the college course and one provided by the district. Students who wish to receive high school credit for a concurrent college course must submit a course syllabus at the beginning of the semester to determine if the course correlates to one offered at the high school. The student must also submit a college transcript showing the grade earned at the conclusion of the semester. High school seniors who meet eligibility requirements for concurrent enrollment may qualify for a tuition waiver for up to 6 credit hours per semester, pending funding by the Oklahoma Regents for Higher Education. Students interested in earning graduation credit through concurrent courses should visit with their counselor

NATIONAL HONOR SOCIETY

Shawnee High School maintains membership in the National Honor Society. The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. Students who have achieved a 3.4 or greater GPA will be invited to join the NHS during their sophomore, junior or senior year. Student must complete service points during membership in order to be honored with NHS collars at graduation.

LOCKERS

All students may be assigned lockers. These lockers are provided for the safe-keeping of lunches, school materials, outdoor clothing, and gym materials. The lockers are to be kept neat and clean and locked at all times. Locks are not provided by the school. Lockers are not for the general storage of personal property. The lockers remain, at all times, the property of the school. Their use is subject to the school's right to enter and inspect lockers at any time. Report any locker problems to the assistant principal.

LAW ON PRIVACY RIGHTS

State law (Section 24-102 of Title 70) requires that local schools inform students in their discipline policies that the students cannot expect privacy concerning school lockers, desks or other school property. The law reads:

Pupils shall not have any reasonable expectation of 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.

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

Shawnee, along with the other high schools of the state, belongs to the Oklahoma Secondary School Activities Association. We are governed by its Constitution and Rules. The rules cover every phase of the Activities program and are too detailed and extensive to be reproduced here.

They cover such items as physical examinations, school attendance, time out for school responsibility, residence, length of athletic seasons and officials for competitive events. For additional information regarding the Oklahoma Secondary School Activities Association, contact the District's Athletic/Activities Director or the Principal.

ELIGIBILITY RULE FOR EXTRA-CURRICULAR PARTICIPATION

Section 1. Semester Grades

- a. A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester, he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.)
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of their next semester.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2. Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 OSSAA with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subject equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two weeks to apply this exception.)
- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of the spring semester.
- e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

CAREER-TECH STUDENTS ARE PERMITTED TO COUNT THE FULL THREE CREDITS FOR ELIGIBILITY PURPOSES ASSUMING THEY ATTEND THE REGULAR THREE-HOUR CLASS.

Any student who is under suspension, placed in RBI or whose conduct or character is such as to reflect discredit upon the school is not eligible.

NOTE: Any student who is absent from school due to illness will not be eligible to participate in any school event or activity on that same day. Absences due to a family problem or emergency must be brought to the attention of that attendance office and the sponsor or coach and a decision rendered as to eligibility for participation. A student will not be eligible to participate in practice for any given sport or event if he/she has been absent due to illness on that same day.

EXTRA CURRICULAR ACTIVITIES

1. ABSENCES

- A. All students who are members of school activity groups, including 4-H, are limited to ten absences per year per class period. Five additional absences may be granted. 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 appearances before local civic groups.
8. Grade level fields trips to area Vo-Tech School.

- B. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
- C. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent, or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
- D. Any absence over the maximum of ten without the written permission of the High School Principal and/or Director of Activities shall be counted as an absence in accordance with the local board policy.

2. CRITERIA FOR EARNING THE RIGHT TO REPRESENT THE SCHOOL IN ACTIVITIES OR CONTESTS BEYOND THE TEN DAYS:

- 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 given 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 days of absence and he/she turned in all required work missed on previous days out.
- C. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
- D. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
- E. Vocational:
 1. Stock Shows - In qualifying to attend state and national shows, the student must meet the following criteria:
 - a. Own animal to be shown no less than 60 days prior to competition.
 - b. Must show in local or county show to qualify for district.
 - c. Must rank in top seven in class at district to qualify for state show (Oklahoma City/Tulsa).
 - d. Student and/or animal must rank in top ten in class at state to qualify for a national show.

