



**OILTON PUBLIC SCHOOL  
HIGH SCHOOL STUDENT HANDBOOK  
2016-2017**



**OILTON HIGH SCHOOL  
P.O. BOX 130  
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OILTON, OK 74052  
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**BOARD OF EDUCATION**

Roy Cardwell ...	President
Dana Saliba...	Vice President
Jerry Rogers...	Clerk
Mike Greasley...	Member
Vacant...	Member

**ADMINISTRATION**

Matt Posey...	Superintendent
Erna Patton ...	Administrative Assistant
Patty Clawson	High School Secretary
Daniel McEntire	Principal
Teresaa Humble	Elementary Secretary

**SECONDARY FACULTY**

Robby Branscum	Vocational Agriculture
Traci Boudreau	Computer Science
Craig Kennedy	Mathematics/Coach
Earl Madison ...	Leadership; Economics; Coach
Judy Payne	Counselor
Donna Roberts...	English
Joe Rouintree...	Special Education; Math
Nicole Serner...	History; Humanities
Shelley Travis...	Science; Yearbook
Jeremy	Vocational Agrculture

**CLASS SPONSORS**

9th Grade ...	Craig Kennedy & Traci Boudreau
10th Grade	Donna Roberts & Joe Rouintree
11th Grade ...	Earl Madison
12th Grade ...	Nicole Serner & Shelley Travis

### **BOARD OF EDUCATION POLICY**

A copy of all board policies are available in the administration building, elementary and high school offices, and on the school website [www.oilton.k12.ok.us](http://www.oilton.k12.ok.us). New policies or policy revisions may be adopted throughout the year and not all sources may be updated. The hard copy of the board policy book in the superintendent's office supersedes any other copies of board policy.

### **PHILOSOPHY**

The philosophy and purpose of Oilton High School places great consideration on the fact that for some young people high school may be their final formal educational experience, but for many young people, high school will serve as preparation for further study in trade or technical schools, colleges and universities. Therefore the high school programs offered are designed so that basic skills of learning and communication are further developed and students are taught their full rights and responsibilities in our rapidly changing world.

Oilton High School programs ensure that the student is challenged intellectually and appropriate tasks are made available for students pursuing post educational studies. Programs are designed so that students are aware of personal and public health and well-being. Students are offered the opportunity to obtain necessary education, knowledge and skills for entry-level employment in an occupational field. Support is given throughout the educational environment to nurture and promote the student's creative interest and talents.

### **STUDENT HANDBOOK**

The Student Handbook is placed in the hands of the students to serve as a guide through their school days and to lessen problems and difficulties. The student will know what rules and regulations govern school life and what is expected of them.

It is the sincere desire of the Board of Education, Administration and Faculty that parents may have a better understanding of school policies and problems will study this handbook carefully.

Many of the policies are governed by Federal and State Laws and are directives of the State Board of Education; but many are local policy, custom or tradition that may be amended as the need arises. The most good for the most students is the goal of our school - from walking down the halls - to athletics - to academics - to disciplinary actions. Always keep first in your mind that this is your school - it is what you are. Be proud to be an Oilton Panther.

### **NON-DISCRIMINATION STATEMENT**

The Oilton Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran.

### **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**

All regular, special and emergency meetings of the board of education shall be open to the public. The board, in its efforts to learn the viewpoints and concerns of the patrons of the district, will provide opportunities for the patrons to give input to the board. A procedure developed to allow optimum efficiency of the school board meeting as well as extensive opportunity for patron input shall be in place at all times.

A public participation time will be available at all regular meetings, and at special and emergency meetings at the discretion of the board president. The president of the board shall recognize speakers, maintain proper order, and establish and comply with time limits, if needed. Board members and administrative staff are not required to respond to questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not vote on items discussed on the public participation section unless the item is already on the agenda or the item meets the legal requirement of new business. However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting.

The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed. No speeches for or against candidates for political office will be permitted.

### **PUBLIC COMPLAINTS**

The Oilton Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.



If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the board of education. The board will hear no appeal and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

- The person against whom the complaint is made,
- The principal of the school involved,
- The superintendent, and
- The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision, which shall be sent to all interested parties. The board's decision is final.

#### **ASBESTOS INSPECTIONS**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request. The Oilton Public School annually notifies all parents, teachers and other employees by appropriate handbooks. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by flyers, handouts, etc., when they arise. The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur our asbestos coordinator will notify the appropriate people as prescribed by law.

#### **SCHEDULE CHANGES**

Students will have three school days at the beginning of the school year to change their schedules. After the three school days, a student will be required to stay with their schedules until the end of the first semester. The parent must approve all schedule changes.

#### **MOMENT OF SILENCE**

It shall be the policy of this Oilton Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

These options will also be included in the student handbooks.

If a district or school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

### **ENROLLMENT REQUIREMENTS**

Students must attend class a minimum of 360 minutes per day excluding lunch. This is a state law that can be found in the School Laws of Oklahoma book, section 12.

All recommendations or rules apply to work taken either by correspondence or here in high school. All seventh grade students must have received their Hepatitis B vaccinations before attending school.

Students entering in grades 7-11 this fall will be required to have had three doses of Hepatitis B, and students in grades 7-10 must have had two doses of Hepatitis A vaccine.

Students entering grade 7 must show proof of having received one dose of Tdap (tetanus, diphtheria and pertussis).

#### Seniors

Students entering as seniors must have completed at least sixteen and one half (16.5) units of work and be on line to graduate with their class and will enroll in those subjects for which they have not previously received credit. All seniors must have completed twenty three (23) units of work by the end of the school term and be eligible to graduate in order to participate in the graduation exercises and receive their diplomas. Seniors that are not attending Vo Tech are encouraged to enroll in a math and science (four core classes) their senior year.

#### Juniors

Students entering as juniors must have completed eleven (11) units of work. Vocational Technical students must take special precautions to enroll in subjects, which will allow them to complete their graduation requirements the following year. They will need to complete twenty three (23) units of credit to qualify for graduation. Juniors cannot enroll in a Senior English course without completing one year of Junior English.

#### Sophomores

Students entering as sophomores must have completed five and one-half (5 ½) units. They will need to complete twenty three (23) units of credit to graduate.

#### Freshmen

Students entering as freshmen must complete twenty - three (23) units of credit to qualify for graduation. Plan your class schedule to meet this requirement.

### OKLAHOMA HIGHER LEARNING ACCESS PROGRAM

The Oklahoma Higher Learning Access program (OHLAP) provides resident tuition for courses needed to complete a degree or program within five years from award.

To be eligible to receive the funds provided in OHLAP, student must:

- be resident of Oklahoma
- complete an OHLAP Application as an 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grader and follow the guidelines listed on the application\*
- make commitment to the program as an 8th, 9th, or 10th grader
- complete the courses required for admission to an Oklahoma college or university plus 2 units (these courses must include two units of foreign language or technology, and 1 unit of fine arts)
- graduate with 2.5 grade point average (core curriculum classes) or above within the previous three years
- have a family income of \$50,000 or less
- have been admitted and enrolled in an institution of higher education or post-secondary career-tech program
- follow all the requirements listed on the form
- parent/guardian must attend 2 of the 3 Parent/Teacher Conferences each year

The above information is taken from the Oklahoma Higher Learning Access Program Information Material distributed through the Oklahoma State University Regents for Higher Education.

\*The ultimate responsibility for completing the OHLAP requirement must be up to the student.

\*Applications for the OHLAP are in the Counselor s Office

### GRADING

A.	<u>Normal Grading Scale</u>	<u>Advanced Grading Scale</u>
	A=90to100	A=87-100
	B=80to89	B= 78-86
	C=70to79	C=69-77
	D=60to69	D=60-68
	F=Below60	F=59 and below

- B. Calculating Honor Roll:  
To qualify for Superintendent's Honor Roll, a student must have all A's. To qualify for Principal's Honor Roll, a student must have A's and/or B's with no grade lower than a B. Only credited subjects will be considered when calculating these honors.
- C. Deficiency letters will be sent to parents of students with deficient grades approximately the 3<sup>rd</sup> week of each nine-week period.
- D. Correspondence Courses - Parents must pay all fees and make all contacts and arrangements. Courses must be completed and grades received by school officials before the last day of school for a student to participate in graduation exercises.
- E. Concurrent Enrollment - Classes must be taken during the school day. These classes will not be weighted for GPA purposes. Students are responsible for their enrollment and the school will be furnished with a copy of classes students are enrolled in. Students are responsible for telling the school if there is a change in their concurrent enrollment status.

### **PROCEDURE FOR CALCULATION OF G.P.A.**

The following procedure will be used in the determination of grade point averages (G.P.A.) for the Oilton High School.

- A. All grades will be rounded off to the nearest 1/100 on grade point averages.
- B. All classes given a letter grade will be considered in the calculation process, only passing grades (D- or above) will be used in meeting graduation requirements.
- C. High School G.P.A. will be based on all subjects given a letter grade. A non-weighted 4.0 scale will be used to calculate the G.P.A. The calculation of the G.P.A. is as follows:
  1. A basic calculation of all classes taken with the following numerical values will be determined: A=4, B=3, C=3, D=1, F=0
  2. High School valedictorian and salutatorian selection, for college scholarship purposes only, will be based on all subjects given a letter grade through the first seven semesters using the Non- Weighted GPA. *Reference 209.1*
  3. The Oilton High School s Local Valedictorian and Salutatorian will be based on all subjects given a letter grade through the 3<sup>rd</sup> Nine Weeks of the senior year, again using the Non- Weighted GPA. *Reference 209.1*

### **CONCURRENT COLLEGE ENROLLMENT**

As an additional opportunity, and in compliance with state law, the board will approve the enrollment of high-school students in college courses. An eleventh-grade student or a twelfth-grade student who has achieved an acceptable score on the ACT or the SAT test may enroll concurrently in high school and college courses.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

Beginning with the class of 2007, the requirements for graduation shall include the following units or sets of competencies:

- 4 units of Language Arts/English
- 4 units of Mathematics (lowest Mathematics being Algebra I-A)
- 3 units of Science
- 3 units of Social Studies (including 1 unit of American History; ½ unit of Oklahoma History; ½ unit of Government; and 1 unit of Social Studies Electives)
- 10 units of Elective Courses

In addition to these courses, students are strongly encouraged to complete two (2) units of foreign language. Some specific courses to meet the curriculum requirements are named in state law. Other courses approved by the local board may be substituted for those listed in state law upon review and approval by the State Department of Education. These options may be allowed if they are equal in content and/or rigor to the other courses specified in state law.

