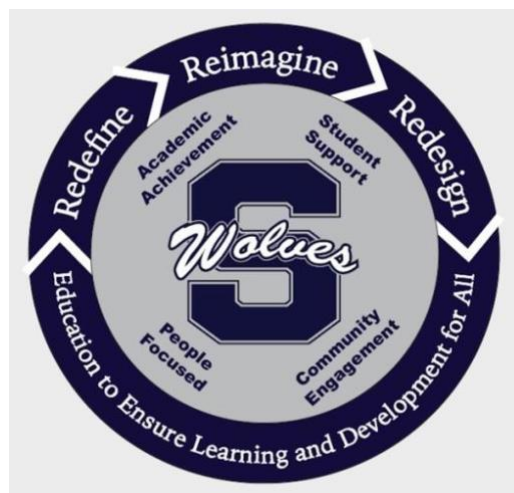


SHAWNEE

Wolves

SECONDARY SCHOOLS STUDENT HANDBOOK

2021-2022
SHAWNEE, OKLAHOMA



This handbook has been prepared to help you and your parents become better acquainted with Shawnee Public Schools, our guidelines and expectations. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook. The SPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the SPS system to review this policy annually and make changes as necessitated by OSBER. These changes will not require Board approval. The Shawnee Board of Education must approve all other changes.

SHAWNEE PUBLIC SCHOOLS

326 North Union

Shawnee, OK 74801

Phone: 405-273-0653

District Website: www.shawnee.k12.ok.us

ADMINISTRATION

Superintendent

Assistant Superintendent/CFO

Assistant Superintendent/HR/Secondary

Executive Director of Academics

Dr. April Grace

Dr. Aaron Espolt

Dr. Teresa Wilkerson

Meggan Wilson

BOARD OF EDUCATION

President

Vice President

2nd Vice President

Board Clerk

Member

Member

Member

April Stobbe

Keith Sandlin

Clif Harden

Bobby Canty

Kristen Wilson

Larry Walker

NOTICE OF NON-DISCRIMINATION

Shawnee Public Schools is committed to diversity and equal opportunities for all. Shawnee Public Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, or physical or mental ability.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

- The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-273-0653 or at 326 North Union, Shawnee OK 74801.
- The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-878-6794 or at 326 North Union, Shawnee, OK 74801.
- Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:
- Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106

Customer Response Center: (800)-368-1019

Fax: (202)-619-3818

TDD: (800) 537-7697

Email: ocrmail@hhs.gov

SHAWNEE PUBLIC SCHOOLS

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

LIFELONG LEARNERS who

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

COMPLEX THINKERS who

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

RESPONSIBLE CITIZENS who

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

The MISSION of Shawnee Public Schools is to reimagine, redesign, and redefine education to ensure learning and development for all.

CORE VALUES:

- Student Support
- Student Achievement
- People
- Community Engagement

Location	Contact	Address	Phone
Shawnee Early Childhood Center	Brayden Savage, Principal	1831 N. Airport Drive Shawnee, OK 74801	405-273-3388
Horace Mann Elementary	Jennifer Epperley, Principal	412 N. Draper Street Shawnee, OK 74801	405-273-1806
Jefferson Elementary	EJ Mynhier, Principal	405 W. Dill Street Shawnee, OK 74801	405-273-1846
Sequoyah Elementary	Kim Paxson, Principal	1401 E. Independence Street, Shawnee, OK 74801	405-273-1878
Will Rogers Elementary	Jackie Noble, Principal	2600 N. Union Street Shawnee, OK 74801	405-273-1519
Shawnee Middle School	Keely Tolin, Principal	4300 N. Union Street Shawnee, OK 74801	405-273-0403
Shawnee High School	Matt Johnson, Principal	1001 N. Kennedy Street Shawnee, OK 74801	405-275-3084
Jim Thorpe Academy	Debra Watson, Director Alternative Education	1111 N. Kennedy Street Shawnee, OK 74801	405-273-3525

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****The on-line version of the Student Handbook will reflect the latest policy revisions.***

Many of the items in this handbook are referenced to applicable policies in the School District's Policy Reference Manual located at each site, the district administration building, and on the district's website.

ACCREDITATION

Shawnee Public Schools are accredited by the Oklahoma State Department of Education.

General Information

SCHOOL COLORS: Navy Blue and White

School Mascot: Wolf

Bell Schedule

Below is the regular bell schedule for M-T-TH-F

1st Lunch			
Hour	Start time	End time	Minutes
1	8:45	9:35	50
2	9:40	10:35	55
3	10:40	11:30	50
Lunch	11:30	12:10	40
4	12:10	1:00	50
5	1:05	2:00	55
6	2:05	2:55	50
7	3:00	3:50	50

2nd Lunch			
Hour	Start time	End time	Minutes
1	8:45	9:35	50
2	9:40	10:35	55
3	10:40	11:30	50
4	11:35	12:25	50
Lunch	12:25	1:05	40
5	1:05	2:00	55
6	2:05	2:55	50
7	3:00	3:50	50

Below is the regular bell schedule for Wednesdays

1st Lunch			
Hour	Start time	End time	Minutes
1	9:20	10:00	40
2	10:05	10:50	45
3	10:55	11:35	40
Lunch	11:35	12:15	40
4	12:15	12:55	40
5	1:00	1:40	40
Wolf Time	1:45	2:20	35
6	2:25	3:05	40
7	3:10	3:50	40

2nd Lunch			
Hour	Start time	End time	Minutes
1	9:20	10:00	40
2	10:05	10:50	45
3	10:55	11:35	40
4	11:40	12:20	40
Lunch	12:20	1:00	40
5	1:00	1:40	40
Wolf Time	1:45	2:20	35
6	2:25	3:05	40
7	3:10	3:50	40

*Lunch Schedule is based upon your 4th hour teacher

Shawnee Middle School Bell Schedule

		7th Grade		8th Grade		Life Links	
WHITE TEAM	BLUE TEAM	WHITE TEAM	BLUE TEAM	WHITE TEAM	BLUE TEAM	WHITE TEAM	BLUE TEAM
1st Hour 8:10-9:02	1st Hour 8:10-9:05	1st Hour 8:10-9:02	1st Hour 8:10-9:05	1st Hour (PLC) 8:10-9:02	1st Hour (PLC) 8:10-9:05	1st Hour 8:10-9:02	1st Hour 8:10-9:05
2nd Hour 9:05-9:59	2nd Hour 9:08-10:02	2nd Hour (PLC) 9:05-9:59	2nd Hour (PLC) 9:08-10:02	2nd Hour 9:05-9:59	2nd Hour 9:08-10:02	2nd Hour 9:05-9:59	2nd Hour 9:08-10:02
3rd Hour (PLC) 10:02-10:56	3rd Hour (PLC) 10:05-10:59	3rd Hour 10:02-10:56	3rd Hour 10:05-10:59	3rd Hour 10:02-10:56	3rd Hour 10:05-10:59	3rd Hour 10:02-10:56	3rd Hour 10:05-10:59
LUNCH 10:59-11:32	LUNCH 11:02-11:35	4th Hour 10:59-11:53	4th Hour 11:02-11:56	4th Hour (PLAN) 10:59-11:53	4th Hour (PLAN) 11:02-11:56	4th Hour 10:59-11:53	4th Hour 11:02-11:56
5th Hour 11:35-12:29	5th Hour 11:38-12:32	5th Hour 11:56-12:50	5th Hour 11:59-12:53	LUNCH 11:56-12:29	LUNCH 11:59-12:32	LUNCH 11:56-12:29	LUNCH 11:59-12:32
6th Hour 12:32-1:26	6th Hour 12:35-1:29	LUNCH 12:53-1:26	LUNCH 12:56-1:29	6th Hour 12:32-1:26	6th Hour 12:35-1:29	6th Hour (PLAN) 12:32-1:26	6th Hour (PLAN) 12:35-1:29
7th Hour 1:29-2:23	7th Hour 1:32-2:26	7th Hour (PLAN) 1:29-2:23	7th Hour (PLAN) 1:32-2:26	7th Hour 1:29-2:23	7th Hour 1:32-2:26	7th Hour 1:29-2:23	7th Hour 1:32-2:26
8th Hour (PLAN) 2:26-3:20	8th Hour (PLAN) 2:29-3:20	8th Hour (PLAN) 2:26-3:20	8th Hour 2:29-3:20	8th Hour 2:26-3:20	8th Hour 2:29-3:20	8th Hour 2:26-3:20	8th Hour 2:29-3:20

SMS Drop-off Procedures

Parent/Guardian drop off students will enter through the West cafeteria doors. Students riding a bus will enter the East gym doors. All students will go to their grade's common area until 8:05 A.M. unless they are eating breakfast.