Absences due to attendance at state, or national stock shows which do not meet the above criteria are chargeable to the ten activity absences.

2. Speech Contests:

- a. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.
- b. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.
- c. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest of a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters, and it will be the responsibility of the local chapter advisors to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.

3. Judging contests:

- a. Students must participate in at least five-chapter judging workouts before contest and be selected as a member of a team.
- b. Student must have participated in a minimum of two contests which did not require school time before participation in a contest that requires school time (summer field-days, Saturday

- contests, etc.)
- c. Team winning state contest will represent Oklahoma in a national contest.

4. State and National Conventions and Conferences:

- a. Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

ELIGIBILITY REQUIREMENTS FOR INTER-SCHOOL ACTIVITIES

A student must attend classes 90% of the time for the semester to be eligible to participate. The contestant must have maintained, up to the end of the week preceding that in which the contest or events occurs, a passing grade in the same amount of work as other classmates. Students who participate in Extra-Curricular events will have their eligibility checked weekly.

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.

ATTENDING IN-SCHOOL AND STATE EVENTS

Any student wishing to attend an event that occurs during the school day (e.g. drama productions, sporting events, etc.) must be eligible. Any student that attends an OSSAA state contest, must bring their complete ticket (torn tickets will not be accepted) with their first and last name printed on it to the attendance office in order to have their absence excused.

SCHOOL CLUBS & ORGANIZATIONS

Shawnee High School’s clubs and organizations are formed and function as extensions of the educational curriculum presented in the classroom. Shawnee High School’s clubs and organizations provide students with extended opportunities to involve themselves in educational and campus activities. Membership and attendance are voluntary and do not reflect in any way on classroom grades. Shawnee Public Schools encourage students to become involved in clubs and organizations, because research has shown students who are involved in school activities other than just in the classroom are more successful. Listed below are Shawnee High School sponsored clubs and organizations with assigned sponsors. An additional list of OSSAA affiliated competitive activities are found within Shawnee High School’s Athletic and Activities Handbook.

Many local and statewide organizations i.e. Gateway’s Shawnee Youth Coalition, YMCA’s Tri-Hi-Y, Scouts, FCA, church youth groups and many other organizations operate separate and apart from the school district. These groups have voluntary student membership and may meet on the school campus outside of the school’s instructional schedule.

Parents and guardians may notify the District in writing that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely

responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

GROUPS, ORGANIZATIONS AND ATHLETICS

DRAMA

ACADEMIC TEAM

FCA

FCCLA

FUTURE FARMERS OF AMERICA

HYPE SQUAD

JAZZ BAND

LEADERSHIP II

MARCHING BAND

MOCK TRIAL

NATIONAL HONOR SOCIETY

NATIVE AMERICAN CLUB

ROBOTICS TEAM

SPEECH / DEBATE TEAM

STUDENT COUNCIL

THE WRITER'S BLOCK

UNITED MINORITY

DEVELOPMENT

VOCAL MUSIC

YEARBOOK

YOUTH AND GOVERNMENT

BASEBALL

BOYS / GIRLS CROSS COUNTRY

BOYS / GIRLS SWIM

BOYS / GIRLS TRACK

BOYS BASKETBALL

BOYS GOLF

BOYS SOCCER

BOYS TENNIS

CHEER

FOOTBALL

GIRLS BASKETBALL

GIRLS GOLF

GIRLS SOCCER

GIRLS TENNIS

POM PON

POWER LIFTING

SOFTBALL

VOLLEYBALL

WRESTLING

STUDENT ALL SPORT PASS

The Student All Sport Pass will be available to all students including athletes. The Student All Sport Pass may be purchased in the athletic office. 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. The building principal or his/her designee shall make decisions on revocation.

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

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

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

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

PROHIBITING STUDENT HARASSMENT, INTIMIDATION, AND BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the student is 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 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
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

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.

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.