All students must fulfill requirements of the board of education to be eligible for a diploma. However, students who need no more than one half units to graduate may participate in graduation exercises if proper arrangements for completion of the requirements are made with the high school principal.

Any variance to these requirements must meet state laws or State Department of Education regulations.

## **GRADUATION POLICY**

The Oilton Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests and community. Participation in graduation exercises is a privilege and not a right. Students who have been involved in misconduct or have violated school rules, regulations, and policies may be prohibited from participating in or attending graduation exercises. Students that exit high school to complete a GED will not be eligible to participate in graduation exercises. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, and completes graduation exercises in accordance with this policy.
2. Students are considered as students of this district until graduation ceremonies have been completed. The graduation process is completed after the last graduation program and the student has exited the premises.
3. 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. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

4. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises.

#### **CERTIFICATE OF DISTINCTION**

To earn a Certificate of Distinction a student must complete four units of each of the following: English, Mathematics, Social Studies, and Science; two units of Foreign Language; and two additional units of Technology, Humanities, or the Arts. A student must maintain an overall grade point of 3.25 or above and achieve a satisfactory score on all State end-of-instruction exams.

#### **GRADUATION PROCEDURE**

For a student to be eligible to participate in graduation exercises, the student must have completed all requirements set forth by the principal by the day of graduation exercises.

#### **VALEDICTORIAN/SALUTATORIAN SCHOLARSHIP/HONORS**

For the purpose of students receiving scholarships to selected colleges and universities, Oilton High School will recognize on a non-weighted grading scale any student who attains a grade point average 4.00. To be eligible for the Valedictorian or Salutatorian honors, a student must have attended Oilton High School for the four (4) semesters prior to graduation. The title Valedictorian will be sent to the college or university where the student(s) plan to attend and no other recognition will be allowed by the Oilton High School.

#### **OK COLLEGE CURRICULUM ENTRANCE REQUIREMENTS**

Any student who is to be admitted to an Oklahoma college must meet the following high school curricular requirements: English - 4 units; mathematics - 4 units of algebra I, algebra II, geometry, trigonometry, math analysis, or calculus; laboratory science - 3 units of biology, chemistry, physics, other lab science; and history - 3 units, 1 must be American history. Four units of the following subjects are highly recommended: speech, computer science, foreign language (at least 2 units are strongly recommended), economics, geography, government, psychology, sociology, or additional units from the listed required courses.

#### **SENIOR COLLEGE VISITATION DAY**

Students wishing to visit a college during their senior year of high school must make arrangements with the administration in advance to the day of the visitation. Seniors will have a maximum of two days per student to visit colleges. Students must have taken the ACT prior to the visit.

#### **SENIOR STUDENT WORK RELEASE**

Qualifications for Work Permit include the following:

1. Oklahoma law requires all students to be in attendance six hours per school day. 70 O.S. § 1-111, S.L.O. § 12. All work permits will be in accordance with this law.
2. Permits issued for work at home must be accompanied by a conference between a parent and school official.
3. Permits must be renewed every semester.
4. Your job must last at least two consecutive hours, Monday through Friday.
5. All students fees must be paid at all times during tenure of the permit.
6. Students with a permit must leave school by themselves unless more than one student is working at the same job and the administration is aware of the car-pooling.

7. No smoking within three blocks of the campus.
8. Students must proceed with caution while driving away from school and must go directly to the place of employment.
9. If a student is unable to work for any reason, he must contact the school.
10. If any of the above is violated, your permit is automatically revoked.
11. If any permit is revoked for any reason other than grades, it will not be issued again.
12. If a student is unable to attend school during the day for any reason, then they are unable to go to work that day.

Students who are seniors and in good standing\* may be released 8th period for job experience when arranged through the principal or counselor. There is no academic credit for work release. The student must meet with the school official to arrange the work site conditions and to sign the agreement to terms of employment. \*This agreement will be voided when:

1. The employer notifies the school of the student's termination;
2. The student comes under discipline from the school office or from home;
3. The student's grades or attendance make him/her ineligible.

Eligibility terms are the same as for competitive events. If a student is listed on the ineligible list, the employer will be notified and he/she will miss the week after ineligibility is reported, and will attend school. If the failing grade will prevent a student from qualifying for a diploma, the student will be removed from the program and placed in a class.

## TESTING

Our testing program consists of the following:

- \* HS students will have end-of-instruction tests in English II, English III, U.S. History, Algebra I, Algebra II, Geometry and Biology.
- Students are encouraged to take the ACT test in the spring of their sophomore year or the early fall semester of their junior year.

### **NINE WEEKS TEST AND SEMESTER TESTS**

Nine weeks tests will be given at the conclusion of the first and third nine weeks. All students are required to take nine weeks tests. Tests can be given early only with permission of the principal. Teachers have the right to weight the nine week tests however they feel is appropriate as long as it is at least 20% of the nine week grade. Semester tests will be given at the conclusion of the first and second semester. Tests can be given early only with permission of the principal. Teachers have the right to weight the semester tests however they feel is appropriate as long as it is at least 20% of the semester grade.

### **PROFICIENCY BASED PROMOTION**

A student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Those core areas are: Social Studies, Language Arts, Languages, Mathematics, and Science. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. If you wish to take advantage of this opportunity, contact the school principal or counselor. This board will provide opportunities of proficiency-based promotion, and will disseminate materials explaining the opportunities available to students and parents each year.

### **PROMOTION BASED ON PROFICIENCY TESTING**

The board of education will comply with all state laws and State Department of Education regulations concerning promotion options based on attainment of desired levels of competencies. Therefore, based on tests pursuant to Section 1210.508 and State Board of Education regulations, a student may attain high school graduation regardless of course credits earned.

### **HANDICAPPED STUDENTS**

In general, handicapped students who need special education are defined as students ages 3-7 who are developmentally delayed and ages 8-21 with educational handicaps who are physically handicapped, mentally retarded, emotionally disturbed, and/or specific learning disabled. Students from birth through ages 21 with serious visual or hearing handicaps or a combination of both are also considered handicapped and may be in need of special education.

A free appropriate public education for handicapped students is special education and related services provided through the Oilton Public School at the pre-school, elementary and secondary levels at no extra cost to parents. The programs and services provided meet the standards set by the state and federal government and follow goals and objectives stated in the students' individual education plan.

### **SPECIAL EDUCATION**

Special Education at Oilton Schools includes Learning Disability, Educable Mentally Handicapped, and Speech Therapy. However, all Special Education needs will be met.

- ✓ Educable Mentally Handicapped and Learning Disability: We have teachers for K-5 and 6-12. They will help students who have trouble in specific areas of learning.
- ✓ Speech Pathology: It is designed to help students with speech improvement.

### **GUIDANCE AND COUNSELING**

Guidance and counseling services include personal character education, academic, career counseling, scholarship, and financial aid information. The counselor works with parents, teachers, and students to help solve school-related problems.



The goals and objectives of the Guidance and Counseling Department are available for inspection by a parent. Also, if a parent would not like for their child to take part in any of the above activities, they should write the school stating this fact.

### **ACADEMIC COUNSELING**

Grades will be checked at the end of the third week of each semester and each week thereafter. The counselor and the high school principal will work with the students who are having academic problems. Three or more failure grades may include mandatory counseling. It is the student's responsibility to maintain their grades and seek help when they are having difficulty.

### **GUIDANCE AND PSYCHOLOGICAL SERVICES**

The guidance and psychological services of Oilton Public Schools shall meet state requirements and encompass the following purposes, objectives, and activities:

1. A program for testing students in Oilton Public Schools to identify students with outstanding aptitudes and abilities related to educational and career-planning progress will be developed.
2. The services will make available to the students and parents such educational and career information as may be essential for them to understand the various educational and career opportunities and requirements related to the choice of educational programs and careers.
3. Individual counseling will be provided to help the students and parents develop a better understanding of the student's educational and occupational strengths and weaknesses; to help them relate abilities and aptitudes to educational and career opportunities and requirements; to help them make appropriate educational plans including the choice of courses in the secondary school and the choice of an institution providing training above and beyond the high school; to stimulate a desire in the students to utilize aptitudes in attaining appropriate educational and career goals.
4. Individual cumulative folders will be maintained to provide teachers and school administrators such information about individual students or groups as may be necessary to enable them to plan curricular and instructional programs appropriate to the educational needs of the student body and to the manpower needs of the state and nation.
5. Counseling will be provided to the individual students regarding personal, social, and emotional problems. The counselor will recognize that many cases require professional psychiatric referral and will assist the student and parents in receiving these services.

## **GIFTED STUDENT PROGRAM**

The board of education will provide gifted and talented educational programs for all identified gifted and talented children enrolled in the district. The program will include differentiated education with multiple programming options, which shall be carefully matched with student's identified needs and interests. The district will provide this program as a means for each student, regardless of abilities, to reach his or her full potential to meet this goal; the board adopts the following conditions for the program.

### Identification

Students who have been identified by school district as having scored within the top 3% (97th percentile) on a nationally standardized intelligence test or demonstrated excellence in creative thinking, leadership, and specific academic ability will participate in the program.

Students who have been identified by another district prior to enrollment in this district will be placed in the program for one year and further testing can be made.

### Due Process Rights

1. A written parental consent for individual evaluation will be required. All relevant records will be kept confidential. Additional evaluation of a child, upon parental request, will be made available.
2. Additional evaluation of their own children shall be available to parents upon request.