Students may read, complete homework or visit with peers until 8:05 A.M. to head to their 1st hour class. School begins at 8:10 A.M. Students arriving after 8:15 A.M. must come to the front office to check in, accompanied by a parent or guardian, where they will receive a check-in pass to class.

Closing of School

In the event that it is necessary to close the school unexpectedly due to weather or other circumstances, the OFFICIAL announcement will be made on local news and radio stations, our district website, and the official Shawnee Public School App, Instagram and Twitter.

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

Deliveries

We realize that during certain times of the year a parent, relative, or friend may want to have gifts/flowers delivered to a student. Flowers, balloons, etc. will be left in the office until the end of the school day. The school will not interrupt class to deliver these items to students. The school will not be responsible for gifts/flowers left in the office for students. Items such as balloons, large stuffed animals, flowers, etc. are not allowed on buses.

Emergency Signals

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, staff and parents of emergency signals for the school. Students should remember to conduct themselves in the proper manner when drills are being conducted.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent/legal guardian is required for any off-campus field trip. Field Trips do not include interscholastic contests or extra-curricular activities where students perform or compete.

Any out-of-state or overnight school-sponsored trip must have board approval. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip. Parents, guardians, and volunteers attending a field trip as a chaperone or sponsor will be subject to a background check.

Fundraising Campaigns

Any methods for raising money must be approved by the principal and the central administration office prior to the beginning of the activity. All funds shall be deposited and disbursed through school activity fund accounts. The purpose of the fundraising project shall be explained to students enrolled in the activity by the project sponsor. No outside of district fundraisers are allowed in our schools.

Hall Passes

Students are required to have a hall pass anytime they are in the halls during school class times.

Hall Conduct

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

Insurance

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

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

Lockers

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

Locker Assignment and Care

State law (Section 24-102 of Title 70) requires local schools to inform their students in their discipline policies that the students can expect no privacy concerning school lockers, desks or other school property. The law reads: “Pupils shall not have any reasonable expectation or privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property”. (A locker will be assigned yearly by each student’s first core class teacher. If lockers become jammed, student should notify the office immediately.)

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

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

Media Centers

High School Media Center – The Media Center is open from 8:30 a.m. to 3:50 p.m. each school day. Students are encouraged to use the library during the day. Librarians will be happy to assist students in becoming familiar with the many educational opportunities to be found there. Access to the Internet is available on all computer stations. The Follett automation system is used to catalog and check out resources. All stations are networked to a printer which students are encouraged to use for research.

Middle School Media Center - The Media Center is open from 8:00 a.m. to 3:20 p.m. each school day. Students are encouraged to use the library during the day. Librarians will be happy to assist students in becoming familiar with the many educational opportunities to be found there. Access to the Internet is available on all computer stations. The Follett automation system is used to catalog and check out resources. All stations are networked to a printer which students are encouraged to use for research purposes.

Minute/Moment of Silence (Board Policy EA)

At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

Personal Items

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

Petitions and Surveys

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

Pledge of Allegiance/Flag Etiquette

Students may recite the Pledge of Allegiance to the flag at the beginning of each school day. The District will post a notice in a conspicuous place in each classroom building to advise students that they may choose not to participate. District personnel will not take adverse or retaliatory action or tolerate such action by others as to students who choose not to participate in the Pledge. Further, United States Flag history and etiquette will be annually taught in one or more grades. Each school may display “E PLURIBUS UNUM” and “IN GOD WE TRUST” in classrooms, auditoriums, and cafeterias.

Prom – Shawnee High School

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

PTO- Shawnee Middle School

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

School Telephones/Messages

Students are not to come to the office during class periods to use the telephone except in the case of an emergency. No student will be called from a class to accept a telephone call except in an emergency. Incoming messages will be relayed to students at times that will cause the minimum amount of interruption. All long-distance calls by students must be placed collect or charged to their home phones. Office phones are always available for official business conducted by recognized clubs and organizations. The phone may not be used to order lunch or to call for permission to go home with other students.

Student All Sport Pass

The Student All Sport Pass will be available to all students including athletes. The Student All Sport Pass may be purchased in the athletic office. Students are expected to behave in a manner that is a credit to themselves, their school and community. Behavior, which may be detrimental or injurious to self or others, and/or conduct deemed to be disrespectful toward authority will result in the revocation of the Student All Sport Pass. The building principal or his/her designee shall make decisions on revocation.

Textbooks

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

Veteran/Guard Recognition

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

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

Visitors

Social visits by friends on school grounds are not permitted during the school day; however, parents/guardians

are encouraged to visit the school. All visitors are required to check in at the school office first to receive a visitor's pass. Check in will require a photo ID. If a parent/guardian wishes to visit a classroom, the following guidelines must be followed:

- Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24-hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour. RBI/ISS classrooms are not available for classroom visits due to student confidentiality.
- Parents/guardians should not disrupt the learning environment in any way. If the visitor has concerns or questions regarding the curriculum, classroom, or teacher, a meeting can be arranged at a future date and time. Disrupting the classroom is not an option. The parent/guardian will be asked to leave the room immediately if disruption occurs.
- Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to privacy of other students.
- Parent(s)/guardian(s) can take notes while observing.
- Parent(s)/guardian(s) should not engage in conversation with the teacher or any students, including their personal while observing the classroom.
- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed.

Attendance Board Policy EC

Student Attendance Policy

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction. Shawnee Board Policy EC addresses traditional, virtual, and distance learning attendance policies.

Students will be recorded as "absent" when they are late to class or do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

Compulsory Attendance – State Attendance Laws

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

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

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply

with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

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

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

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

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

Attendance Provisions

- If a student is absent, a parent or guardian must notify the school office within 24 hours of the absence, give the reason for the absence, and approximate date of return. Students will not be allowed to bring a note from a parent/guardian for an absence. A student who enters class 15 minutes past the tardy bell will be considered absent and not tardy.
- Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with board policy.
- Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence. Requests for homework assignments through the office can only be made when a student is absent for three (3) consecutive days. In most cases, one full day is required to collect makeup work. Board policy states that students have the number of days absent plus one day in order to make up work missed. Failure to make up work missed within the prescribed time may result in a grade of zero for the missed work.
- If a student is absent without valid excuse 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 or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the student and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma State Statutes.
- All students who attend Shawnee Public Schools, unless they are legally emancipated or meet the requirements to qualify for “self-support” shall be required to have absences excused by their parent/guardian. Students who are legally emancipated or meet the requirements of “self-support” may assume responsibility for all absences.
- College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
 - College days must be pre-arranged with the senior counselor at least 2 weeks in advance.
 - No college days will be permitted on semester test days.
 - College visit absences must have prior approval through the grade level administrator or counselor’s office.
 - Seniors will be permitted three days
 - Juniors will be permitted two days
 - Documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.

Activity Absences

All students who are members of school activity groups, including 4-H are limited to ten (10) absences per year per class period. Five (5) additional absences may be granted by a board- approved committee after reviewing the student's current grades in all classes, overall GPA and overall attendance record. This will be in accordance with the Oklahoma Secondary Schools Activity Association (OSSAA) rules. The review committee will be made up of the Middle School and/or High School principal, the Director of Athletics and Activity and a current teacher at the Middle School and/or High School. The committee will determine if the additional five (5) absences will create a hardship on the academic progress of the student making the request.