PROCEDURES

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

Definitions

“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

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

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

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior.

If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, The Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. 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.

Adopted: June 24, 2014

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.

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.

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

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 non-appealable 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 non-appealable 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 non-appealable.
- (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 B 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.

INSUBORDINATION/ANONYMITY

Students are asked to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so and/or refusal to identify who you are is considered a serious breach of the Shawnee High School expectations of conduct. All incidents may result in ASD, RBI, and/or OSS.

CONFISCATED ITEMS

Items that will not be returned if confiscated includes but are not limited to gang related items, weapons, drugs, drug paraphernalia, alcohol, tobacco or simulated tobacco products or anything deemed inappropriate by school administration.

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:

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 (Possession): Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from school for the remainder of the semester and/or succeeding semester. Suspension will continue unless the following guidelines are met. 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. If the student is not in possession but is deemed under the influence (including having the odor of drugs or alcohol) suspension will start at 10 days and continue from there.

1. 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 respect to the student's rights, benefits, and privileges.
 - c. When either the student or Guardians do not wish to cooperate 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.

STUDENT BREATHALYZER TESTING

The Shawnee School District finds that there is a concern regarding the increase in students under the influence of alcohol while attending school-sponsored events. The District also finds that students appearing under the influence at such events pose a safety risk to themselves, staff, and the community-at-large. In order to provide a safe environment for students, staff, and the community, the Board of Education authorizes police officers, trained District administrators and/or their trained designees to administer breathalyzer tests to a District student who attends a school-sponsored event after a reasonable suspicion has been formed that the student has consumed alcohol.

District administrators or a law enforcement agency that District administration designates, may administer a breathalyzer test to any student if the District administrator or designee has a "reasonable suspicion" that the student is under the influence of alcohol. "Reasonable suspicion" is defined as one or more of the following indicators: physical appearance, possession of alcohol, and/or a report made by a creditable source. The

complete definition of “reasonable suspicion” is found within Board of Education policy. District administrators or their designees shall be trained and certified by law enforcement officials to effectively and accurately administer commercial quality breathalyzer tests. Any student who refuses to take a breathalyzer test after a reasonable suspicion has been formed that they have consumed alcohol, is considered to have a positive test and may be disciplined for student misconduct pursuant to the District’s policy. Likewise, any student who takes a breath analysis which shows a positive result shall be subject to discipline up to and including suspension from school.

Students who have a second positive test during their school career will forfeit the privilege of participating in any extracurricular activities offered or sponsored by the District and shall, in addition, lose all driving privileges on school property for eighteen (18) continuous and successive school weeks from the date of the positive breathalyzer test.

A copy of the complete policy may be obtained from the building principal, school library, or Central Administration Office, 326 North Union.

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 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.

TOBACCO POLICY

Smoking and/or the possession of tobacco or simulated tobacco products by students while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in a school sponsored event is prohibited, this includes any and all e-cigarettes, vapor products and lighters.

Failure to abide by the provisions of this regulation will result in appropriate disciplinary action.

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

Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a teacher or administrator. Taking matters into your own hands, or responding to being threatened, criticized, or hit by hitting, pushing, shoving, or slapping the other student is not acceptable. Allow a school official to handle the matter.

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 the aisles so as to hinder school officials, refusing to leave the scene when asked to do so, or videoing the fight 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. Teachers are to report these incidents immediately to an 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 unwelcome. It can

include verbal comments, suggestions, jokes or pressure for sexual favors. It can include non-verbal behavior such as suggestive looks, and physical behavior such as pats, squeezes, brushing against someone, or other sexual contacts. 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.

DESTRUCTION OF SCHOOL PROPERTY

The cost of repairing or replacing school property damaged as a result of neglect or misuse will be charged to the student and his/her parents.

Willful damage or destruction of school property will bring disciplinary action from the administration. The student will also be charged for the damage.