### Multi-criteria Evaluations

Multi-criteria evaluations may include any of the following:

- Referrals--professional, peer, parent, self
- Measures of ability
- Measures of performance
- Scales, inventories, checklists
- Autobiographies or work samples

### Programs Provided

Programs shall include enrichment of content, acceleration, individual instruction, and mentorship.

### Type of Program

The school district will provide a gifted child educational program for each qualified student.

### Student Removal

The following criteria relate to student removal from the program. Testing is given each year; evaluation is made each year; and parental request for removal is considered or honored.

### Expenditures

The board shall prepare a report at the conclusion of each year which outlines the expenditures made by the district during that year for the gifted and talented educational programs.

### Local Advisory Committee

No later than September 15 of each year, the board will appoint a local advisory committee of 3 to 11 members. The superintendent will call a meeting of this group no later than Oct 1 of each year. The committee will assist in formulation of goals, assist in the development of a gifted and talented plan, and assist in the development of a report of the program for the State Department of Education.

### **AIDS EDUCATION**

It is the policy of the Oilton Public Schools and the State Department of Education to offer an Aids Education Program to students in grades 7-12.

Age appropriate materials, suggested by the State Department of Education, are used in this program. Parents may review any materials to be use. The program will be taught during science class; and each teacher has been trained to conduct the program.

### **DRUG EDUCATION/PREVENTION PROGRAM**

It is the policy of the Oilton Board of Education that a drug education/prevention program is instituted district wide for all students and district employees.

This program will contain the following provisions for students:

1. Age-appropriate developmentally based drug and alcohol education programs for all students in all grade levels (K-12). (Ref: District Drug and Alcohol Curriculum)
2. A statement to students that the use or possession of elicited drugs and alcohol is wrong and harmful. (Ref: Oilton Board of Education Policy-Drug-Free Schools")
3. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of elicited drugs and alcohol on school premises or as a part of school activities. (Ref: Oilton Board of Education Policy - "Drug-Free School", "Student Handbook").
4. A clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. A description of these sanctions will be included in the student handbook.
5. Information about available drug and alcohol counseling, rehabilitation and re-entry programs. (Ref: Oilton Board of Education Policy-Drug-Free Schools")
6. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary actions. (Ref: "Student Handbook")
7. A requirement that parents and students be notified that compliance with the standards of conduct is mandatory.

### **DRUG-FREE SCHOOLS**

It is the policy of the Oilton Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment.

As required by the Environmental Tobacco Smoke Act Section 143 Part C Non-Smoking Policy for Children s Services the Oilton Public Schools will continue to provide a tobacco-free school as required in Section 1043 (a) and Oklahoma House Bill 2529 enacted into law May 19,2000.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. For additional health hazards, associated with drug or alcohol use, please refer to the school district's drug education curriculum and to the district's drug prevention policy.

Any student or employee of this school district who believes that he/she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum or contact the superintendent's office.

### **USE OF TOBACCO ON SCHOOL GROUNDS**

The board of education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted.

Students will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school (or a school event) in school-authorized vehicles.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the 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 manner to be suitable for chewing, smoking or both.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

The following policy is adopted for patrons, employees and other adults. No smoking or other use of tobacco products shall be allowed in any educational facility twenty-four seven, meaning twenty-four hours per day, seven days per week.

The school district administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking. Signs will be posted in prominent places on school property to notify the public that smoking is prohibited.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined according to the district's discipline policy.

### **ALTERNATIVE EDUCATION**

As evidence of its beliefs that all children can learn and that all students should have an equal opportunity to reach his or her full potential, the board of education gives its full support to alternative education programs.

Oilton Public Schools is currently in a cooperative program with Central Technology Center (Turning Point). All alternative education students will be provided transportation to Central Technology Center (Turning Point) to participate in this program. As a school district involved in an alternative education program, the board will provide a report to the State Department of Education in a timely manner as required by regulation.

The Board of Education, understanding the diverse and unique students in the alternative school program, expects that diligent efforts will be made to find and employ as alternative education teachers those who are well suited for the positions. The board supports sincere, continuous efforts to meet the needs of these special students. Such program shall serve middle school through high school students.

## **REGULATION ALTERNATIVE EDUCATION**

The alternative education program of this district shall:

1. Allow class sizes and student/teacher ratios, which are conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students; This process will begin with the local school administration, school counselor and instructional staff before recommendation is made to the alternative school.
4. Demonstrate that teaching faculty are appropriately certified teachers;
5. Demonstrate that teaching faculty has been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth.
7. Provide courses that meet the curricula standards adopted by the State Board of Education and remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each child in the program;
12. Offer life skills instruction;
13. Provide opportunities for arts education to students, such as Artists in Residence programs coordinated through the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school and secondary school students in grades six through twelve who are most at risk of not completing a high school education for a reason other than that identified in 70 O.S., Section 13-101.
17. Allow students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extra-curricular activities, including but not limited to, athletics, band and clubs.

### **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

The Oilton Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

### Tutorial Programs

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

### No Child Left Behind Act of 2001

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - a. Their child's level of English proficiency and how such a level was assessed.
  - b. The status of their child's academic achievement.
  - c. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.

- d. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
- e. Exit requirements for the program.
- f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents; development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

### **INTERNET BASED INSTRUCTION**

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Oilton Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

#### Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

#### Guidelines

Prior to offering an Internet-based instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The Board of Education will grant students credit for completion of courses offered by means of Internet-based instruction and will assume all responsibility for such coursework.
3. Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district.

4. The principal or designee shall evaluate and approve/disapprove all students requests to participate in courses delivered by means of Internet-based instruction. Only those approve enrollments shall be eligible for credit granted by the district.
5. The principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s).
6. Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS).
8. Oklahoma statutes limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based and two-way interactive video courses.
9. Each teacher for two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.
10. The teacher so designated as the contact person shall monitor student progress, graded assignments and testing of Internet courses. If any teacher other than an employee of the school district assigns the final grade, the grade and credit shall be reviewed and accepted or adjusted by a committee of the district contact teacher, the counselor and the principal or designee.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.  

District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
12. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
13. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
14. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
15. Instructors of Internet-based courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.



16. Students at remote sites who participate in the Internet-based courses offered by the district will be responsible for providing their own equipment and Internet access.
17. Any student and/or parent wishing to enroll in an Internet-based course must have prior approval of the Oilton Public School district Administration. Any fees or charges will be discussed and agreed upon in writing before the beginning of the course. The Oilton Public School district will not be responsible for any fees or charges without prior written approval.

*HB 1343: No district shall be liable for payment of any fees or charges for any Internet-based course for a student who has not complied with the district's policies and procedures.*

### **PARENTAL INSPECTION OF SEX EDUCATION MATERIALS**

The superintendent of schools or his or her designee shall review all materials and curriculum used in the teaching of sex education, including programs, textbooks, or tests. After such review, and at least once per year, the superintendent or designee shall notify parents of their right of inspection of the materials and curriculum and of the right of any student to be allowed not to participate in the programs.

A letter containing the information about the rights of parental inspection and student nonparticipation will be mailed to the parent or guardian of each student eligible for the curriculum, materials, or program. Such notification should be mailed no later than ten days before the curriculum or program is to take place.

Any materials used by the school district in the teaching of sex education shall always include the teaching of abstinence.

### **WEAPON-FREE SCHOOLS**

In order to provide a safe environment for students and staff of this school district, the board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

#### The Law

It shall be unlawful for any person, except a peace officer or other person authorized by the board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers.

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law shall not be in violation of the provisions of this policy, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to expulsion and/or reported to the county sheriff.

### Interpretation of the Law

Dangerous weapons, including but not limited to firearms, are a threat to the safety of students and staff of this school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school sponsored activity or on a school bus or vehicle is prohibited.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item which is used to threaten harm or is used to harm any person.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools is required.

Rights of due process for all students and rights of disabled students must be observed in accordance with applicable law.

### **REGULATION WEAPON-FREE SCHOOL**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent or the board of education. In addition, these school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal will be in accordance with any Board policy and any negotiated agreement, which is applicable to the employee.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate such weapon or replica or facsimile of a dangerous weapon found if this can be accomplished without placing any students or staff in jeopardy. The teacher or employee shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe

that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the teacher or other school employee has reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon or replica or facsimile of a dangerous weapon in violation of school policy, he/she shall immediately report the matter to his/her immediate supervisor or the superintendent of schools or his designee.

If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure.

Immediately investigate the matter and contact the police, if appropriate.

1. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
2. Notify the superintendent of school or his/her designee.
3. In case of a student, notify his/her parents/guardian.
4. Cooperate fully with the police.
5. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled students, any student in possession of a dangerous weapon or replica or facsimile thereof shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district in lieu of suspension.

A student who has been suspended from another school district because of the possession of a dangerous weapon or replica or facsimile thereof shall not be accepted as a transfer student into this school district.

Rights of due process for all students and rights of disabled students will be observed in accordance with applicable law and the board of education policies.

### **STUDENT ATTENDANCE**

Oilton Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. Students must follow the 5 day attendance policy during the semester in order to receive a passing grade. On the eighth absence during a semester, a student will fail unless:

The parent/guardian requests a review of the circumstances and if the committee waives the 5 day attendance policy. Under the 5 day attendance policy when the 5 days are exceeded, a parent/guardian may petition the principal for review of any extenuating circumstances relating to absences within a reasonable amount of time. Due process will allow appeals up to and including the school board, which has final authority.

It is the parent/guardian's responsibility to contact the school when their son or daughter is absent. Parent must notify the school by 7:50 a.m. if a student will be absent, late, or required to leave school early. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his or her assigned place. The attendance office phone for Oilton High School is 862-0389, ext.402/403/405/406 and for the

Elementary School is 862-0389, ext. 404/408. If a student is absent from his or her first period class and the school has not received a call explaining the absence, a school designee will phone parents at home or at work to verify the absence.

Statements from doctors and dentists verifying doctor or dentist appointments will be submitted to the office upon the student's return to school.