The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by school sponsors and approved by site/district administration. Excluded from this number are the following:

- State and national levels of school sponsored contests (State and national contests are those for which a student must earn the right to compete.)
- Recognition events by community organizations
- Performances for local community organizations
- Local service-learning activities
- State approved exemptions

Shawnee Public Schools Attendance Codes

Districts receive state funding based on student attendance. In accordance with District policy regarding student attendance, Shawnee Public Schools track student attendance with the following codes:

- TDY Unexcused tardy
- VER Excused: parent has informed school that student is absent.
- UNV Unexcused: school has not been informed of the reason for absence.
- UTD Unexcused tardy to class or school of more than fifteen minutes.
- MED Medical: documentation provided to school within 5 days of returning to school that student saw a doctor.
- ACT Activity: student involved in school-sponsored activity (limited to 10 days).
- NAB Not at building: student required to be elsewhere such as with a counselor, in court, or attending religious ceremony.
- PER Personnel: student is with school personnel but not in class; usually this is for the purpose of making up a test or seeing a counselor.
- SAA Shawnee Administrative Approval – requires administrative approval
- DVP Digital Learning: student is involved in a digital learning day off campus and is considered present
- DVA Digital Learning: student is absent from digital learning as a result of unattempted work assigned over a specified period of time.

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

Student Check-Outs

- A student who is checked out during the school day must sign out at the appropriate attendance office before leaving the school building. Authorized release will only be given if the person is identified on the emergency contact list. All check outs require permission from the attendance office personnel.
- A student who leaves the school property, or who is away from his/her assigned class without proper permission will be considered truant. Also, any student who is absent without parental contact within a 24-hour period will be considered truant. Discipline for truancy may include RBI, truancy citation, or other corrective measure.

High School Tardy Policy

When a student is tardy, consequences may include but are not limited to lunch duty, ASD, RBI, or other corrective consequence:

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

High School Semester Tests

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

High School Semester Test Exemption Policy

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

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

1. Must have a 75% or above
2. No assigned RBI or SUS for the current semester
3. 3 or less tardies per class for that semester
4. 3 or less absences per class for that semester

Chronic Absenteeism Medical Exemption

A student, parent, or legal guardian may request a medical exemption for a chronically absent student in the event of a significant medical condition, meaning a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets all of the following criteria:

- The condition affects the student so severely as to incapacitate the student from attending school for an indefinite time period or number of school days, or for which the student must receive regular medical care requiring absence from school;
- The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment;
- The school or school district has been provided with written documentation of the condition that is verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record.

Should the student meet the above listed criteria, a Medical Exemption form can be found online or in the school counseling office. It will need to be completed with all supporting documentation and submitted to the principal or designee 5 days prior to the end of the current semester. The same committee reviewing appeals will review the merits of the exemption request and submit a final decision to the site administrator. The decision of the committee is final.

Virtual Attendance

Virtual instruction, distance learning, and two-way interactive video instruction are methods by which the district can expand course offerings and access to instructional resources. Students and staff are expected to

participate, and attendance will be taken during virtual, distance, digital, and two-way interactive video instruction in accordance with district policies and procedures. For more information, see Board Policy EC.

Homebound

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

Withdrawal from School

When necessary to withdraw a child from school, the parent/guardian shall contact the counseling office secretary to notify the school that the student will be withdrawing. On the last day of attendance, the student must have all of his/her teachers sign a form and indicate a “withdrawal grade”. All fines must be paid, and all property belonging to the school must be returned. It is extremely important that a student withdraws through the Registrar’s office. You may not get textbooks at your next school or transcripts of your work if your record is not clear in the office. Your record is not clear until all library books and lunch tickets have been returned, textbooks checked in to the teachers and all fees are paid. The following procedures should be followed by the withdrawing student:

- At least five (5) days prior to the intended withdrawal date, submit to the school registrar a written request for withdrawal, signed by the legal custodian or custodial parent.
- Notify each teacher on your class schedule of the date of intended withdrawal.
- Pay any pending library fines, school fees, etc.
- Return library books, textbooks, and other materials that belong to the school.
- Return athletic uniforms and other similar equipment to the issuing teachers or coaches.
- Remove your personal possessions from your locker(s).
- Return the completed checkout form to the counseling office/registrar.
- To help facilitate the transfer of pupil records from Shawnee Public Schools, parents are asked to sign the

checkout sheet as a records release form.

Curriculum/Academic Achievement

Grading Policy

Purpose of Grades

Grades are used to communicate, as concisely as possible, a student’s academic progress. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the standards. Grades are used to provide feedback, document progress, and guide instructional decisions. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students. (Board Policy ED)

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

90 - 100 = A

80 - 89 = B

70 - 79 = C

$$60 - 69 = D$$
$$0 - 59 = F$$

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

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

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

Students with Special Needs

The philosophy behind grades is the same for all students. However, students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

Progress Reports/Report Cards (Board Policy ED)

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. District shall make report cards available to parents and/or guardians each 9 weeks. In addition, teachers may send progress reports, may make telephone class, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

PowerSchool Acceptable Use Policy

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

Please read the following Acceptable Use Guidelines:

1. Username and passwords are to be kept confidential.

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

2. Only one parent/guardian username and password will be issued per student. All parent(s)/guardian(s) signing the “PowerSchool Parent Portal Access Request” will be given the username and password. All technical concerns about PowerSchool should be addressed by e-mail parentportal@shawnee.k12.ok.us

- a. The school district does not provide technical support for your home and/or work computer system.
- b. Users must realize that email and other communications via the Internet are not guaranteed to be private.

All parent access to PowerSchool is monitored. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes). You must adhere to the following protocol in the order listed before contacting any teacher about concerns regarding your student's progress and/or grades: a. Speak with your student. b. Have your student talk to his/her teacher for clarification. c. Parent(s)/guardian(s) may send ONE email or call the teacher. You can expect a response by the end of the following school day. d. Parent(s)/guardian(s) may request a meeting through the school's counseling office.

Every effort is made to keep the attendance information up to date; however, due to the manual processing of excuse notes and phone calls, we ask you to be aware that information on the Parent Portal may not be updated for 24-48 hours after a note is submitted. Consequently, an excuse note that is submitted 2 days after an absence may not be entered until 72 hours after the absence occurred. Attendance concerns should be addressed to the school's secretary.

Grade Appeal Process

In the instance that a student's assigned grade is appealed, the following steps are to govern the process:

- Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and

relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final

- It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Academic Letter Jackets – Shawnee High School

Academic letter jackets are awarded to the top 5% of the senior class based on their six-semester transcript.

Promotion and Grading – Grades 5-8 (District Policy ED)

The Shawnee Board of Education believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete grades Pre-K-12 at the same time. Therefore, for some children, more than thirteen years will be necessary. Grade placement in the elementary and in the middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and grade marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. When it becomes apparent that a child is not making adequate progress as demonstrated by grades, test scores, and/or attendance, the parents shall be informed and a conference scheduled. The student may be required to participate in a remediation program which could consist of the following: before or after school tutoring, Saturday school, or summer school. Failure to participate in the recommended program(s) could result in the student's retention in

that grade level and/or no participation in extra-curricular activities (District Policy ED)

Shawnee High School Graduation Requirements

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

Per OSDE, beginning with the class of 2023, each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public school with a standard diploma.

English 8 credits	English I English II English III English IV	
Mathematics 6 credits	Three (3) mathematics classes equal to or above Algebra I	
Science 6 credits	College Prep Curriculum	Core Curriculum
	Biology I Physical Science, Chemistry, Physics) One additional science	Biology I Two (2) additional sciences
Social Studies 6 credits	Oklahoma History (1 semester) World History US History US Government (1 semester)	
World Language/ Computer Technology	College Prep Curriculum	Core Curriculum
	4 credits of the same World Language OR 4 credits Computer Technology	2 credits Computer Technology
Fine Arts	2 credits Fine Arts	
Health (or equivalent competencies)	Health & Wellness	
Financial Literacy (or equivalent competencies)	Financial Literacy	
Electives	Career Explorations (ICAP) – (Required for graduating class of 2024 and beyond) Enough electives to total 50 credits World Cultures – Required for the classes of 2021, 2022, and 2023	
Additional Unit	College Preparatory/Work Ready – must select one additional unit from the areas of English, Math, Science, History, or Computer Technology. One additional unit from Career and Technology Education Courses, Concurrently Enrolled Courses, Advanced Placement Courses approved for college admission can also meet the requirements of one additional unit or set of competencies.	

TOTAL CREDITS REQUIRED FOR GRADUATION	50 Credits
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Oklahoma Promise Program Requirements

Students meeting Oklahoma’s Promise income requirements can apply for Oklahoma Promise during 8th, 9th, and 10th grades. Oklahoma’s Promise students must follow the **College Prep Curriculum**. Furthermore, at the time of graduation, students must have a 2.5 cumulative GPA and at least a 2.5 GPA in the 17-unit core classes required by Oklahoma’s Promise. Go to **www.okpromise.org** for more information and to apply.