FALSE FIRE ALARMS/BOMB THREATS

These disruptions are very dangerous to the student population. Any student who participates in a false alarm or bomb threat will be suspended from school for a minimum of 5 days, plus \$100.00 fine, plus damages, and the authorities will be notified.

LIBRARY REGULATIONS

The library is open from 8:30 a.m. to 4:00 p.m. each school day. Students are encouraged to use the library during the day. Librarians will be happy to assist students in becoming familiar with the many educational opportunities to be found there. Access to the Internet is available on all computer stations. The Follett automation system is used to catalog and check out resources. All stations are networked to a printer which students are encouraged to use for research.

LOST PROPERTY DISCLAIMER

Shawnee Public Schools cannot be held responsible for any items lost or stolen. It is recommended that each student have a lock on his/her locker. We do not provide locks. Shawnee Public School cannot be held responsible for any items lost or stolen. The lost and found is in outside the custodial office.

LUNCH HOUR OFF-CAMPUS PERMISSION

Freshman students are prohibited from leaving campus unless checked out and accompanied by their parent or guardian. Shawnee High School has a closed campus policy for freshman students. Freshman students are not allowed to ride with other students leaving campus. Disciplinary actions will be taken for any violations.

PARKING REGISTRATION STICKER

For the safety of all students and faculty at Shawnee High School, all students who drive a motorized vehicle on the school grounds must purchase a parking registration sticker for the 2019-2020 school year. A parking registration fee of \$10.00 will be charged to all students who desire to drive a motor vehicle to school. At the time of purchase, students will need to provide proof of their driver's identification and insurance verifications. All motor vehicles must have a parking registration sticker permanently affixed to be displayed to the lower left corner (driver's side) on the inside of the vehicle's front windshield.

SCHOOL PARKING REGULATIONS

1. Parking is strictly limited to the student parking area. Faculty parking is on the west side of the high school.
2. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
3. No speeding, over 10 m.p.h., or any reckless driving on school grounds.
4. Student vehicles are subject to search by school administration (drugs, alcohol, stolen property, weapons, or other contraband). Students to whom a permit is issued are responsible for the contents of the vehicle.
5. Shawnee High School assumes no responsibility for student's vehicle while it is at school.
6. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds.

Failure to follow these regulations may result in a warning, suspension of parking privileges, RBI, or suspension from school.

TEXTBOOKS

Shawnee High School students are fortunate that our school has a complete text-book program. All texts are furnished on a loan basis, to be checked back in at the end of the term.

A student is not responsible for normal wear of a book but must pay for damage and wear caused by carelessness or poor treatment. Lost books are also the student's responsibility unless it can be demonstrated that the loss resulted from circumstances clearly beyond his/her control. Loss of books from lockers is the

student's responsibility.

DRESS AND APPEARANCE

Student dress guidelines are based upon consideration of student health and safety and the orderly conduct of school business. Direct correlation exists between extreme dress and inappropriate behavior. It is the intent of the Shawnee School District to establish and implement dress guidelines which promote and maintain respect for self and the school without sacrificing fashion and individual expression.

The following dress guidelines are listed to inform students of appropriate dress expectations. A student who fails to meet appropriate standards or to maintain good grooming may be asked to correct a violation. Repeated violations of the guidelines may result in disciplinary action.

Final determination of appropriate dress is the responsibility of school administrators.

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 and skirts are to be appropriate length during school hours. Past the fingertips while arms are resting naturally at the sides is a good rule of thumb to determine short and skirt length. Appropriateness of attire will be determined by administration.
2. **Shirts/Blouses/Tops.** Clothing should appropriately cover the shoulders and upper body. Tops will be long enough to cover the midriff area with arms raised. Tube tops, halters, and backless tops are not appropriate. No oversize armholes will be permitted unless an appropriate shirt is worn underneath. No cut-off sleeves will be permitted. Plunging necklines are not permitted.
3. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
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 clothing depicting any bandana design are not allowed at school.
7. Caps may be worn to school but must be placed in student's locker for the duration of the school day.
8. Any markings or 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. Socks are not considered shoes.