Student participation in school related non-competitive events are considered school attendance. Academic, athletic, fine arts, vocational and other competitive activities that take place during school hours are not considered absences under the 5 day attendance policy but must be monitored due to the 10 day rule of the Oklahoma State Secondary Activities Association (OSSAA) concerning eligibility.

The Board also recognizes that students may miss class due to attending local civic clubs as student of the month or for an occasion, which is an honor for the students that are selected. Also the occasion will arise when students are afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions, when approved by the building principal, are not to be considered absences under the 5 day attendance policy.

Absences due to attendance at state or national workshops and conferences, which are educational in nature, may be excluded from the 5 day attendance policy at the discretion of the administration. (The absences must meet the "10 day rule under OSSAA guidelines.)

When the student returns to school following any absence, he/she will go to the office to check in. Documentation will not be accepted after five (5) days. Doctor's and dentist's notes, court notices, etc. will be placed in the student's file.

Students with chronic medical problems for which an Individual Education Program (IEP) has been developed will meet the attendance requirements as stated on the IEP.

Absences for school activities are limited to ten (10) per class hour per school year. These absences are considered attendance. An absence is defined as any time a student misses more than 10 minutes of a class period.

Excused Absences and Tardiness: The district will designate absences or tardiness as excused for the following reason (provided parent notify the school): illness, emergency, bereavement for a family member, religious observance, a medical/legal appointment that cannot be rescheduled, or college visits for a senior in good academic standing. Absences and tardiness for other reasons will generally not be excused. A telephone call from a parent does not alone excuse an absence or tardiness.

Planned Absences: Parents may submit a request in writing to the principal of the school that a planned absence be excused for an unavoidable reason not listed above, such as a family wedding or other event. The principal shall grant or deny this request based on the reason for the absence, the length of the absence, the student's attendance record, or for other reasons. Parent should note that the district discourages absences for family vacations and reserves the right to designate such absences as unexcused.

Record Keeping: In elementary school, each classroom teacher shall take attendance at the beginning of each school day. In secondary school, each teacher shall take attendance at the beginning of each class and record each student's presence or absence. In each school, the designated school

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personnel shall account for each absence; record absences, record absences or tardies in the school register of attendance, and designate them as excused or unexcused.

**Principal's Authority:** Each school principal shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address unexcused pupil absence and tardiness.

**Making - Up Work:** Students are expected to make up any work missed due to any absence or tardiness. Work assigned during unexcused absence will be due on the day of the student's return, and teachers are under no obligation to extend deadlines, reschedule test or other assessment, or reteach material missed. Student with excused absence (including school activities) shall receive a day for each day absent to make up work or take tests.

**Sanctions/Interventions for Excessive Absences:** After five absences, the classroom teacher shall speak to the student and notify the parent and building principal in writing. The school principal or designee shall call the student's parent to schedule a meeting to inform them of the absences and discuss appropriate interventions.

After the eighth absence in a semester course, the teacher shall speak to the student and notify the principal in writing. The principal or designee shall send a second letter home, advising the parent or guardian of the number of absences. The principal or designee shall meet with the student, the student's parent or guardians, and the student teacher(s).

The principal shall consider the following sanctions for student with excessive unexcused absences or tardiness: Before or after school detention; report card notations; or other appropriate sanctions.

**Loss of Course Credit:** The district reserves the right to impose academic penalties for unexcused absences. Elementary and secondary students who accumulate more than 10 absences (including all excused and unexcused absences) in a semester may be denied course credit and/or promotion to the next grade level. Secondary school student with more than 10 absences in a single course during a single term may lose academic credit for that course, except for medical exemption or extraordinary circumstances.

**Tardiness:** If a student shows up to class 10 minutes after the last bell, it will be considered an absence. Because an integral part of the educational process is the formation of good habits, tardiness will not be condoned.

1. Most tardies will be unexcused
2. Three (3) unexcused tardies will equal one detention and one absence.
3. Habitual tardiness may result in disciplinary action by the principal

The principal shall consider the following sanctions for student with three tardies in a single course work for the semester. Before/After school detention or other appropriate sanctions.

#### **REGULATION STUDENT ATTENDANCE**

A 90 percent attendance rate is generally required for credit. Students who are absent more than 5 days during a semester may be given credit upon written recommendation of the teacher or successful appeal to the principal, superintendent, or board of education.

## **ACCIDENTS**

There is a possibility that a student may be injured on the campus during the school day. In case of an accident, the following procedures should be followed:

- Report all accidents to the teacher or coach if the injury occurs in the classroom or athletic program.
- Fill out an accident report in the principal's office on the day the accident occurs. If medical attention is required, parents will be immediately notified and the correct procedure for the injury will be followed. All students must have an Emergency Procedure Card on file in the office.

## **ACCIDENT INSURANCE**

Accident insurance is available to students. The school does not serve as an agent for the insurance company, but insurance forms will be made available through the secretary's office for those students who desire it.

## **CLOSED CAMPUS**

Oilton Public Schools will require all students to remain on school grounds from their time of arrival until the dismissal of school at the end of the school day. Those students that have a physical education class that meets at the football field or baseball field may leave at the end of eighth period. Students attending Vo-Tech are not allowed to drive and are expected to ride the bus provided by Central Tech. Concurrent enrollment and Vo-Tech students that have obtained permission to drive must return directly to school after entering the Oilton city limits. Students will not be allowed to sit in the parking lot, in or on parked cars, at anytime during the school day. Students may bring lunches, eat at the school cafeteria, or buy food from the snack machines. Parents may pick their child up at any time by signing them out through the office. Notes for students to leave with other parents or to go home for lunch will not be accepted.

## **LEAVING SCHOOL DURING THE DAY**

Students will not be permitted to leave school during school hours except for emergencies or other reasons approved by the principal or superintendent. If it is necessary for a student to leave school before regular dismissal time, he/she should have a parent or guardian call the school, stating the reason and the exact time a student should leave school. Students will not be allowed to use the school phones except in the cases of illness or doctor appointments.

## **FIRE DRILLS/TORNADO DRILLS**

The purpose of fire drills and tornado drills are to move people into positions of safety should these emergencies arise. At the beginning of each school year students will be instructed in the proper procedure to follow during these drills. These drills should be taken in a serious attitude as they could save your life. The fire warning will be an alarm. There will be 2 fire drills each semester. The tornado warning will be announced over the intercom.

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## **REGULATION INCLEMENT WEATHER PROCEDURES**

### **Notification to Parents and Students**

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. News concerning the dismissal of schools for any reason will be broadcast over

Radio Stations: A.M. 740

Television Stations: KOCO (Oklahoma City)

KFOR (Oklahoma City)

KWTV (Oklahoma City)

Fox 23 (Tulsa)

KOTV (Tulsa)

KJRH (Tulsa)





### **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Oilton Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the school nurse, or the nurse's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the nurse's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
  - E. Definitions:
    - i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
    - ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Non-prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label direction or written instructions from the student's physician.

The nurse, or nurse's designee, will:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of the medication.
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
- D. Return unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Note: 70 O.S. §116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma. The adopted policy shall require those items presented in section numbered 2 of this policy.

### **MEDICATIONS GIVEN AT SCHOOL REGULATION**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to student.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The director of health services will contact local physicians and pharmacists annually to remind them of the district's medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

#### **SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

In compliance with state law, the Oilton Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - B. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

Note: 70 O.S. §116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma.

#### **DEALING WITH COMMUNICABLE DISEASE HIV AND HEPATITIS B**

The board of education is committed to providing a safe environment for employees and students. Each case of students with communicable diseases will be handled with confidentiality and nondiscrimination. The district recognizes that the Americans with Disabilities Act of 1990 guarantee the rights of HIV carriers.

Any decision regarding the student's status shall be based upon the best medical information available. The superintendent, a teacher, the parent or guardian of the student and a medical person who has examined the student should meet and confer to determine the extent to which reasonable accommodation of the student's education can be achieved.

It is imperative that education and prevention be emphasized in the curriculum.

### **DEALING WITH HEAD LICE, PINK EYE, AND OTHER CONTAGIOUS DISEASES**

The board of education believes that any student with head lice, pink eye, and any other contagious disease should not attend school until he or she is free from the head lice, pink eye, or contagious disease.

Any student prohibited from attending school due to head lice, pink eye, or contagious disease shall present to the superintendent or his designee, before the student may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice, pink eye, or contagious disease.

### **REGULATION HEAD LICE**

The following procedures shall be followed for the detection and prevention of the spread of head lice.

1. A screening shall be conducted of students for the detection of head lice as needed.
2. If head lice are found, a note will be sent to the parent or guardian of the student.
3. The student is to be sent home as soon as possible. If a parent or guardian cannot come to the school to take the student home, the student should be sent home at the end of the school day with a copy of the letter of explanation to parents.
4. The student must be treated with a head lice shampoo before re-entry to school.
5. Although students may return to school, infested students must be treated again in seven to ten days.
6. If the student is found to be inadequately treated, the student shall not be readmitted to school until treatment is initiated and the student is found to be free of crawling forms of lice. Students shall be readmitted to school with a certificate from a health professional that said child is no longer afflicted with head lice. The criteria for readmission after the initial treatment shall be absence of crawling forms and evidence of a recent shampoo.

### **REGULATION HEAD LICE--EDUCATION AND TREATMENT**

Once head lice have been detected, parents and guardians need to learn that treatment with a head lice medication is not sufficient to control the infestation. These rules need to be followed:

1. Both the infested individual and their personal articles (caps, combs, brushes, towels, bedding, etc.) should be thoroughly cleaned with hot water and soap when possible.
2. Machine-wash all washable clothing and bed linens that have been in contact with the infested individual during the last 48 hours.
3. Personal articles that cannot be washed may be dry-cleaned or placed in a plastic bag and sealed for a period of ten (10) days.
4. Soak combs and brushes for an hour in a 2% Lysol solution, or put them in a pan of water on the stove and heat to 125 degrees for five to ten minutes. Caution: heating may damage the comb or brush.
5. Cleaning of the house and other rooms inhabited by infested persons should be limited to thorough vacuuming. The effectiveness of pediculicidal sprays has not been proven. Fumigation of the home is not recommended.
6. Apply a pediculicide (medicated shampoo according to package directions) to the hair of the infested individual.