Programs/Awards/Honors

Shawnee Middle School

Shawnee Middle School seeks and recognizes outstanding academic achievement. Award programs are held at the end of the year to recognize students who excel in the areas of leadership, character, citizenship, and in-class performance. Superintendent, Principal and Teacher Honor Roll Awards, along with National Junior Honor Society Awards will be presented.

Shawnee High School

Shawnee High School recognizes students in a number of award programs and award presentations. The list includes Native American Award Program, Senior Award Programs, Academic and Athletic Award Programs, and many more.

National Honor Society

Students in the sophomore, junior, and senior classes who have attained a cumulative grade point average of 3.4 or higher on a 4.0 scale are academically eligible to apply for membership in the Shawnee High School Chapter of the National Honor Society (Freshmen are not eligible). Students who are accepted for membership must comply with guidelines set forth in the National Honor Society Constitution and High School Chapter By-Laws.

A National Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school adviser shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one (1) semester in order to retain membership.

Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State Law, which became effective in 1986.

- Accumulate a minimum grade point average of a 3.7 on a 4.0 scale, in grades 9, 10, 11 and the first semester of grade 12, or be in the unweighted top ten (10) percent of their graduating class.
- Complete (or will complete) the curricular requirements for a standard diploma.
- Achieve a composite score of 27 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

Guidance and Counseling

Shawnee Public School District employs School Counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a School Counselor by teachers or

principals. In addition, parents who wish to meet with a School Counselor may schedule an appointment and students may also request an appointment.

Shawnee Middle School

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

Student Schedule Changes at the Middle School – No schedule changes will be made unless the reason for the change is an error on the part of the school or initiated by the administration (teachers will not permit students to visit a counselor for the purpose of requesting a schedule change unless it is to add or drop a sport). Students who have a legitimate need to discuss a schedule change must follow their present schedule until a revised schedule is completed. Changes regarding Life Link classes can only be made during the first week of each nine-week period and will need to be discussed with the counselor. Most Life Link classes cannot be changed.

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

- Open the google form “Class Change Request” found on the student hub. The form is also available in the counseling office.
- Counselors will receive an email and evaluate if the change can be made. Course requests may need principal approval.
- Athletic schedule changes will only be made through the first 10 days of the sport. The student’s parent/guardian must communicate with the school principal or counselor to initiate such a change.

Shawnee High School

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

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

Clubs/Student Activities (Board Policy EE)

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

Athletic participation is provided and encouraged for boys and girls in grades 6-12. Students must maintain established minimum performance levels in order to participate in cheerleading, band, choir and/or athletics. Eligibility to participate in any club or extra-curricular activity will be dependent upon citizenship, behavior, class work effort and grades. No student will be granted or denied participation in any club or school activity because of his or her financial ability. Any membership dues, charges, or fees must be authorized by the

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

Oklahoma Secondary School Activities Association (OSSAA)

Shawnee, along with the other schools in the state, belongs to the Oklahoma Secondary School Activities Association and thus is governed by its Constitution and Rules. The rules cover every phase of the Activities program and are too detailed and extensive to be reproduced here. They cover such items as physical examinations, school attendance, time out for school responsibility, residence, length of athletic seasons and officials for competitive events. For additional information regarding the Oklahoma Secondary School Activities Association, contact the District's Athletic/Activities Director or the Principal.

Eligibility Rule for Extra-Curricular Participation

Section 1. Semester Grades

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

Section 2. Student Eligibility During a Semester

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

Section 3. Special Provisions

- a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subject equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic

eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two weeks to apply this exception.)

- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of the spring semester.
- e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

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

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

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

Extra-Curricular Activities

1. Absences

- A. All students who are members of school activity groups, including 4-H, are limited to ten absences per year per class period. Five additional absences may be granted. Absences for the following reasons will not be charged against the ten (10) absence limit:
 - 1. Participation in school sponsored state/national level contests by which the student earns the right to compete.
 - 2. Any activity held on campus, sanctioned by the principal.
 - 3. Serving as a page in the legislature.
 - 4. On campus visits by college representatives/vocational representatives.
 - 5. College entrance exams.
 - 6. Field trips in conjunction with a unit being taught in an academic class.
 - 7. Students excused to make appearances before local civic groups.
 - 8. Grade level fields trips to area Vo-Tech School.
- B. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
- C. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent, or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
- D. Any absence over the maximum of ten without the written permission of the High School Principal and/or Director of Activities shall be counted as an absence in accordance with the local board policy.

2. Criteria for earning the right to represent the school in activities or contests beyond the ten days:

- A. A student must have a letter grade of a "C" or better in the subject he/ she is wanting to miss.
- B. Before a student is given permission to be absent beyond the ten (10) activity limit, even though he/she has a "C" or better, his/her record must show that his/her grade was not adversely affected by the previous ten days of absence and he/she turned in all required work missed on previous days out.
- C. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation

beyond district competition.

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

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

- 2. Speech Contests:
 - a. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.
 - b. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.
 - c. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest of a county level or better the previous year. If a first-year student wishes to participate in a state fair contest, the student must challenge other members of local chapters, and it will be the responsibility of the local chapter advisors to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.
- 3. Judging contests:
 - a. Students must participate in at least five-chapter judging workouts before contest and be selected as a member of a team.
 - b. Student must have participated in a minimum of two contests which did not require school time before participation in a contest that requires school time (summer field-days, Saturday contests, etc.)
 - c. Team winning state contest will represent Oklahoma in a national contest.
- 4. State and National Conventions and Conferences:
 - a. Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

Eligibility Requirements for In-School Activities

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

Attending In-School and State Events

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

Discipline

General Statement on Student Behavior and Responsibilities

The State and Local Boards of Education vest in the administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework establish policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which SPS students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of SPS while on the school campuses, while using district transportation and when representing SPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
 - a. Be prompt and regular in attendance
 - b. Complete school assignments on time
 - c. Pay attention to teachers
 - d. Learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of SPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish. NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

General Statement on Responsibilities of Parents

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in SPS are treated as young ladies and gentlemen and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

SPS Student Code of Conduct (District Policy E1)

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

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

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

12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the learning of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.
22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.
23. Not parking in assigned parking areas, reckless driving on campus or any street adjacent to campus at any time.
24. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.
26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Hazing is prohibited by Oklahoma law.

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

In addition to disciplinary actions, District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or

charges when a student's actions are criminal in nature.

Any student that is currently serving RBI or OSS are NOT allowed to participate in any activities. Suspended students are not allowed on the property until their suspension has been completed. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Student Dress Code (District Policy EH)

General: There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts). If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. The principal's judgment concerning the appropriateness of clothing is final. Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

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

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

1. Skirts/Pants/Shorts. Clothing is to be worn at the natural waistline; no sagging will be permitted. Clothing is to be free of tears or holes which inappropriately expose the body or create a safety issue. Shorts and skirts are to be appropriate length during school hours. Past the fingertips while arms are resting naturally at the sides is a good rule of thumb to determine short and skirt length.
2. Shirts/Blouses/Tops. Clothing should appropriately cover the shoulders and upper body. Tops will be long enough to cover the midriff area with arms raised. Tube tops, halters, and backless tops are not appropriate. No oversized armholes will be permitted unless an appropriate shirt is worn underneath. No cut-off sleeves will be permitted. Plunging necklines are not permitted.
3. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
4. Clothing, badges, jewelry, or other items advertising smoking, alcoholic beverages, illegal drugs or weapons are not permitted.
5. Clothing, badges, jewelry, or other items reflecting profanity, obscenity, or ethnic discrimination are not permitted.
6. Clothing related to gang identification is not permitted. Determination by administration will be made with the assistance of local law enforcement agencies. Bandanas or clothing depicting any bandana design are not allowed at school.
7. Caps may be worn to school but must be placed in student's locker for the duration of the school

- day.
8. Any markings or piercings which disrupt or have the potential to disrupt or which are deemed a safety/health issue will not be allowed.
 9. Wallets or decorative chains which could be used as weapons are not allowed.
 10. Shoes must be worn. No bare feet are allowed. Socks are not considered shoes.