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**

SCHOOL TELEPHONES / MESSAGES

Students are not to come to the office during class periods to use the telephone except in the case of an emergency. No student will be called from a class to accept a telephone call except in an emergency. Incoming messages will be relayed to students at times that will cause the minimum amount of interruption. Please explain to your friends and relatives that it interrupts an entire class when messages are delivered to you at school. All long-distance calls by students must be placed collect or charged to their home phones. Office phones are always available for official business conducted by recognized clubs and organizations. Classes will not be disturbed for: Texts, delivery of flowers, gifts, etc. The school will not be responsible for gifts, flowers, etc. left in the office for students.

VISITORS

No student visitors will be permitted on campus or in the classrooms without permission from the administration. However, parents or guardians will always be welcome to visit but must contact the principal's office in advance or upon their arrival at school.

All who enter the building must sign in at the principal's office to receive a visitor pass.

TRANSPORTATION

Free transportation in district-owned buses is furnished to the students who reside one and a half miles or further from the school. All buses operated by the Shawnee Schools meet the requirements of the State Board of Education and operate in compliance with their regulations.

All students are urged to regard the bus as a classroom as far as conduct is concerned. The driver of each bus is a school official and has the same authority as a classroom teacher over the students in his/her care.

After a student gets on the bus, he/she is under the supervision of the driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver is expected to look after the welfare of all students under his/her care. He/she may recommend to the principal that a student be disciplined if a referral is made to the principal concerned. A copy of the bus regulations is posted on each bus. Bus students should read these regulations and become familiar with what is expected of a bus student.

If the bus fails to run the route for any reason, a "no" absence is recorded. No tardies will be charged against the student when the bus is late.

DISPLAY OF AFFECTION

Displays of affection such as kissing, hugging or sitting on laps will not be permitted at school. While the school is not in any way against the fostering of healthy relationships, students should keep in mind that school is not the proper place for this type of conduct.

ABUSIVE OR VILE LANGUAGE

The use of such language will in no way be permitted.

DISRESPECT FROM STUDENTS

Students must remember that all teachers have authority over them at all times during the school day and at school activities. At no time are students to be disrespectful to teachers. Students must follow and abide by reasonable requests made by all teachers and administrators.

DISRUPTING CLASSES OR THE NORMAL OPERATION OF THE SCHOOL

Any student who becomes a disruptive force in a regularly scheduled class or activity or who intentionally interferes with the normal operation of the school will be disciplined by the administration.

FOOD AND BEVERAGES

Food and beverages are never to be taken into the classroom. No food is to leave the cafeteria during the lunch hour. No food from the cafeteria will be permitted in any other area of the building during the lunch period. Any drink brought from the outside must have a resealable/spill proof lid. Fast food style cups and lids are not acceptable as they make a considerable mess when dropped.

HALL CONDUCT

Students must never run in halls and must pass through the corridors quietly when classes are in session. Students returning from off campus classes should be particularly mindful of their behavior in the hall as they usually arrive at school before classes are dismissed.

HALL PASSES

No student is permitted in the halls during classes without a proper hall pass issued by his/her teacher.

POSSESSION OF A DANGEROUS WEAPON

A student may be suspended for possession of a dangerous weapon or "look-a-like" weapon on any school property or while under the authority of the school or at any function authorized by the school district.

A student who threatens the use of a dangerous weapon or who attempts to use or uses such weapon against any student or person will be expelled for a period of time to be determined by the administration. Confiscated items will not be returned.

CELL PHONES, IPODS, MP3 PLAYERS/MUSICAL DEVICES

These devices are allowed at school but may not be used in any way or at any time that will disrupt the educational functions of the school. Headphones cannot be worn in the building at any time. Phone calls cannot be made from personal cell phones. If a student must use a phone, a student phone is provided in the main office.

SKATEBOARDS, ROLLER BLADES, BICYCLES, ETC.