7. Comb the hair thoroughly with a fine-toothed comb to remove all dead lice and nits. To make combing easier, it may be helpful to apply a cream rinse or one-half vinegar/one-half water solution after shampooing.
8. Have the person to put on clean clothing after treatment.
9. Repeat the treatment in seven to ten days to kill newly hatched lice.
10. All family members or other close contacts must be examined for the presence of lice and active nits and treated, if indicated, at the same time as the affected individual.

### **DRESS AND APPEARANCE**

Proper dress is a mark of good school citizenship. Students are expected to be clean and dressed in good taste. Shoes must be worn at all times. Shirts must be buttoned and side buttons on overalls must be buttoned. Sleeveless shirts should fit snug at the shoulder, under the arm and be hemmed. Walking shorts and mini-skirts may be worn but meet the length requirement of hands at side with fingers extended and still touching cloth. These must be in good tastes. Unacceptable appearance: muscle shirts, see-through tops, halter tops, tops that do not touch the lower garment at all times (thus exposing the bare midriff skin), tops with excessively low necklines and clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, tobacco or anything illegal or immoral. Exposed undergarments and/or excessively tight-fitting clothes may not be worn to school.

Jewelry that is worn by piercing the body may be worn on the student s ear only (excluding ear plugs, spikes, gauges, tunnels, large hoops, ect). This is a common form of attire that does not attract undue attention or impose significant risk to student health. However, jewelry that is worn by means of piercing other body parts than the ear is not to be worn at school. Examples include piercing of the tongue, lip, nose, eyelids, etc. Such jewelry may pose a potential danger to students because of its location on the front of the face and may present a distraction to students or teachers during class time. Students who wear jewelry not permitted by this policy will be asked to remove such items and leave them in the care of the principal s office until after school. Students who refuse to remove such items will be subject to discipline.

In keeping with the high standards of good grooming and behavior, each individual student will be responsible for maintaining personal cleanliness. Hair will be kept out of the eyes so vision is not impaired. Hats, scarves, and sunglasses are not to be worn inside any building or gym. Hair color should be natural colors such as brown, black, blonde, etc. No hair will be colored blue, purple, green, etc.

The teacher will document with building principal dress code violations (example: sagging pants, if the student has to be told to pull them up, the teacher shall inform building principal to establish documentation).

### **CARE OF SCHOOL PROPERTY**

School property is your property. Take care of it. Take pride in keeping halls and grounds clean. Throw waste materials into the containers provided for this purpose. Food or drink is not to be taken into classrooms. Do not destroy school property. Be a good citizen. Pick up trash or help with general cleanliness of the school area.

## **VANDALISM**

The board believes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean and attractive. The care, custody and safekeeping of all school district property are the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent. A written report shall be made when the superintendent deems it necessary. **No money is to be left in the buildings overnight.** The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

## **DUPLICATING MACHINES**

Students are not to operate the copy machines. If items are to be copied for students they should be given to a teacher for reproduction.

## **TELEPHONES**

Students will not be called out of class to come to the telephone except in case of an emergency. The telephones are classified as "BUSINESS TELEPHONES".

## **TEXTBOOKS**

Every student is required to have his/her own textbook. The school district provides textbooks for all students in the district at no cost; students must pay for workbooks. Every student is obligated to give books the best of care. Textbooks should not be abused. Any book that is lost or damaged by a student beyond normal wear must be paid for by the student. Students are expected to take their own textbook to class each day. They cannot take a book, pencil, or paper out of another student's locker without that student's permission.

## **STUDENT LOCKERS**

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The school principal has the authority to inspect or conduct periodical locker inspections. Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

## **WIRELESS TELECOMMUNICATION DEVICES AND NUISANCE ITEMS**

### Wireless Telecommunication Devices

Cellular phones will not be allowed at school.

### Cellular Camera Phones

Cellular camera phones are strictly prohibited at school or at school functions.

### Consequences of Violation of Policy:

1. First offense: The phone will be turned into the office and may be claimed at the end of the day. Office personnel will document first offense.
2. Second offense: Parent/guardian will be notified and student will serve before or after school detention as assigned by building principal.
3. Third offense: Parent/guardian will be notified and student will be assigned to in-school suspension (ISS).
4. Fourth offense. Parent/guardian will be notified and student will be suspended out of school for a period of time not to exceed three (3) days.

### Nuisance Items

Radios (I-Pods/MP3 Players), video games, tape players, music media-playing devices of any

kind, water guns, hackey sacks, cards and other similar items are considered nuisance items and should NOT be brought to school.

Any such items will be confiscated and returned to the student only at the end of the school day or at another time designated by the administrator dealing with the situation.

### **CLASS INTERRUPTIONS**

The board of education believes strongly that the educational material presented in the classroom is the most important ingredient of a student's school day. It also believes that many education support services which may interrupt a class period could be accomplished better, and would allow more time for education, if handled at another time or place.

Therefore, the board supports the concept that all class interruptions should be kept to a minimum. The superintendent and the principals should monitor such interruptions to determine that they are necessary, brief, and infrequent.

### **CLASSROOM CONDUCT**

Any student who becomes such a distraction in class that he/she interferes with the learning process of the other students may be sent to a predetermined disciplinary location or to the office. Any action taken shall be at the discretion of the teacher.

### **FLAG ETIQUETTE**

Students are authorized to recite the pledge of allegiance at the beginning of each school day. However, students not wishing to participate shall not be required to do so. The district shall post a sign to this effect at each school site.

### **CAFETERIA ETIQUETTE**

The cafeteria is provided for the students' convenience and pleasure. Here you can meet your friends and enjoy with them excellently prepared foods of great variety. To keep your cafeteria clean and orderly for you to thoroughly enjoy your meals there, certain rules must be observed:

- A. The lines should be formed as you enter the cafeteria and you should keep your place in line.
- B. Running or crowding in line is never in order and will not be tolerated.
- C. Do not hold a place in line for your friends. This is not fair to those students already in line.
- D. Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your home.
- E. Please dispose of all empty milk cartons and used napkins into the refuse cans.
- F. Cutting in the lunch line will result in your being sent to the end of the line.
- G. Always clean up the area around where you have eaten when you leave.
- H. Gum is not allowed in the cafeteria. Individuals caught chewing gum may be required to clean the cafeteria.

### **HALL MANNERS**

Students shall move from one room to another in an orderly manner in the time permitted for such purpose.

### **HALL PASSES**

Students are not permitted to leave the classroom except for special reasons. Students should have with them a hall pass issued by the classroom teacher.



### **CHEATING**

Any student who is caught cheating or is aiding another student to cheat will be liable for immediate disciplinary action as determined by the teachers and the administrators. The parents will be notified of the action taken. The student will receive an "F" on all material on which he/she cheated and will not be given an opportunity to make up that work. If the teacher and the administrator deem it necessary, the student may lose credit for the class in which the incident occurred. Plagiarism is considered to be a form of cheating by the administration.

### **CURSING**

The use of obscenity or vulgarities is not permitted and will warrant strong disciplinary action. This includes obscene or vulgar gestures.

### **FIGHTING**

Fighting is not permitted on school property or at any school activity. Students will be held responsible for their actions and both parties may be subject to severe disciplinary action. The administrator in charge shall discipline accordingly.

### **ASSAULT AND/OR BATTERY**

Students are reminded that aggravated assault and/or battery of a school employee is a felony and will be dealt with severely.

### **STEALING**

An act of stealing or aiding another to steal is cause for immediate disciplinary action. The parents shall be notified in writing of the punishment. Students should carry money, watches and other valuables with them rather than leaving these items unattended. Unless these items are needed at school, they should be left at home.

### **STUDENT RELATIONSHIPS**

The school halls and school grounds are public places; therefore, it is expected that students will use discretion in their relationships. Hugging, kissing, holding hands, pushing, tickling, etc. will not be condoned at school or on school sponsored trips and activities. Public displays of affection are discouraged. Students who persist in such practices will be referred to the principal, and if necessary, the parents will be called in for a conference.

### **MATERIALS TAKEN TO CLASS**

All students at all times must attend each class with their textbooks, notebooks, pen, pencil, and other items as directed by the teacher. Once in class students are to remain quiet and orderly and do as directed by the teacher. Students disrupting class are taking education from other students and this will not be tolerated.

### **LIBRARY**

- A. Books may be checked out for two weeks, with renewal privileges.
- B. There will be five cents fine for each day a book is overdue.
- C. All books damaged beyond reasonable wear and all lost books shall be assessed against the borrower.

### **ASSEMBLIES**

All students will be required to attend assemblies unless excused by the principal.

## **COMPUTER USE**

The Oilton Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology, and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

## **COMPUTER USE REGULATION**

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district.

Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent or the superintendent's designee.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that

particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass any other user or system operator of any bulletin board or telecommunications entity.

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

The superintendent or designee shall have access to all materials loaded or stored in the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Oilton Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (policy) of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility: By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use: A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
  - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety. Be safe.** In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone met on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **Hacking and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term harmful to minors is defined by the Commission Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Privacy

Network and Internet access is provided as a tool for the user s education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy

The user s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student s enrollment or the staff member s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school s initiating an investigation of a user s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district s network.

### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

*-This policy is required by law.*

## **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.



## **INTERNET FILTERING REGULATION**

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical.

Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites. Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be net-smart ;
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using Acceptable Use Agreements ;
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

### Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

#### Nudity/Pornography

Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)

- Provocative semi-nudity (e.g., lingerie models)
- Sites that contain pornography or links to pornographic sites
- Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

#### Sexuality

- Sites that contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads

#### Violence

- Sites that promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime scene images

#### Crime

- Information on performing criminal acts (e.g., drug or bomb making, computer hacking )
- Illegal file archives (e.g., software piracy)

#### Drug Use

- Sites that promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug (e.g., drinking game rules)
- Exceptions: Material with valid educational use (e.g., drug use statistics)

Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context

Language/Profanity

- Passages/words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Sexually or racially tinged language
- Note: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

Discrimination/Intolerance

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites that promote intolerance, hate, or discrimination

Interactive Mail/Chat

- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas

Inappropriate Banner Acts

- Advertisements containing inappropriate images

Gambling

- Sites that allow or promote online gambling

Weapons

- Sites that promote illegal weapons
- Sites that promote the use of illegal weapons

Other Inappropriate Material

- Body modification: tattooing, branding, cutting, etc.

Judgment Calls

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked: If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

**ILLEGAL USE OF E-MAIL MESSAGING**

According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following:

- Misrepresents any information in identifying the point of origin or the transmission path of the electronic mail message
- Does not contain information identifying the point of origin or the transmission path of the electronic mail message or
- Contains false, malicious, or misleading information, which purposely or negligently injures a person.

It shall also be unlawful for any person to sell, give, or otherwise distribute or possess with the intent to sell, give, or distribute software, which is primarily designed as follows:

1. For the purpose of facilitating the falsification of electronic mail transmission information or other routing information
2. Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information
3. Is marketed by that person or another acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

### **CLASS POLICY**

Individual class functions are considered activities. Students are not required to participate in activities. However, for a student to be permitted to participate in a class function, including but not limited to meetings and parties, the student must be current in all payments of class dues and have participated in all money raising class functions unless excused from such function by the class sponsor. Students, who are not current in all payments of class dues and have not participated in all money raising class functions, unless excused by the sponsor, cannot receive any benefit from the class treasury.

### **CLASS OFFICERS**

Class officers will be voted on at the beginning of each school year. In the event that an officer moves during the year, a new officer will be voted into that office.

### **STUDENT ACTIVITIES**

The board of education believes that student activities are important to the full educational growth of its students. School administrators shall strive to achieve equitable participation opportunities and positive recognition to students, while working to enhance the achievement of desired educational goals. To meet this end, the board supports local, regional and state activities.

This school district shall be a member of the Oklahoma Secondary School Activities Association. All concerned in activities sponsored by the Oklahoma Secondary School Activities Association will strictly adhere to rules and regulations of the association.

Every student who competes in athletics must have written permission of his parents and must pass a physical examination. All students who represent the school in academic, athletic or music competition must be passing all subjects.

Any activity to be scheduled on the school calendar must be scheduled by the sponsor through the principal one-month before the event. School activities should not be scheduled on Wednesday night.

### **STUDENT ORGANIZATIONS**

#### Future Farmers of America

FFA is made up of volunteer members. A member must be presently enrolled in an agriculture class to be in FFA. They sponsor a local livestock show, attend a county livestock show in Kellyville in the fall and spring, attend speech contests and also attend other state shows.

#### Student Council

In addition to the honor involved, a great responsibility rests upon those elected to serve their school and fellow students as members of this organization. The purpose of the Student Council is to

promote better cooperation with the school administration, to develop school spirit, and to provide government which will further the best interests of the student body. All officers are elected at large. However, the president must be a senior, the vice-president a junior, and the secretary-treasurer may be a freshman, sophomore, junior or senior. Each of these officers must maintain a "C" average while in office. The Student Council is composed of these officers and one representative from each of the six classes, and one representative from each school organization. All members of the student council will learn and abide by the constitution that governs the student council.

#### Yearbook

THE PANTHER yearbook is published each year by the business classes. The yearbook is partially financed by the sale of advertisements. A purchase is required by November 1 to assure one of receiving a yearbook. In addition to the yearbook staff, the entire senior class participates in selling advertisements for the book. The yearbook will be ordered for a fall delivery.

#### 4-H

Head, Heart, Hands, Health is the largest youth-serving organization in the world. This program is designed to build and strengthen individuals, families, and communities. 4-H offers a wide variety of projects for members to choose from. Oilton 4-H meets once a month from September through May.

#### Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a nondenominational national organization designed to use the platform of athletics as a common ground to reach out to student athletes. The Oilton Chapter is not restricted to only athletes but welcomes anyone that wants to be a member.

#### National Honor Society

Membership in the Oilton High School Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Students are inducted into the NHS their sophomore year. To be eligible for NHS a student must be nominated by a faculty member, complete an application form, and have a GPA of 3.5 or better. The Oilton Chapter accepts membership from other high schools. To remain eligible for National Honor Society Membership, the student must be in good standing with the school, not have been suspended from school, and must be on line to graduate with their class. The student must also complete one community service project (at least 2-3 hours) per year of membership. This service project must be documented and approved by the sponsor.

### **EXTRA-CURRICULAR LETTER AWARDS**

Letter awards will be given to the high school students who qualify under the following provisions. The student may purchase their jacket if they letter under these provisions and must be documented and certified by the coach and presented to the athletic director.

#### Baseball

Students must participate in a minimum of one half of all innings played by team, or be unable to participate due to a baseball injury as certified by coach or physician or be a full time manager certified by coach (one per season). An injured student must remain active in baseball to the extent possible for remainder of season.

#### Basketball

A student must participate in a minimum of one half of all quarters played by team, or be unable to participate due to a basketball injury as certified by coach or physician or be a full

time manager as certified by coach (one per season). An injured student must remain active in basketball to the extent possible for remainder of season.

Cheerleaders

- No absence from any game, rally or victory assembly unless excused because of illness, other unavoidable circumstances, or other school activities.
- Must be a cheerleader one year, attend cheerleading camp and be on the cheerleading squad the following year.
- Must remain on the squad the entire sports season.
- Note: More than two absences unless excused by the sponsor will result in removal from the squad.

### Summer Weightlifting

Criteria for lettering in summer pride weightlifting:

- ✓ 30 workouts
  - ✓ 10 points for each workout
  - ✓ 8 points awarded for absence due to sports camp
  - ✓ 5 points awarded for absence for legitimate reason due to vacation, funeral, non-sports camp, etc.
  - ✓ Three days are given the last week of summer for makeup days. ✓
- Athlete must receive a score of 80% in order to pass
- ✓ Summer pride and receive a letter.

### Softball

Athletes must participate in half of the total innings played during varsity games. This number of innings must equal half of the total innings played during the entire season.

## **ACTIVITIES AND ATTENDANCE RELATING TO INSTRUCTION**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement and that absences from those classes represent a loss of educational opportunity. However, the board also believes that the extra-curricular programs of the school district and coordinated field trips which enhance instruction have value as well and that such activities should be encouraged for the development of well-rounded citizens.

The board shall support extra-curricular activities and approved field trips and at the same time direct administrators and teachers to minimize absenteeism from regular classes in providing students with such opportunities. The board expects to ensure that the educational program will be protected from student activities of questionable educational value. The principal shall determine participation based on the contribution made by the activity to the school's educational goals. Student and staff involvement shall be maintained in the formation, organization, chartering, regulating and funding of the activities in the program.

## **REGULATION ACTIVITIES AND ATTENDANCE**

Teachers wishing to place a school activity of any kind on the school calendar shall clear the activity and the time with the principal. To avoid possible conflicts, the activities should be approved as early as possible. A list of students who would miss any class while on any activity must be listed and approved by the principal by 1:45 p.m. on the day preceding the activity.

## **STUDENTS LEAVING SCHOOL ACTIVITIES**

Students that enter school-sponsored activities should remain at the activity until it is over. Students needing to leave for an emergency and want to return may explain the emergency to a gatekeeper and be allowed to return one time. Students that leave a school sponsored activity may not return to that activity and must leave school grounds.

## **EXTRA-CURRICULAR DISCIPLINE POLICY**

Each extra-curricular activity may have a written discipline policy that is given to each student that chooses to participate in that activity. A student that chooses to violate a sponsor's rule will be subject to discipline by the sponsor of that extra-curricular activity. Each sponsor of an extra-curricular activity will enforce his or her policy without favoritism.

## **ELIGIBILITY**

The Oklahoma Secondary Activities Association Eligibility Policy applies to all students grades seven through twelve who participate in extracurricular activities.

Attendance: All students must attend 90% of each grading period to maintain eligibility.

Semester grades: A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester attended. A senior may maintain eligibility by passing the classes required for graduation. The number of classes can be no fewer than four. Athletics and physical education cannot be included in the four. Students not meeting this criterion will not be eligible for the first 6 weeks of the following semester.

Eligibility during a semester: Grades will be checked at the end of the third week of each semester and each week thereafter. A student must be passing in all subjects. If a student is not passing all subjects at the end of a week he or she will be placed on probation for the next one-week period. If a student is failing one or more classes at the end of the probationary week, he or she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student may regain eligibility by passing all subjects at the next grade check period. A student regains eligibility with the first class of the new one-week period. Students on the ineligible list will not be allowed to attend class trips, etc.

A student must have a physical on file before he/she is allowed to participate in any practices in any sport. The physical sheet may be obtained from the coach or the principal's office.

## **REGULATION TEN-DAY ABSENCE RULING**

Regulations concerning attendance and activities are designed to aid students so that maximum learning can occur. Consistent classroom attendance assists students in developing strong work habits, responsibility and self-discipline. The goal of the board of education is to facilitate a balanced education for each student. With this in mind, the following attendance/activities regulations have been established.

1. The superintendent and the local board shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities, which removes the student from the classroom, shall be ten (10) for any one-class period in the school year. State and national levels of school-sponsored contests are excluded. The criteria for participating in such contests must be submitted in writing by local school sponsors and approved by the board.
3. The board shall appoint an internal Activities Review Committee at the beginning of the school year.
4. The superintendent shall be responsible for maintaining an addendum to the attendance records that apply to this regulation.
5. If a parent or a student feels that a miscalculation of absences has occurred, a complaint may be registered. To register a complaint, a signed, written complaint shall first be filed with the superintendent. If it is not resolved, the complaint shall be filed with the board for final determination.