Bullying (District Policy E1-R1)

The Oklahoma Legislature established the School Bullying Prevention Act (70 OKLA. STAT. §24-100.2) with the express intent of prohibiting peer student harassment, intimidation and bullying and threatening behavior.

Definitions, Explanations, and Types of Bullying

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

Bullying includes, but is not limited to, a 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 that a reasonable person should recognize will:

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

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

- A. Verbal, physical, or written harassment or abuse;
- B. Repeated remarks of a demeaning nature;
- C. Implied or explicit threats concerning one's grades, achievements, etc.;
- D. Demeaning jokes, stories, or activities directed at the student;
- E. Unwelcome physical contact.

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

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

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

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

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

Student and Staff Education and Training: All staff will be provided with a copy of District's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. District is committed to providing appropriate and relevant

training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

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

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

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

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

Investigative Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. Detailed information should be provided to the building principal in written form to allow for a thorough investigation.

2. Upon receipt of a written report, the building principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that District's Student Code of Conduct has been violated, the building principal shall follow District policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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

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

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying. The Superintendent shall be responsible for enforcing this policy. The building principal should notify the Superintendent or designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the Superintendent or designee of the findings of the investigation. Documentation should also be provided to the Superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Cell Phones, IPODS, MP3 Players/Musical Devices

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

Confiscated Items

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

Direct Threat (District Policy 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.

Disrespect from Students

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

Dangerous Weapons

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on. The campus, parking lots, premises or property of the Shawnee Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current semester and possible the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to rifles, pistols or shotguns of any caliber, BB guns, tasers or air pistols, potato throwers, dart guns or blow guns, and any other device the purpose of which is to throw, discharge or fire objects, bullets or shells.

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun, facsimile of a weapon, or device capable of discharging

or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

Use or Possession of Dangerous or Offensive Weapons

Any pupil found to be in possession of or using dangerous or offensive weapons or facsimile of a dangerous weapon on the school grounds or at any school-sponsored activity may be suspended by the administrator for a period not to exceed the current school semester and possibly the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2)

Drugs and Alcohol

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

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

As the above are now defined by state law, any teacher shall immediately notify the principal or his or her designee of such suspicions. The Shawnee School District establishes a Student Assistance Program (SAP) to provide education, assistance, and support for students affected by their drug and alcohol-related problems.

First Offense (Possession): Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from school for the remainder of the semester and/or succeeding semester. Suspension will continue unless the following guidelines are met. The student and family agree to drug and alcohol assessment provided at a state approved alcohol/drug agency and conducted by a certified alcohol and drug counselor and follow his/her recommendations. If the student is not in possession but is deemed under the influence (including having the odor of drugs or alcohol) suspension will start at 10 days and continue from there.

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

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

Student Assistance Program

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

- c. Any student whose self-disclosed alcohol/drug related behavior places them or others at risk or in imminent danger.
NOTE: Referral of a student to the Student Assistance Program by itself does not constitute an allegation that a student has an alcohol/drug problem.
5. Students may also be referred to the SAP Counselor through self-referral or referral by peers, parents, or community representatives.
 6. An essential feature of the program is that students and their family members are encouraged to contact the administrator, and/or the SAP Counselor for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially.
 7. Upon referral to the SAP Counselor, he/she may consult with the students, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem. This initial screening will result in one or more of the following recommendations:
 - a. No apparent personal or performance problems at this time; no further action is necessary;
 - b. No apparent alcohol/drug-related problems at this time; however, referral to other in-school or community services is appropriate;
 - c. Further assessment interviews with the SAP Counselor are needed;
 - d. The student needs to contract for specific behavioral changes in Alcohol and Other Drug Abuse (AODA) related behavior, monitored through regular meetings between the student and the SAP Counselor;
 - e. The student needs to satisfactorily complete an in-school support group, after which additional recommendations will be made;
 - f. The student requires an in-school assessment, involving the student, parents, and SAP staff, conducted by a certified AODA Counselor from an approved AODA agency in the community;
 - g. The student requires referral to an approved AODA agency in the community;
 - h. Assessment information supports the need for chemical dependency treatment in an inpatient or outpatient program in the community;
 - i. The student requires involvement in other community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
 8. Except for violations, a student who self-refers to the SAP and who is making satisfactory progress, (which will be based upon an evaluation of the student, taking into consideration consultations with the administrator, support group facilitators and other members of the Core Team), in following his/her recommendations will not be liable to have suspension or other disciplinary action for behavior which occurs prior to self-referral unless:
 - a. The student discloses conduct already reported under section one, as witnessed violations, OR
 - b. The student fails to follow the SAP Counselor's recommendations or to make satisfactory progress in the Student Assistance Program.
 9. Participation in the Student Assistance Program is voluntary unless referred by the Administration for disciplinary reasons. Otherwise, it is the prerogative of the student and /or parent to accept or reject referral to the SAP Counselor to the community-based services.
 - a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
 - b. If a student accepts treatment for chemical dependency that fact will be regarded as it would for any other illness with respect to the student's rights, benefits, and privileges.
 - c. When either the student or Guardians do not wish to cooperate in making needed assistance available, the student's status in school may have to be reevaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
 - d. Any student judged by the building administrator to present a risk of imminent danger to himself/herself or others may be removed from the school pending the results of a

- professional evaluation.
- e. The school district regards chemical dependency to be a chronic, progressive illness which is fatal if left untreated. Consequently, refusal by parents to seek treatment for a chemically dependent child will result in a report to Department of Human Services for suspected child abuse/neglect.
10. No records of the student's participation in the SAP will become part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent", are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.
 11. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.
 12. Parents of all students participating in the Student Assistance Program will be specifically notified of their child's involvement at some point.
 - a. Parents will be informed of their child's involvement in the Student Assistance Program immediately in cases of violations of this policy.
 - b. In cases where students participate in the program through self-referral or other avenues, parents will be notified as soon as practicable.

Student Breathalyzer Testing

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

District administrators or a law enforcement agency that District administration designates, may administer a breathalyzer test to any student if the District administrator or designee has a "reasonable suspicion" that the student is under the influence of alcohol. "Reasonable suspicion" is defined as one or more of the following indicators: physical appearance, possession of alcohol, and/or a report made by a credible source. The complete definition of "reasonable suspicion" is found within Board of Education policy. District administrators or their designees shall be trained and certified by law enforcement officials to effectively and accurately administer commercial quality breathalyzer tests. Any student who refuses to take a breathalyzer test after a reasonable suspicion has been formed that they have consumed alcohol, is considered to have a positive test and may be disciplined for student misconduct pursuant to the District's policy. Likewise, any student who takes a breath analysis which shows a positive result shall be subject to discipline up to and including suspension from school.

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

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

Use of Drug-Detecting Dogs

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

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

B. The District will only utilize a drug-detecting dog to sniff student's person based upon a "reasonable suspicion." In determining whether reasonable suspicion exists, the District will utilize the factors identified in its Student Search and Seizure Policy. If the District finds that a reasonable suspicion exists for such a search, it will conduct the search, handle discovered items, treat the refusal to submit to search and complete a written report pursuant to the requirements of Section A of this Policy.

C. The District may also properly use drug-detecting dogs to discover narcotics and dangerous drugs in empty classrooms, hallways or other areas in which students are not present.

Display of Affection

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

False Fire Alarms/Bomb Threats

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

Fighting

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

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

In more severe cases, prosecution may be an alternative. Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report these incidents immediately to an administrator.

Food and Beverages

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

Hazing

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

Hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization, or activity sanctioned or authorized by the Board of Education.

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

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

Refusal of Punishment

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

Sexual Harassment (Board Policy BH)

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

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

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

Tobacco Use

The Board recognizes that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children. Therefore, smoking, chewing, or any other use of tobacco, tobacco products, vapor product, or vapor products by staff, students, and members of the public is prohibited on, in or upon any school property, school vehicles, or at any school-sponsored or sanctioned event or activity. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, 7 days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public-school functions and any outside agency using District’s facilities, including the stadium and sports complex.

