

# **Student Handbook**

**Pre K – 5<sup>th</sup> Grade**



**2021-2022**

**SHAWNEE, OKLAHOMA**



## NOTICE OF NON-DISCRIMINATION

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

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

Office for Civil Rights

U.S. Department of Health and Human Services

601 East 12th Street --- Room 353

Kansas City, MO 64106

Customer Response Center: (800) 368---

1019 Fax: (202) 619---3818

TDD: (800) 537---7697

Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

## **ABUSIVE OR VILE LANGUAGE**

The use of abusive or vile language will not be tolerated on any Shawnee Public School campus. Students will be disciplined and when appropriate referred to the police. If parents/guardians use such language they will be asked to leave.

## **ATTENDANCE TARDY/ABSENCE**

Regular attendance contributes to consistent progress in school. Students are expected to be in school every day except in case of emergency, illness, or death in the family. Prior to a student being absent for observance of a religious holy day, the building principal should be notified. If it is necessary for a student to miss class, parents are requested to call the school to report their child's absence. Students returning to school from absences should complete assignments within the number of days absent plus one.

A student is considered tardy if they arrive after the instructional day begins. The instructional day begins at 7:45 at all elementary sites and 8:00 at SECC. For truancy purposes, a student is considered absent from school for any part of an instructional day missed. Students checked out of school before the instructional day ends will be counted as absent for the time they miss.

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

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

If any student is absent without valid excuse (i.e. doctor's appointment, chicken pox, flu, a doctor's statement (an original doctor's note) for a prolonged illness or a family emergency (death in the immediate family), four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106) Students may be retained because of excessive absences.

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.

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

Bad weather and hazardous road conditions may cause school closures during the school year. Official notification of school closings will be posted on television, radio, district website, Facebook and twitter. Once school is in session, early dismissal is very unlikely; however, it is advisable that parents/guardians make prior arrangements with their children should school be dismissed early. School days lost, due to bad weather or hazardous conditions, may be made up on a “Snow Day”, digital learning day, or at the end of the school year.

## **BICYCLES**

Students who ride bicycles to and from school will be expected to keep them out of the street and the walking areas around school. Bicycles are to be parked upon arrival at school and are not to be moved until school is dismissed in the afternoon. While your school will make every effort to safeguard bicycles, it cannot assume responsibility for them. It is strongly suggested that a lock be placed on each bike. Students will not be permitted to ride their bikes on the playground, since this may endanger other students. Students must follow all bicycle safety rules.

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

Change of address or phone number must be made at the school office in person. Each student should have a current emergency telephone number on file in the office at all times.

## **CHILD IDENTIFICATION**

Shawnee Public Schools is committed to locating and serving children with disabilities who reside in the School District. To locate these children, the District follows the State Department of Education’s guidelines to identify children from birth through age 21 who might be eligible for these special services. Shawnee Public Schools protects all personally identifiable information obtained through the process as required by FERPA and the Individuals with Disabilities Education Act (IDEA). A copy of the School District’s policies can be obtained online on the district website and at the Shawnee Board of Education Office.

## **CONFERENCES**

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

## **DISCRIMINATION GRIEVANCE PROCEDURE**

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

The district has adopted procedures for use by any person, including students, for filing,

processing, and resolution of complaints of discrimination. This procedure incorporates the mandate of the Americans with Disabilities Act of 1990 (“ADA”) regarding the right of employees, students, visitors or others to file a grievance alleging a violation of ADA.

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

### Pre-Filing Procedures

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

### Filing and Processing Discrimination Complaints

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

## **DRESS CODE**

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

1. All students must wear shoes appropriate and safe for all school activities.
2. Students shall not wear any clothing or dress in any manner that is inappropriate for school or causes a disruption to the educational process.

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

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

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

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

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. The

school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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



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

### **FIELD TRIPS**

Occasionally students will be going on field trips. Notification will be sent home for each trip. Students will not be allowed to go on a field trip without parents' permission. Often parent volunteers are needed to assist on the trips. However, due to liability issues, only students, teachers, teaching assistants, and parent volunteers are allowed to ride on school district buses. For safety reasons, it is extremely important for students to be on their best behavior while riding the bus during field trips.