### Ten-Day Rule

The State Board of Education and the Oilton Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur.

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist toward development of strong work habits, responsibility, and self-discipline. Since, however, the educational merit of the co-curricular program is recognized, the goal is to maintain a balanced education for each student. It is with the above goals and philosophy that the Oilton Board of Education establishes the following attendance/activities regulations:

School activity is defined as any extra-curricular activity approved by the school and at the convenience of the school. Activities that are not school sponsored will only be approved for days that the student does not have testing or a related activity. A student is allowed to miss a class period ten (10) times during the school year due to school activities.

Exceptions to this rule are that the student may request from the principal additional activity absences to be approved by the committee. The ruling by the principal may be appealed to the Internal Activities Review Committee. Any student who violates this policy will be considered absent and truant and subject to the disciplinary policies governing truancy. Students needing to miss in excess of the ten days shall make a prior written request to the building principal. The request must include:

1. Date of request
2. Name and date of activity
3. Location of activity
4. Reason for request
5. Sponsor of activity

The superintendent shall appoint an Internal Activities Review Committee, which shall be responsible for reviewing and recommending any deviation of the activities policy. The Internal Activities Review Committee will ask for ample time to study and make a decision on all requests for review. The superintendent of school, which serves as executive officer of the Board of Education, shall review the committee's recommendation and be responsible to rule on these recommendations. A student that is denied permission on their request will be granted the right of due process. Students requesting a hearing before the Board of Education must initiate their right to a hearing if the request is not made within the ten day time period. The Board of Education reserves the right to revise this policy at their discretion.

There will be some activities not included because they will be judged to be part of an extension of the classroom instruction. Also students may receive honors, etc. from outside groups where the school has no control over the schedule, causing the student to miss over ten days. Before a student is given more than ten days, his/her grades should be considered along with the student's attitude and how he/she has represented our school during other activities.

1. All of the below mentioned activities, events, honors, etc. will be monitored carefully by the Internal Activities Review Committee and only those which facilitate a balanced education will be approved.
  - A. Any approved activity, which is of a state or national level or for which the student has earned the right to compete by meeting criteria, established by the sponsor, coach, athletic director, and/or administrator will not be counted against the student.
  - B. Any approved state or national award or honor, which is bestowed upon a Morrison student, will not be counted against the student.



- C. Any non-competitive activity, which is an extension of the classroom, will not be counted against the student.
  - D. Any in-school activities, which pertain to the student government, student body, benefit, student testing, and special student program will not be counted against the student.
  - E. Any event, which is changed due to a circumstance beyond the control of the sponsor, coach, athletic director, and/or administrator, will not be counted against the student.
  - F. Any travel time, which pertains to an exempt event, will not be counted against the student.
2. The following athletic events will be exempt from the 10-day rule:
- A. Any state playoff in any sport, which must be held during a school day (district, regional, area, and state)
  - B. Tryouts for any All-State team in any sport
  - C. Tryouts for college scholarships
  - D. One day only for track meet
  - E. National Honor Society Leadership Day at Ropes Course
3. The following FFA events will be exempt from the 10-day rule:
- A. District Interscholastic Judging Contest
  - B. NW District Livestock Show
  - C. One State Spring Livestock Show
  - D. One State Fair
  - E. One day in Creek County Fair
  - F. One day in Creek County Spring Livestock Show
  - G. Any state or national conference, convention, fair, or judging contest
4. The following FFA events will not be exempt from the 10-day rule:
- A. Creek County Fair, in excess of one day
  - B. Creek County Spring Livestock, in excess of one day
  - C. FFA Banquet
  - D. Other events not listed above
5. The following 4-H events will be exempt from the 10-day rule:
- A. NW District Leadership Conference in October (county wide conference with club officers having the first options to attend)
  - B. Kansas City conference in November (county wide conference with two top point persons attending)
  - C. One day in Creek County Fair
  - D. One day in Creek County Spring Livestock Show
  - E. National contests (beef judging - Denver, Kansas City, and Louisville; dairy judging, meat judging, and poultry judging)
  - F. 4-H Roundup (county wide with top point persons to attend)
  - G. Any state or national conference, convention, fair, or judging contests
  - H. Area judging contests will be treated the same as the Oilton FFA

6. The following student activities will be exempt from the 10-day rule:
  - A. Testing programs approved for that year
  - B. Any activities, which are an extension of the class (yearbook ads, science fair, class field trips, etc.)
  - C. Any student council officer or participants, which attend the state convention for student councils.
  
7. The following student activities will not be exempt from the 10-day rule:
  - A. College visitation days used during school, maximum of 2 days for seniors only
  - B. Any class, club, or group meeting other than those approved by the committee
  - C. Any interscholastic contest over the two days allowed per student each year
  - D. Any unexcused absence that the student has during the year
  
8. The following Academic Bowl team activities will be exempt from the 10-day rule:
  - A. Two days for contests
  - B. State Competition

#### **EQUAL ACCESS (STUDENT ORGANIZATIONS)**

The Oilton Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. The superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups use of facilities to conduct meetings provided that:

- The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school or as determined by the building principal.
- The meeting is voluntary and student initiated. The superintendent and appropriate principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
- School authorities or district employees do not promote, lead or participate in such meetings. The superintendent or appropriate principal may assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.
- The presence of school authorities or district employees or district personnel at student religious meeting is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.
- The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

#### **FUND RAISING BY IN-SCHOOL ORGANIZATIONS**

The Oilton Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Obtain approval for the project from the board of education.

2. Submit an estimate for the cost of the project to the superintendent.
3. Submit a list of sources for the fund raising to the superintendent.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Students should confine their door-to-door solicitation to close friends or relatives.
6. Door-to-door solicitation will not be conducted during school hours.
7. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

### **SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The purpose of these organizations is to assist and support the school in recognizing and promoting students activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the board of education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
  - 1.1. Officers and their duties;
  - 1.2. Election of officers and term limits;
  - 1.3. Purpose and goals;
  - 1.4. Dues structure, if any;
  - 1.5. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

8. In no manner will board sanctioning of an organization preclude the organization from compliance state and federal laws as they pertain to equal opportunity and treatment of all students.
9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

### **PARENTAL INVOLVEMENT**

The board of education holds the philosophy that parents, and the community as a whole, are very important to the success of the school district. In implementation of this belief and in compliance with the State Department of Education standards, the board will involve parents in school activities, utilize parental and community resources in the instructional/learning program of the school, and promote use of school facilities before and after regular school hours for parent and community involvement.

### **PARENT CONFERENCES**

Parents are welcome to visit the school at any time and are encouraged to do so. Parents who desire to confer with a teacher should first secure permission from the principal or superintendent's office. The period from 7:30 – 7:50 A.M.; 3:30 - 4:00 P.M. and planning periods have been reserved for special conferences with teachers. These periods have been set aside so that a teacher will not be interrupted from his/her important duty of instruction. Also there is a day set aside each 9-week period for parent/teacher conferences.

### **PARENT/TEACHER COOPERATION**

The faculty at Oilton Public Schools strives to provide the best education for the children of this community. Being able to teach in the classroom without interruptions or clowning around by the students is a must. When a student or parent is concerned about a problem that arises in the classroom, the student or parent should first take up that matter with the teacher. If the student or parent cannot reach a solution to the problem then the student or parent should then take the matter to the administration. If the problem still cannot be resolved then the student or parent should take the problem to the school board.

### **STUDENT FEES, FINES, AND CHARGES**

It is the goal of the Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payments.

### **STUDENT FEES, FINES AND CHARGES (REGULATION)**

In accordance with the policy of the Board of Education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.

6. Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.
7. Art class.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

Any student owing money to the district for an extended period of time will not be allowed to participate in any extra-curricular school/organization sponsored activity until the entire balance owed is paid. Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduating ceremonies of the class. All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

#### **RETURN CHECK POLICY**

It shall be the policy of the school that any check given to the school by any person including students, teachers, parents, community members and all others, that the writer or writers of these checks, returned by the bank, for the reason of insufficient funds, will be charged a set fee of \$25 per check per occurrence. If it becomes a common occurrence for any individual and/or family, they will not be allowed to charge or purchase any item without paying cash. Fraudulent checks (where no account exists) will be turned over to the county district attorney for prosecution.

## **TRANSPORTATION OF STUDENTS**

The district may provide transportation to and from school for students who attend this school district. The purpose of transportation is to provide opportunity for education, which might not otherwise be available. Transportation will be available for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half (1 1/2) miles from the school.

Transportation may be provided for other students if sufficient seats are available on the buses.

State law is that school district may provide transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a requirement. Students who ride the Oilton School buses are required to follow the "bus rider rules" and instructions from the bus driver at all times. The bus driver is a school official and has the same control of the student as a teacher in the classroom. Misconduct will be reported to the principal immediately. Students disobeying the bus rules will not be allowed to ride the bus to or from school.

## **REGULATION BUS RIDER RULES**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

The school bus driver is the sole authority of the passengers on the bus.

Administrators/teachers should review the bus rules with the students. All students will have assigned seats. All students in our school system who ride a bus to school are subject to regulations. Any misbehavior, which distracts the driver, is a VERY SERIOUS VIOLATION and jeopardizes the safety of everyone. If the need should arise, the bus driver has the authority to bring a bus back to school for disciplinary action by the principal or his/her designee. Students will be cited for the following activities:

- Refusing to obey driver
- Failure to remain seated
- Use of tobacco
- Profanity
- Fighting
- Spitting
- Lighting matches
- Throwing objects
- Vandalism
- Hanging out window
- Drugs
- Use of controlled and/or dangerous substances
- Violating the rights of others
- No eating or drinking on the bus

- Tardiness to bus stop
- Walking in front of the bus without driver permission
- Feet in aisle
- Scooters, skateboards, etc. are not allowed on buses ➤  
Disrespectful to driver or school staff

If your child is reported for any of the above violations, the principal may take the following action:

First Offense: A conference with the student and a report to the parents. \*

Second Offense: Conference with parents and a two-day suspension may be imposed. \*

Third Offense: Automatic suspension of riding privileges for a minimum of 5 school days; a conference with parents. \*

Fourth Offense: Automatic suspension of riding privileges for a minimum of 10 school days; a conference with parents. \*

Fifth Offense: Automatic suspension of riding privileges for a minimum of 60 school days; conference with parents. \*

\*School policy will be followed. Suspension may be possible depending on the severity of the offense and/or danger to student s self or others. Suspension will carry from one semester to the next or one school year to the next.