1. “School property” is defined as all property owned, leased, rented or otherwise used by any school in the District including but not limited to the following: a. All portions of any building or other structure used for instruction, administration, support services, maintenance or storage as well as grounds and parking areas. b. All

vehicles used by District for transporting students, staff, visitors, or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking. For purposes of this policy, a vapor or electronic cigarette is considered a cigarette whether or not it contains tobacco.

3. "Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electric circuit or other mechanism, regardless of shape or size, that can be used to product a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.

In accordance with Oklahoma Law and the wishes of parents, educators, and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

Vandalism

The cost of repairing or replacing school property damaged as a result of neglect or misuse will be charged to the student and his/her parents. Willful damage or destruction of school property will bring disciplinary action from the administration. The student will also be charged for the damage.

Student Discipline, Suspension, and Due Process (District Policy EK)

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parents
3. In-school suspension/Restorative Behavior Intervention
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.

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

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

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

Definitions: “Suspension” or “out-of-school suspension” is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A principal may suspend a student when the student’s behavior is in violation of the District’s Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

- A “long-term suspension” is one which exceeds ten (10) school days.
- A “short-term suspension” is ten (10) or fewer school days.
- “Parent” refers to a student’s parent, legal guardian, or the person having legal custody of the student.

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

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

student's disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.

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

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

Education Plan

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

- (a) A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.
- (b) The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.
- (c) The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

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

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous

substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances.

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

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

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

Student Privileges While Suspended: Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

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

(a) An appeal to the Site Committee must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal’s or designee’s suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:

- 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
- 2) The reasonableness and length of the suspension.

(b) The suspension decision will become final and non-appealable if a request for appeal is not timely submitted.

(c) Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

(d) The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee

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

(e) The Principal or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The Principal shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or e-mail appeal request. The student and parent will be notified in writing, by e-mail, or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing.

(f) The Site Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.

(g) Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Site Committee of the information received from students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

(h) The Site Committee meeting is closed to the public.

(i) Legal counsel is permitted at the Site Committee hearing.

(j) At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the principal, and the Superintendent. The decision of the Site Committee is final and non-appealable.

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

(a) An appeal must be presented in writing to and received by the school principal, Superintendent or designee within two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:

1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
2. The reasonableness and length of the suspension.

(b) The suspension decision will become final and non-appealable if a request for appeal is not timely submitted.

(c) The Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.

(d) The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.

(e) The meeting will be electronically recorded and kept on file with the District for two (2) years from

the date of the hearing.

(f) The District Review Committee meeting is closed to the public.

(g) Legal counsel is permitted.

(h) The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.

(i) At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.

(j) Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

(k) At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

(l) The hearing chair shall mail, e-mail, or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.

(m) An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following: 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or 2) the reasonableness and length of the suspension.

(n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and non-appealable.

(o) Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.

(p) Each Board member shall review the information individually.

(q) At the next available 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.

Enrollment (Board Policy EB)

Admission, Residency, Placement, Transfer, and Withdrawal

Admission: The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.

B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in District until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).

C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or

B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child

objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that “foster home” means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students. SHAWNEE PUBLIC SCHOOLS: DISTRICT POLICY EB Back to Table of Contents
4. Students whose full-time care and custody is provided by an orphanage or a childcare facility supported by charity.
5. Students who reside in District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential childcare or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for determining residency as listed in Shawnee Board Policy EB.

Concurrent Enrollment- Shawnee High School

Shawnee High School students who meet the requirements of the Oklahoma Regents may be admitted provisionally to a college in Oklahoma as a special student. This allows a student to take college courses along with a partial high school schedule. Students must meet the Shawnee High School and State Department of Education requirements along with the admission requirements for the post-secondary institution the student will be attending. Concurrent enrollment is considered part of the school day. State law requires the district award academic credit for any successfully completed concurrent college course. The course will be recorded as elective credit only if there is no correlation between the college course and one provided by the district. Students who wish to receive high school credit for a concurrent college course must submit a course syllabus at the beginning of the semester to determine if the course correlates to one offered at the high school. The student must also submit a college transcript showing the grade earned at the conclusion of the semester. High school seniors who meet eligibility requirements for concurrent enrollment may qualify for a tuition waiver for up to 18 credit hours per year, pending funding by the Oklahoma Regents for Higher Education. Students interested in earning graduation credit through concurrent courses should visit with their counselor. (District Policy ED)

Graduation (Board Policy ED-R)

GRADUATION

I. A student shall be a graduate of the District and entitled to a High School diploma whenever that student has:

- A. Successfully completed the minimum number of credits established by the District for graduation; and
- B. If the student elects to participate in graduation ceremonies, complete such exercises in accordance with these guidelines.

II. Any student who elects to participate in graduation exercises will still be considered a student of the District until such ceremonies have been completed. The graduation process is “completed” when caps and gowns have been turned in to the responsible party after the last graduation program and the student has exited the premises.

III. All students participating in graduation ceremonies will be required to abide by the school’s discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises.

- A. Throwing caps or other objects in the air; or
- B. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.

IV. It is recommended that the Administration take necessary steps to impose discipline as soon as is convenient after completion of the graduation exercises.

V. All graduation regalia (chords, sashes, stoles, etc.) are issued as a result of a specific school academic accomplishment or specific recognition via school sponsored clubs, organizations, or departments.

- A. Shawnee Public Schools will allow Native American students to wear approved cultural items during the graduation ceremonies.
 - a. All Native American students wishing to celebrate their tribal heritage must meet the following criteria:
 - i. Member of a Federally Recognized Tribe
 - ii. Verified Title VI student with appropriate documentation on file.
- B. Native American students may choose to wear the following:
 - a. A tribal stole/honor chord
 - b. Beaded tribal feather
 - c. Other if approved by tribal leaders and school administration

- C. Prior to the beginning of the graduation ceremony, each Native American Student celebrating their tribal heritage with the aforementioned items must check in with district personnel for approval of items.

VI. District will award a certificate of distinction to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:

- A. Earned four units each in English, mathematics, social studies, and science;
- B. Earned two additional units in the area of technology, the humanities, or the arts;
- C. Earned two units in a foreign language; and
- D. Achieved a proficient or advanced score on certain statewide assessments as required by Section 1210.508.

Commencement Information

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook. (District Policy ED-R)

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

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

Three-Tiered Diploma/Three Levels of Academic Honors Criteria- Shawnee High School

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

- **Diploma with Distinction**
Criteria: 3.95 GPA Completing at least 8 advanced courses in core subject areas or the concurrent college equivalent if the AP course is offered at Shawnee High School.
- **Diploma with Honors**
Criteria: 3.75 GPA Completing at least 4 advanced courses in core subject areas or the concurrent college course equivalent if the AP course is offered at Shawnee High School.
- **Diploma with Merit**
Criteria: 3.4 cumulative GPA

Health and Safety (Board Policy BD)

Administering Medication: Medication may be administered to students as prescribed by law. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal's designee (nurse or health aide) in its original container with the written authorization of the student's parent or guardian for administration of the medicine. 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 medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

Self-Administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to provisions of Board Policy BD.

Nutrition

School Lunch and Breakfast Program

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

Application for Free or Reduced Priced Meals

Applications for Free and Reduced Meals are available through the counselor’s office, the Wolf Pack cashiers, or at the Board of Education. All applications and information are confidential. A previous year’s application form only covers students for the first 30 school days of a new year. **A new form is required for each student annually.** Applications are approved at the Board of Education’s School Nutrition Services office within 10 days of receipt. Any questions or concerns may be directed to the Shawnee School Nutrition Services Director at 405-878-1028.

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

EACH STUDENT HAS AN ACCOUNT. Accounts are completely computerized. Each student enters his/her Student Identification Number into the PIN pad at the registers. All accounts are confidential! Parents may review account activity by setting up an account at or requesting account activity from the Head Cashier by calling the Wolf-Pack Café at Shawnee High School at 405-275-959, or the Shawnee Middle School Head Cashier at 405-273-1006.

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

A la Carte

All food may also be purchased individually. Parents, many of your teenagers will need more food than a SQUARE MEAL DEAL provides. We sell extra entrees and nutritional snacks to round out the SQUARE MEAL DEAL. These are called “A la Carte” items. “A la Carte” items meet strict smart snack criteria set by the Healthy Hunger Free Kids Act of 2010. **No A la Carte charges are allowed!**

Meal Money Left at the End of the School Year

There are three options:

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

to use for other students' meals.