### **FIRST AID**

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

### **GIFTS/INVITATIONS**

Delivery of student gifts can not interfere with the student instructional day. Party invitations may be given at school IF all members of the student's homeroom class are receiving an invitation.

### **HEALTH REQUIREMENTS**

#### **IMMUNIZATION REQUIREMENTS**

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

**Pre-Kindergarten  
(3 & 4 yr. olds)**

4 DTP/DTaP/Td  
3 Polio  
1 MMR  
3 Hepatitis B  
2 Hepatitis A  
1 Varicella (chicken pox) or signed statement  
that child has had the disease

**Kindergarten 1st, 2nd, 3rd, 4th,  
after**

5 DTP/DTaP/Td (Unless the 4th DTP was received

**and 5th Grades**

the 4th birthday)

4th birthday)

4 Polio (Unless the 3rd dose was received after the

have been at

2 MMR (1 dose after 12 months and 2nd dose must  
least 1 month apart)

3 Hepatitis B

the 1st dose)

2 Hepatitis A (1st dose on or after 2nd birthday and  
the 2nd dose 6 to 18 months after

1 Varicella (Chicken Pox)

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

## **MEDICATION: ADMINISTERING TO STUDENTS**

### **PURPOSE**

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

### **DEFINITIONS**

For purposes of this Policy, these terms have the following definitions: “Medicine” or “medications” includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness or disease. “Parent” means a parent, a court appointed guardian or a person having legal custody.

### **POLICY**

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs. Except as provided in this Policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student’s parent and may result in discipline, including out-of-school suspension.

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

The parent must deliver the student’s medicine to the school nurse, school administrator or

designee in its original container with the parent's written authorization for administration of the medicine. Upon delivery the quantity of medication is documented. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the health 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 the student has been medicated for 24 hours.

**HEAD LICE:** (Pediculosis Capitis) According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A), "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

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

continue 1 time a week for 2 weeks, if nits are not being removed contact the parent by phone. The parent must communicate the treatment plan with the school, this will include student and family hair treatment and home environment.

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

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

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

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

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

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

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

**MENINGOCOCCAL MENINGITIS:** Meningococcal meningitis is a bacterial infection of the fluid surrounding the brain and spinal cord. It is one of the leading causes of bacterial meningitis in children 2-18 years of age in the United States. About 1 out of every 10 persons who get the disease dies even if they get treatment. Another 10-19% have very serious lifelong problems as a result of having the disease. It is caused by a bacteria called Neisseria Meningitides. Symptoms of meningococcal meningitis include high fever, headache, stiff neck, pain when looking at bright lights, sleepiness, nausea, and vomiting. As the disease progresses patients may have seizures. Meningococcal meningitis is a contagious disease spread from an infected person to others by the exchange of respiratory secretions. It is usually spread by coughing or sneezing but also can be spread by sharing eating and drinking utensils and kissing.

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

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

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

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

### **HOMEWORK**

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

### **HOURS OF SUPERVISION**

To ensure appropriate supervision, elementary school site hours are from 7:15 AM to 2:45 PM. Shawnee Early Childhood Center will supervise students from 7:30 AM to 2:30 PM. Students are asked to observe this schedule unless they are involved in a school sponsored, approved activity, or other arrangements have been made. For the safety of our students, all doors remain locked during the school day.

### **LOCKERS**

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

### **LOST AND FOUND ITEMS**

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

## **MEDIA CENTER**

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

The Shawnee Public Schools takes pride in the technology resources provided for students. Students shall take pride as well. Students and parents will be held responsible for the loss, damage or destruction of any devices, hardware, software, hotspots or headphones they use.

## **MOMENT OF SILENCE**

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

## **MONEY AND VALUABLES**

Students are discouraged from bringing money or other valuable items to school unless it is necessary. Any money brought to school should be sealed in an envelope with the student's name and teacher's name on it. The school cannot be responsible for any items lost or misplaced.

## **PARENT INVOLVEMENT**

When schools work together with families to support learning, children are inclined to succeed not just in school, but also throughout life. Three decades of research have shown that parental participation in schooling improves student learning. Such participation of parents and families is critical not only in the very beginning of the educational process, but throughout a child's entire academic career.