Students are not permitted to ride such items on school grounds during the school day.

THROWING SNOWBALLS, ROCKS, ETC.

Throwing snowballs, rocks, or any other projectiles on the school grounds during the school day is expressly forbidden.

REFUSAL OF PUNISHMENT

In the event that a student refuses to accept or carry out the disciplinary action prescribed by a teacher or administrator, (providing the requests are within the limits prescribed by law), he/she may be suspended from school until the condition prescribed by the teacher or administrator is met.

PROM

Specific information and procedures will be distributed in the Spring to Junior and Senior class members. Freshman are not allowed to attend Prom. Sophomores can only attend if invited by a Junior or Senior student.

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 High School Students stand as follows:

9th - 12th 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 immunization 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 bacterium 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).

THE WOLF-PACK CAFÉ

School Lunch and Breakfast Program

“School Meals” have changed. Menus are geared toward teenage taste buds with a variety of different foods offered daily. The students determine the choices based upon taste testings and surveys. The Director for School Nutrition Services makes sure each choice has plenty of protein and other nutrients. *A variety of fruit and vegetables along with milk allow anyone who wants to choose a low-fat, nutritious meal.*

The **WOLF-PACK CAFE** is a great place to eat at unbeatable prices. SQUARE MEAL DEALS at breakfast are only \$2.00 for adults. A BREAKFAST SQUARE MEAL DEAL includes one entrée, fruit, and milk. SQUARE MEAL DEALS at lunch are only \$3.75 for adults. A LUNCH SQUARE MEAL DEAL includes an entrée, 3 sides of fruit and vegetables, plus milk. The possible combinations are limited only by your imagination!

EACH STUDENT HAS AN ACCOUNT. Accounts are completely computerized. Each student enters his/her Student Identification Number into the PIN pad at the registers. All accounts are confidential! Parents may review account activity by setting up an account at or requesting account activity from the Head Cashier by calling the Wolf-Pack Café at 405-275-9591

We offer the FASTEST FAST FOOD IN TOWN. We can serve over 250 in 10 minutes! Cash is always accepted, but to keep service fast, we encourage everyone to use his/her meal account. Computerized cash registers track every deposit and credit every purchase. You may make a deposit with a cashier or online via credit card by setting up an account with www.MySchoolBucks.com. Most students pay for a month at a time. It is best to pay online or send a check instead of cash. **When your account gets low, you may receive a low balance notification from www.MySchoolBucks.com if you have an established account. Additionally, a cashier will alert students when they have a low balance.**

A LA CARTE

All food may also be purchased individually. Parents, many of your teenagers will NEED more food than a SQUARE MEAL DEAL provides. We sell extra entrees and nutritional snacks to ROUND OUT the SQUARE MEAL DEAL. These are called “A la Carte” items. “A la Carte” items meet strict smart snack criteria set by the Healthy Hunger Free Kids Act of 2010. **NO A LA CARTE CHARGES ARE ALLOWED!**

APPLICATION FOR FREE OR REDUCED PRICED MEALS

The school is undergoing a baseline year to be approved for Provision II Breakfast and Lunch. As part of the baseline year, applications for Free and Reduced Meals are available through the counselor’s office, the Wolf Pack cashiers, or at the Board of Education. All applications and information are confidential, but the correct forms must be completed. Last year’s form covers students ONLY for the first 30 school days of this year. **A new form is required each annually.** Applications are approved at the Board of Education’s School Nutrition Services office within 10 days of receipt. Any questions or concerns may be directed to Maria Isenhower, Shawnee School Nutrition Services Director at 405-878-1028.

MEAL MONEY LEFT AT THE END OF THE SCHOOL YEAR

There are three options:

- Leave the money in the account to carry over to next school year. The money follows your student to a different school in the district.
- Request a refund. The Nutrition Manager can requisition the funds and we will mail you a check 4-6 weeks later.
- If a student moves without requesting a refund, the money will go into the Child Nutrition Program fund to use for other students’ meals.