Shawnee High School Off-Campus Lunch Hour

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

Shawnee Middle School:

All students will eat lunch at school during their assigned lunchtime. Parents are encouraged to make a lunch date with your student. Both the manager and director welcome your feedback.

Shawnee Middle School has a first-class Food Court. Students may choose from four restaurants each day.

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

Courtesy and consideration are especially important during lunch:

1. Books and notebooks should not be taken into the food court area at lunch time. To keep from losing them or getting them dirty, they must be placed in the owner's assigned locker at the beginning of the lunch period. Cubbies are also provided for personal items.
2. Be fair to those behind you. Don't hold a place in line for your friends.
3. The lines in Cub's Den are really noisy. Servers and cashiers cannot understand what students are saying. Lines can go faster if you save conversation for the dining area.
4. No running, shoving, crowding, sitting on tables, or yelling.
5. Three sizes of tables are in the new dining area. Please choose the table size that fits your group and stay there.
6. Keep your feet on the floor and don't lean back in the chairs!
7. Trash all plates, wrappers, and drink containers when you are done and stack trays. Leave the table as clean as one you want to sit down to. **STUDENTS THAT DO NOT CLEAN THEIR OWN AREAS MAY HAVE TO HELP CLEAN THE WHOLE DINING AREA.**
8. Drinks are available for sale in each Cub's Den serving line.

Procedures

Complaint Policy (Board Policy EL)

1. All complaints concerning a local education agency (LEA) should be filed with the LEA or the General Counsel of the State Department of Education (SDE). Within thirty (30) days of receipt of a complaint, the agency shall conduct an investigation of the allegation and resolve the complaint. Following the

investigation, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.

2. A complaint may be filed by parents, teachers, or other concerned individuals or by an organization in relationship to the program. LEAs are required to review all complaints made concerning a covered program if:

- A. The complaint is in written form and alleges that Federal program requirements have been violated;
- B. The complaint has been signed;
- C. The complaint includes the facts on which the statement is based relating to the specific program requirement alleged to have been violated; and
- D. The complaint includes the allegation as well as information that supports the allegation.

School Safety (Board Policy BC)

Traffic Safety

The safety of our students on and around each school campus is top priority. Parents and students must obey all traffic and school zone laws as well as comply with school procedures for drop-off/pick-up lines, and parking areas. Please refrain from using cell phones while operating a vehicle on or near any school campus. Students who drive that are not obeying all traffic laws and/or established procedures may lose driving privileges on school grounds.

Visitors/Check Out Procedures During School Hours

All visitors will need to check in at the front office. In order to have access to the building, beyond the front office, parents must present an approved photo ID (state issued driver's license). The ID will need to be scanned into the School Safe ID system. Only individuals listed in PowerSchool with a photo ID will be allowed to check out a student from the school.

General Safety

The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

- **Emergency Drills:** The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and manmade disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.
- **Security Drills:** Each public school within the District shall perform at least four (4) security drills per

school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

- **Tornado Drills:** Disaster/Tornado drills shall be conducted at least two times each school year with at least one drill being conducted in September and one being conducted in March. Fire Drills: Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

- **Emergency Closings:** The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.
- **Bomb Threats:** Bomb threats shall be handled according to District's Emergency Procedures Guide.
- **Sexual Abuse of Students:** Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:
 - I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
 - II. Report situations where such behaviors by other employees take place. a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately. b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
 - III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police. a. Maintain your own documentation. Document who you notified, where and when, and what you reported.
- **Reporting Child Abuse:** District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the

Department of Human Services (DHS). The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

- **Safety education** is considered a facet of the instructional plan of the District by virtue of educational programs. A Safe Schools Committee is established at each school site.
- **Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD), Asbestos Containing Materials (ACM) and Chemical Information Listing (CIL). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

- **Searches for Contraband:** District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.
- **Threatening Behavior:** An employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

Student Services (Board Policy EF)

Special Education Students: District shall provide those necessary services for disabled students which are required by law and/or regulation.

Independent Education Evaluation (IEE): A parent and/or an adult student has the right to obtain an IEE at public expense if he or she disagrees with an evaluation obtained or conducted by District. An IEE means one or more individual assessments, each completed by a qualified examiner who is not employed by District.

Student Assistance Program: Alcohol and drug use impair a student's abilities and limit the effectiveness of the student's educational program. District shall provide a Student Assistance Program which shall be a cooperative effort to provide alcohol and drug abuse prevention education, early identification, referral, and support to students. In addition, certain students may be required to participate in drug testing programs, as set forth in the school handbooks and regulations.

Gifted Student Programs: District shall provide programs for gifted students in accordance with District's plan for gifted and talented students to be prepared, implemented, and maintained by the Administration.

Alternative Education: District provides an alternative education program for at-risk or high-challenged students.

Homebound Services: District may provide homebound services to: 1) any student with a medical condition so severe that it will cause the student to be absent from school for two consecutive weeks or more and whom the homebound team determines can benefit educationally from such a program; 2) any pregnant student whose medical condition requires confinement to the home; or 3) any disabled student whose educational needs can best be met by such a program, as determined by an Individualized Education Program (IEP) Team or Section 504 Accommodation Team. Eligibility for homebound services, the services provided, and the duration of such services shall be determined by the homebound team, the IEP team, or the Section 504 Accommodation Team, whichever is appropriate. The Administration may develop, implement, and maintain procedures for providing homebound services to students.

Summer School/Night School: The Board may authorize the conducting of summer school or night school as deemed appropriate. In adopting either a summer school or night school program, the Board shall determine an appropriate curriculum, teacher compensation, and admissions guidelines.

School Counselor: District employs School Counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a School Counselor by teachers or principals. In addition, parents who wish to meet with a School Counselor may schedule an appointment and students may request an appointment through their home-room teacher.

Work-Study: District may establish by regulation a work-study program for students in their senior year of high school.

STUDENT RECORDS

General: District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The students dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this district.

District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

Records of Requests for Disclosure: District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed, or access granted. Such record shall not be maintained as a part of each student's school records but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted, or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

Fees for Copies: District may charge fees, as set forth in District Policy BA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

Compliance with Family Education Rights and Privacy Act of 1974 (FERPA) (Board Policy EG-R)

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

1. The right to inspect and review the student's education records within 45 days after the day District receives a request for access. Parents or eligible students should submit to the Superintendent or the Superintendent's designee a written request that identifies the records they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask District to amend a record should write the Superintendent or the Superintendent's designee, clearly identify the part of the record they want changed and specify why it should be changed. If District decides not to amend the record as requested by the parent or eligible student, District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A District official also may include a volunteer or contractor outside of District who performs an institutional service of function for which District would otherwise use its own employees and who is under the direct control of District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A District 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, District discloses education records without consent to officials of another district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by 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, DC 20202

See the list below of the disclosures that District may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

◆ To other District officials, including teachers, within the District whom District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in

§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- ◆ To officials of another district, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- ◆ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision maybe made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- ◆ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- ◆ To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- ◆ To organizations conducting studies for, or on behalf of, District, in order to: (a) develop, validate, or administer predictive tests;(b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- ◆ To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- ◆ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- ◆ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- ◆ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- ◆ Information District has designated as "directory information" under §99.37. (§99.31(a)(11))

Technology (Board Policy BJ)

Internet Access and Acceptable Use Policy

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: District's computers, equipment, and software are intended for administrative, educational,

and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

Prohibited Uses: According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws or software licensing agreements;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
9. For any commercial purpose unless authorized by the Administration or Board;
10. To engage in any illegal activity; or
11. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

Education: District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: All internet usage will be monitored and recorded to ensure compliance with the Children’s Internet Protection Act (“CIPA”), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy.

Student Use of Social Media

- A. Social media refers to any user generated contents sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, Social Networks, Podcasts, forums, blogs, and other content sharing sites.
- B. District approved password-protected social media tools are those that fall within the district’s electronic technologies network or which the district has approved for educational use.

Student Guidelines:

A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.

B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, and/or causes a disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim’s families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user’s posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user. Consequences may include, but are not limited to the following:

A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.

B. Student offenses will include notifying the student’s parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.

C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Acceptable Use Agreement

To ensure that our students and employees become proficient in the information technology competencies essential for success in a 21st century learning environment, the District provides a variety of resources in support of our instructional and administrative programs. Students and employees may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is important that all members of the school community use technology responsibly, ethically and respectful for the work of others.