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

We encourage parents to attend conferences, PTA meetings, assemblies, to volunteer in the classroom, and to help your child with their homework. Support and involvement at school and at home will provide your child with the best education possible. All classroom volunteers must have a District Volunteer Form on file.

## **PLEDGE OF ALLEGIANCE/FLAG ETIQUETTE**

Students may recite the Pledge of Allegiance at the beginning of each school day. District personnel will not take adverse or retaliatory action or tolerate such action by others



regarding students who choose not to participate in the Pledge. Further, United States Flag history and etiquette will be annually taught in one or more grades.

## **POWERSCHOOL**

PowerSchool is the student information system the district uses to manage information such as grades, attendance, demographics, courses, etc. PowerSchool allows immediate access to your child's grades, assignments and attendance record. Parents/guardians are assigned a secure password that will restrict access to only your child's information. You may request your username and password in the office at your child's school. Please bring a photo ID to the office when requesting this information. Report cards and progress reports will still be issued in hard copy to parents.

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

Please read the following guidelines regarding PowerSchool access:

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

## **PROGRESS REPORTS**

After five (5) weeks of any nine (9) week school period, or as needed, a report may be sent home. A Progress Report is not always a failure notice. We feel it is also important to let parents know if the student is achieving, as he/she should be. If the student is not performing satisfactorily in academics, areas of concern will be checked. Often comments will be written to explain the unsatisfactory areas. Parents should carefully review the report then sign and return it to the student's homeroom teacher. A place is provided on the report for parental comments and direct parent-to-school contact may be a helpful follow-up.

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

The Shawnee Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for

an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

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

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

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

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

### **Promotion/Retention and Failing Courses**

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

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

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

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

will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the Superintendent and the relevant principal.

### **Appeal Process for Retentions**

After receiving a decision to retain a student (except for third-grade Reading Sufficiency Act retentions which cannot be appealed) or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course. Each step requires a parental request to escalate to the next level within five (5) days of written notification of the decision. If no request is received within five (5) days of the student or parent's receipt of the report card or decision, the decision will be final and non-appealable.

### **First Level of Appeal**

The parent may request review of the initial decision by letter to the building principal upon written notification of the committee's initial decision to retain or in the case of failing a course.

### **Second Level of Appeal:**

The parent may request review of the principal's decision by letter to the Superintendent.

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

The parent may request review of the Superintendent's decision by letter to the Superintendent or Clerk of the Board of Education. The parent will be notified in writing of the date, time and place of the Board Meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable. If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become part of the student's permanent cumulative record.

### **Retention based on the Reading Sufficiency Act**

As provided for in the District's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the District to ensure that each student in grades K-3 has attained the necessary reading skills upon completion of the third grade. Any student who is found not to be reading at the appropriate grade level shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law.

Any 1st through 3rd grade student who demonstrates proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention.

For students who do not meet the academic requirements for promotion, the District may promote the student under a good cause exemption. "Good-cause" exemptions are listed on the Oklahoma State Department of Education website.

A 3rd-grade student not eligible for automatic promotion as provided for under the previous two circumstances and who does not meet criteria for promotion based on the Oklahoma

School Testing Program may be evaluated for “probationary promotion” by the Student Reading Proficiency Team, which includes the student’s parent. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed “probationary promotion” to fourth grade, the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled.

Students who score below the proficient level on the Reading Sufficiency Act portion of the statewide third grade OSTP test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not reading at the appropriate grade level and has been provided a program of reading instruction as provided for by law shall be notified in writing. The District will also provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption.

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

The District implements a policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be considered for mid-year promotion to fourth grade, students must demonstrate that they are reading at or above grade level and can master fourth grade level skills. A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal. Additional information about mid-year promotions can be found in the Shawnee Public School Board Policy Book and on the Oklahoma State Department of Education website.

#### **Proficiency Based Promotion**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. All requests shall be made prior to when the course or grade level begins. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment and/or demonstration. Students who score 90% or higher, after conferencing with the parents, may be promoted and receive appropriate credit.

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

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation and bullying and threatening

behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should recognize will:

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

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

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

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

As used in the School Safety and Bullying Prevention Act "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment to insure that most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

1. Conference with student

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

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

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

### **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.

### **Parental Responsibilities**

To help prevent bullying at school, parents should encourage their children to:

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

## **SCHOOL LUNCH AND BREAKFAST PROGRAM**

All elementary sites, including Shawnee Early Childhood Center offer breakfast and lunch at no charge to students. Eating right and a child's performance in school go hand in hand. Children who eat high quality, nutritious meals do better in school.

The Shawnee School Nutrition Services provides a weekly/monthly menu posted on the district website, which includes children's favorites. Three fruits or vegetables are also offered each day. Eating plenty of Fruits & Veggies is encouraged. Of course, milk and various breads/starches round out the meal. Some students need more food than a school meal provides.

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

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

## **SCREENING AND EVALUATION**

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

### **Screening**

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

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

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

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

The Shawnee Public Schools District has developed a model with the purpose of providing support and enhanced intervention to students at-risk for academic difficulties. The model implemented known as Response to Intervention (RTI) is designed to evaluate students by determining the level of support necessary to produce effective outcomes for students at-risk for or having academic difficulties. Moving to this model

shifts the focus of assessment from diagnosis to the identification of appropriate and effective intervention services for students and in turn, identifies an appropriate environment for these services. Decisions regarding a student's need for assistance and the level of support required to fill this need are based upon a systematic review of several forms of data collected throughout the process.

### **(3) Evaluation**

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

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

## **SEXUAL HARASSMENT**

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District. Examples of conduct that may constitute sexual harassment include, but are not limited to:

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

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

### **Reporting Sexual Harassment**

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



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

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

### **For Further Information**

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

### **STUDENT ALL SPORT PASS**

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

### **STUDENT CODE OF CONDUCT**

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, vaping, using, and/or possessing tobacco products
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, hate speech 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, the 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, the District will implement suggestions of the Safe School Committee(s) in providing this instruction.

### **SAMPLE DISCIPLINARY OPTIONS**

#### **Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of

local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

### **Detention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/Principal at the specified time with class work to be studied.

### **Restorative Behavior Intervention**

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

### **Student Suspension**

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

### **STUDENT SEARCHES (EJ)**

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

Any search of a student will be conducted by District employees 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, backpacks, 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, the 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, the District may contact appropriate law enforcement personnel to respond to the issue.

## **DIRECT THREAT (EQ)**

### **Definition**

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

### **Policy**

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

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- The district's determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision

regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;

- Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.

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

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

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

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

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

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

- No member of the TAT shall re-disclose any criminal history record information, psychological information, or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- The TAT may not maintain the criminal history record printed from the criminal

- records system access terminal, nor may they make copies of it.
- Criminal history information may not be placed in a student's educational file.

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

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

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

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

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

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

The Threat Assessment Team (TAT) shall be responsible for determining whether the



student poses a direct threat. This committee will be composed of the Executive Director of Academic Services, Director of Special Services, Building Principal, and a Teacher of the Student. The TAT will consult with individuals with in depth knowledge and experience in the area of the student's disability as part of the direct threat determination.

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

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

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

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

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

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

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

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

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

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

**Discipline:** Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, restorative behavior intervention, 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.

**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 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 not 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 email appeal request. The student and parent will be notified in writing, by email, 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 unappealable 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 the 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 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.**

## **REFUSAL OF PUNISHMENT**

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

## **DISCIPLINARY MEASURES**

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

1. Assignment of "citizenship duty" (cafeteria clean-up, grounds clean-up, graffiti clean-up etc.)
2. "Time-Out"
3. After school detention
4. Restorative Behavioral Intervention
5. Time out at home
6. Legal action
7. Behavior Contract

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

## **RESTORATIVE BEHAVIOR INTERVENTION (RBI)**

The purpose of this program is to provide the students with a program of in-school alternative education that will serve to modify deviant student behavior. Participation in school-related activities while serving in RBI may be restricted. Students get credit for their attendance and schoolwork while in RBI.

## **TIME OUT**

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

## **FIGHTING POLICY**

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

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

in disciplinary actions.

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

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

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

## **TECHNOLOGY—SAFE AND APPROPRIATE USE**

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.