Access to District technology resources is a privilege and not a right. To ensure that District technology resources remain available in working order, the District has established an Acceptable Use Policy and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the Acceptable Use Policy, procedures and guidelines related to District technology resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate use of technology resources, the District will ensure all students and staff receive access to age-appropriate technology resources and tools as well as on-going training in the safe, responsible, and effective use of our technology resources.

District technology resources include, but are not limited to wired and wireless networks; desktop, laptop, and tablet computers; data shares; mobile devices; server resources; telecommunication systems and associated devices; student information systems; security systems and access control; email and instant messaging systems; learning management systems, etc.

In order to initiate and maintain access to District technology resources, all users must submit annually a signed Acceptable Use Agreement, non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of District policies are deemed as violations of school behavioral expectations and codes.

Please read this Technology and Internet Acceptable Use Agreement carefully. You must initial each section where indicated and sign and date it at the end.

1. **Personal Responsibility and Safety.** I know that school computers and internet communication tools must be used properly and with respect.
 - a. I understand that using the District's computers and accessing the Internet is a privilege that is earned.
 - b. I understand that all the rules described in the District's discipline policy and employee handbook and this Technology Use Agreement apply when I am using computers at school and whenever I am using District's technology and accessing the internet, even from home.
 - c. I will immediately stop and tell the teacher or person in charge if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).
 - d. If I find something that is not appropriate on the Internet, I will leave it right away and tell a teacher or employee supervisor.
 - e. I will not show other students or fellow colleagues' inappropriate content.
 - f. I will report any misuse of the computer or the network to a teacher, principal, or direct supervisor.
 - g. I will take care of the computer and all technology equipment as if it belonged to me.
 - h. I understand that the District keeps a record of everything that is done on the

computers and that things done on the internet can be traced back to the person who did it.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

2. **Inappropriate Uses.** I understand that District computers should be used for learning, not for playing games.

- a. I will only use District computers for classroom work assigned by the teacher and/or direct supervisor.
- b. I will not use District computers for playing games or socializing.
- c. I will not participate in chat rooms (or instant messaging) while I am at school/work, unless specifically directed to by my teacher for a particular assignment or my supervisor for work related tasks.
- d. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
- e. I will not change the way the computer desktop looks or how it works.
- f. I will not attempt to bypass security measures on the district network.
- g. I will not download any software from the internet unless specifically directed to as part of a lesson or work assignment.
- h. I will not install any software on the school computer or the network.
- i. I will not buy, sell, or advertise anything using the District computer and network.
- j. I will not log into the computer or network with someone else's username and password.

I understand that improper use of District computers and the Internet could break the law and/or District rules resulting in discipline which could include suspension from school or employee termination. I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

3. **Digital Citizenship.** I will treat people with respect when using the computer and accessing the Internet.

- a. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on-line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
- b. I will respect other students' and/or employees' work on the computer. I will not copy, change, or remove another student's and/or employee's work from the computer, the District network, or the Internet.
- c. I will tell a teacher or administrator whenever I encounter anything on the Internet that I think may be inappropriate or a violation of District policies. I will do this in person or by flagging the questionable material and will immediately notify the teacher and District administrators.
- d. I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.
- e. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

4. **Online Behavior:** I will follow these guidelines when using the District’s technology and accessing the Internet:
- a. I understand that things that are posted on the Internet can be seen by everyone at school and in the world.
 - b. I will not share personal information (either my own nor another student’s) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number on the Internet.
 - c. I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
 - d. I will consider whom I am communicating with and think about how they might interpret my words.
 - e. I will give constructive criticism and comments in order to help people and not to make them feel bad.
 - f. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
 - g. I understand that authorities (police, FBI, Secret Service, etc.) have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
 - h. I will only post information that I can verify is true and I will not spread gossip about other students.
 - i. I will not use “chat” or “text” lingo when posting or commenting on a blog, but I will use proper spelling and grammar. (For example, the following are not allowed: “2” instead of “to”, “lol” instead of “laughing out loud”, “l8r” instead of “later”, “brb” instead of “be right back”, etc.)
 - j. I will not use excessive punctuation (For example: “!!!!!!”) nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.
 - k. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.
 - l. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
 - m. I will not use online forums to cheat on tests or assignments.
 - n. I will ask my teacher and/or supervisor for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension from school or employee termination if I do not follow the guidelines listed above. I understand that using District’s technology and accessing the internet is an extension of our school learning environment and therefore, all District rules and expectations apply.

I understand this paragraph.

Student’s Initials _____ Parent’s Initials _____ Employee’s Initials _____

5. **Service Expectations.** I understand that although the District has put security measures in place, it cannot guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the District does not guarantee that all students and/or employees will have access to

computers, the Internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the District's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the District does store backups of the student and employee files on its servers.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

6. **Privileges.** I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified (students only).

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

7. **Monitoring and Privacy Issues.** To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to pro- actively maintain and secure increasingly complex technology resources and systems the District, as the owner of the technology resources, reserves the right to monitor and review the use of these technology resources and will do so as needed to ensure that the systems are being used for District- related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

- a. Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats;
- b. Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests; and
- c. Promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of District technology resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of District's technology resources, including any incidental personal use permitted in accordance with these regulations.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

The district form requires signatures from students and staff members.

Bring Your Own Device (Board Policy BJ-R)

Access to the district wireless networks is a privilege, not a right.

Guidelines for use:

- a. Use of personal devices during the school day is at the discretion of teachers and staff or an

employee's supervisor. Students must use devices as directed by their teacher and employees must use devices for work related tasks.

b. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.

c. The use of a personal device is not to be a distraction in any way to teachers, students, or employees. Personal devices must not disrupt class or any work-related function in any way.

d. The use of personal devices falls under District's Acceptable Use Policy (BJ).

e. Students will refrain from using personal devices inside of their classroom unless otherwise directed by their teacher or specific school-level policies and activities.

f. Students and District personnel shall make no attempts to circumvent the District's network security and/or filtering policies. This includes, but is not limited to, setting up proxies, downloading programs to bypass security, and setting up personal access points for wireless coverage.

g. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Consequences for Misuse/Disruption (one or more may apply):

a. Device taken away for the period, a specified amount of time, or all day;

b. Device taken away and kept in the front office until parent picks it up;

c. Student and/or employee is not allowed to use personal devices at school or on District time;

d. Disciplinary Referral resulting in ISS or OSS for students, or termination for employees.

School Liability Statement: Students and employees bring their devices to use on District property at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. District is in no way responsible for:

a. Personal devices that are broken while at school or during school-sponsored activities;

b. Personal devices that are lost or stolen at school or during school-sponsored activities;

c. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

District highly recommends that all users of personal devices used on District property have insurance on their devices that cover accidental damage and theft. Most warranty plans do not cover these areas.

Transportation

Transportation Services: District shall furnish transportation to all students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

The Administration shall develop and implement appropriate schedules and routing for school buses as are necessary to transport all eligible students desiring to receive transportation to and from school in the most economical and effective manner. Prior to the beginning of the school year, schedules and routes for school buses may be printed, distributed, and published as the Administration deems appropriate. Only the Superintendent or the Superintendent's designee shall have the authority to modify schedules and/or routes.

Transportation services may also be provided for extra-curricular activities and field trips as approved by the Superintendent or the Superintendent's designee. All requests for trips should be made to the building principal for approval no later than two (2) weeks prior to the planned event. Expenses for such transportation services shall be paid by the students transported, the school activity sponsoring the trip, the school organization requiring the transportation, or from private sources. The Administration may also develop and implement regulations to provide for transportation using District vehicles for student activities and other District-authorized activities.

High School Campus – Parking Registration Sticker: For the safety of all students and faculty at Shawnee High School, all students who drive a motorized vehicle on the school grounds must purchase a parking registration sticker for the 2018-2019 school year. A parking registration fee of \$10.00 will be charged to all students who desire to drive a motor vehicle to school. At the time of purchase, students will need to provide proof of their driver’s identification and insurance verifications. All motor vehicles must have a parking registration sticker permanently affixed to be displayed to the lower left corner (driver’s side) on the inside of the vehicle’s front windshield.

High School Parking Regulations

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

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