### **Access to Inappropriate Material**

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

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

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

### **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.

### **Personal Safety**

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

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

### **Illegal and Inappropriate Uses**

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

activities. Among other things, users are expected to abide by the following:

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

### **Inappropriate Communications**

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

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, symbols, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
2. Users shall not view, allow to be viewed, or transmit pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or provide information on where such can be accessed.
3. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
4. Parents 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:

- b. 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.
- c. Users are responsible for their individual logon passwords and email account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share email passwords, provide e-mail access to an unauthorized user, or access another user's email without authorization. The district enforces a password change every 120 days.
- d. 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.
- e. Users must immediately notify the email administrator if they identify a possible security problem.
- f. Users are responsible for the appropriate storage and backup of their data.
- g. 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 individuals designated by the Superintendent may review files, monitor all communications and intercept email 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 affect the school environment.

### **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.

## **TRANSPORTATION**

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

Students will be picked up and discharged only at their regular assigned stop. **All requests to change a student's pick up, discharge point, or mode of transportation must be made by the parents/guardians listed on the student's enrollment form by 2:00pm and will require verification.**

Parents of Pre-K and kindergarten students who ride a bus will be issued a school- provided placard with their student's name. Parents/adult guardians must have the placard with them at the bus stop in order for their student to be released to them. Older siblings riding the

same bus may also have the placard to get the Pre-K or kindergarten student off the bus. If there is no one with a placard to meet the Pre-K or kindergarten student at the bus stop, they will be returned to their home school. Please be aware that students being returned to their home school for a late pick up may result in the loss of bus-riding privileges.

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

1. Don't talk to the driver or distract the driver's attention except in an emergency. Your life depends on his/her full attention to his/her duties.
2. Keep head, hands, and articles inside the bus.
3. Don't bring unauthorized articles on the bus (i.e. pets, combustibles, large articles, weapons, etc.)
4. Do not use tobacco of any kind.
5. Use of unacceptable language will not be tolerated.
6. Do not fight or scuffle on the bus.
7. Remain seated behind the stations and guardrail until the bus stops.
8. Talk to your friend in a normal tone; do not shout.
9. Be courteous to your driver and to other passengers.
10. Follow the instructions of your bus driver.
11. No eating or drinking allowed on the bus.

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

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

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



## **TRANSPORTATION CHANGES**

All transportation changes need to be made **BEFORE 2:00 PM** each day. School offices will only take changes, made from the parents/guardians listed on the student's enrollment form who provide verification of identity. Anyone making changes or picking up students will be asked to **present photo identification.**

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

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

## **USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY**

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 including cigarettes, vapes, cigars, snuff, chewing tobacco, or any other form of tobacco product. This prohibition includes school buildings and grounds, 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.

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.

## **VIRTUAL SCHOOL**

Shawnee's virtual school and online learning program is an option for students to earn their school credit through an internet-based instructional program. A "Shawnee Virtual Online School" application may be obtained from your school principal or counselor. The application will need to be completed and returned to the school for placement into the program.

## **WELLNESS**

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

The district will establish a District Safe and Healthy Fit School Advisory Committee to make recommendations to the Superintendent and Board of Education regarding nutrition

guidelines, nutrition education, physical activity goals, safety procedures and other related activities.

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

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

The use of food as a reward is prohibited. Foods of Minimal Nutritional Value may be served at those times designated by sites as “special occasions”, i.e. class parties, school stores, fundraising activities, celebrations, etc. (these items should be prepackaged, no home baked goods)

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

A copy of the Wellness Policy is available on the district website.

## **WIRELESS COMMUNICATION DEVICES**

It is the policy of the Shawnee School District (“District”) Board of Education that students may possess a cellular telephone while on school premises and while in transit under the authority of the school only with the written permission of their parents and the consent of the building administrator. Permission forms are available in the Principal’s office. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, Internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time, passing periods and other school activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may have pagers and cellular telephones while attending a function sponsored or authorized by the school if the sponsor gives his/her permission.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas,” “Private areas” include but are not limited to rest rooms, changing rooms,

and locker rooms. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The District has adopted policies regarding appropriate contact between District staff and students via telecommunication devices and social 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, e-mailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

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

Students improperly using a wireless telecommunications device in violation of this policy shall be subject to disciplinary consequences.