THE PRINCIPAL S DECISION IN THESE MATTERS IS FINAL.

### **TRANSPORTATION OF STUDENTS TO VO-TECH**

Central Technology Center, the area Vo-Tech school, furnishes a school bus for students attending C.T.C. to ride to and from C.T.C. All students attending C.T.C. are to ride the C.T.C. buses. Students needing to use private transportation due to an emergency situation may do so by receiving permission from the principal or superintendent and following the guidelines set forth by the principal or superintendent.

Transportation, driver, or any passengers must be approved. Failure to follow above rules will result in disciplinary action.

### **ACTIVITY TRIPS**

When field trips or activity trips are planned, all students must go and return in school transportation unless prior arrangements have been made by the student's parent or guardian with the sponsor and approved by the principal. Students will not be released to any person(s) except the student's parent or guardian. Personal contact by the parent or guardian is required. Students bringing notes will not meet this requirement.

## **SCHOOL VISITORS**

It is the policy of the Oilton Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings and/or relatives to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy. *-This policy is required by law.*

## **SCHOOL VISITORS GRIEVANCE/APPEALS PROCESS**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

### Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual (complainant) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

### Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;

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<sup>1</sup> Does not include students, officers, or employees of the district.



3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.<sup>2</sup>

The decision of the board of education shall be final and unappealable. *-This policy is required by law.*

### **FOREIGN EXCHANGE STUDENT POLICY**

The purpose of a Foreign Exchange Student Program is to improve the foreign exchange students knowledge of American culture and language through active participation in family and school life and to improve American knowledge of foreign culture. In order to make this a positive experience for everyone involved, Oilton Public School has established the following guidelines:

1. The school must be contacted and request made to have an exchange student attend Oilton Schools by a representative (not the host family) of the exchange student organization. The request will be made to the principal and either approved or denied within 7 days.
2. The host family will be a legal resident in the school district. The exchange student will be accepted only with a J-1 Visa. Students with any other visa will not be accepted.
3. It is understood that the student must enroll in a full day s schedule, which will include Math, English, Science, and History classes.
4. All application must have a sufficient command of the English language to enable them to function well in an English-speaking academic and community environment. If tutoring is recommended the sponsoring organization will provide this service at no cost to the school district.
5. The sponsoring organization realizes that if their foreign exchange student presents discipline, attendance, language, or any other problem that cannot be resolved, then the organization will remove the student from Oilton Public Schools, with no cost to the school district.
6. No exchange student is to be assigned to a host family until he/she has been accepted in writing as a student in Oilton Public Schools. All applications are due by Aug. 1 of the year that the student is to attend Oilton Schools. Enrollment for exchange students will not begin until the preceding school year is completed.
7. Oilton schools may accept a maximum of four (4) foreign exchange students per year. Slots will not be saved; it will be on a first come first serve basis and determined by the day the representative of the exchange organization brings the application to the school in person. Special consideration and appeals may be made to the Superintendent.
8. It is understood that if the student is a senior he/she will receive a Certificate of Recognition only, not a high school diploma. However, the student may participate in all senior activities, including the graduation ceremony, provided the senior activity fee is paid. The sponsoring organization is responsible for advising the student prior to enrollment in Oilton Public schools that they will not be receiving a high school diploma.
9. If a host family decides not to host an exchange student after the paper work has been completed, then the process will begin again and the organization will have to resubmit the paper work with a new host family. If there is a waiting list for foreign exchange students then that student will be at the bottom of the list.
10. The organization will be responsible for all debts incurred by the foreign exchange student that are not paid.

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<sup>2</sup> Agenda language will need to reflect the individual s name.

### **WITHDRAWAL FROM SCHOOL**

The board of education directs the administration to maintain an accurate enrollment record for each student. Any student enrolled in this district who decides to withdraw from school should follow withdrawal procedures developed by the superintendent.

Any student who has ten (10) days of unexcused absence shall no longer be considered a student in this district and will be dropped from the membership rolls of the school and reported to the State Department of Education.

### **REGULATION WITHDRAWAL FROM SCHOOL**

Students wishing to withdraw from school should notify the principal of the impending withdrawal. The student will be given a withdrawal form to take to each of his or her teachers, notifying them of the withdrawal. All school district books, materials, and equipment must be returned to the teacher to whose class they belong. When the withdrawal slip has the signature of each appropriate teacher, it should be returned to the principal's office. The student will be reimbursed any money belonging to him or her for such items as deposits or lunch fees.

Failure of the student to comply with such requirements may result in a delay in forwarding the student's records.

Students who withdraw from school and do not enroll in another school are dropouts. The district shall update the State Department of Education each month with the name of any student known to drop out.

A student shall be dropped from school membership after 10 days of unexcused absences.

### **OPEN TRANSFER POLICY**

#### Transfers and Assignments

It is the policy of the Oilton Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district ending February 1 of the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term parent means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By June 1, the superintendent shall notify the resident school district that the student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer no later than June 1. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling conditions, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs
2. Staffing Availability: If accepting the transfer will require the addition of personnel, the transfer application will be denied.
3. Space Limitations: \_\_\_\_\_ transfer requests will be accepted by the school district.
4. Disciplinary Record: Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed not in good standing at their former school will not be approved for transfer to this district.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after April 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by June 1 prior to the school year for which the cancellation is applicable.

#### **CHANGE OF ADDRESS/TELEPHONE**

Students will report any change of address or telephone number to the principal s office immediately.

#### **STUDENT RECORDS**

It is the policy of the Oilton Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district s policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

#### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

Definitions: For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

## EDUCATION RECORDS

Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests.
  - a. It was made as a personal memory aid;
  - b. It is in the sole possession of the individual who made it; or
  - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

### Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

### Annual Notification

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision.
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### Statement of Rights

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student s education record;
2. The right to exercise a limited control over other people s access to the student s education record;
3. The right to seek to correct the student s education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

### Procedure to Inspect Education Records

The parent of a student or an eligible student may inspect the student s education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student s records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student s school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student s school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working areas, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student s education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent s child or the eligible student, the parent or eligible student, the parent or eligible student may not inspect and review the records of the other students.

### Fees for Copies of Records

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may

deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fees will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

#### **STUDENT DIRECTORY INFORMATION**

Each year this school district will give public notice of the categories of information that it considers directory information regarding students in the district. This notice will include statement-notifying parents whether or not the categories set forth as directory information may be used on a school-authorized Internet web page. If the district chooses to use student directory information on its Internet web page, this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any Internet web page not authorized by the Oilton Board of Education.

The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored Internet web page, the parents shall be allowed to object to the use of their child's information on the Internet web page, yet still consent to the school's use of their child's information in other formats. If the parents provide no objection within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

This school district will maintain and release directory information without the parent's prior written consent, unless the parent or student if over 18 informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as directory information :

- Student's name, address, telephone listing, and date and place of birth;
- Parent or lawful custodian's name, address, and telephone listing;
- Major Field of study and grade level classification (example: elementary, 7<sup>th</sup> grade, sophomore);
- Student's participation in officially recognized activities and sports;



- Weight and height of members of athletic teams;
- Photograph;
- Electronic mail address;
- Dates of attendance, dates of enrollment, withdrawal, and re-entry;
- Diplomas, certificates, awards, and honors received;
- Most recent previous educational agency or institution attended by the student.

### **TESTING PROGRAM / STUDENT SURVEYS REGULATION**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) or;
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to opt the student out of participation, in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - a. College or other postsecondary education recruitment, or military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used in schools;
  - d. Tests and assessments;
  - e. Student recognition programs; and
  - f. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

#### Definitions

The term survey includes an evaluation.

The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term personal information means individually identifiable information; include a student's or parent's name, address, telephone number, or social security number.

The term instructional material means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

## **STUDENT RECRUITMENT - ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Oilton Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

The district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

## **SEARCH OF STUDENTS**

The Oilton Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

## **SEARCH OF STUDENTS' REGULATION**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonable suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any

school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search in addition to those mentioned in paragraph 1 above shall include, but not limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, and low-point beer. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. These statements are to be included in the student discipline handbook.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy, as provided by the Student Suspension Policy.

### **DRUGS, ALCOHOL AND CONTRABAND SEARCHES**

The Oilton Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonable safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, staff members, and other persons on school property will not be the subject of animal searches and will be searched in accordance with school policy only if reasonable suspicion arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy.

**DRUGS, ALCOHOL AND CONTRABAND SEARCHES REGULATION:** In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school 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, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

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. Such disciplinary action may include suspension. No disciplinary action will be taken without due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

### **SAFE SCHOOL COMMITTEE BULLYING POLICY**

The Oilton School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying:** Bullying is a pattern of abuse over time and involves a student being picked on . Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures; or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited:** The Oilton School District and staff shall not tolerate any bullying on district grounds or at any school activity on or off campus.
3. **Staff intervention:** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene unless intervention would be a threat to staff members safety. All incidents will also be reported to school administrators.
4. **Students and parents shall report bullying:** The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.
5. **Investigation procedures:** Upon learning about a bullying incident, the principal shall interview those involved. The investigation may include interviews with other students, parents, and school staff, review of school records; and identification of parent and family issues.
6. **Consequences/intervention:** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

### **HARASSMENT POLICY**

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student s property, place another student in reasonable fear of harm to the student s person or damage to the student s property, or 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, intimidation, and

bullying included, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning ones grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

### **SEXUAL HARASSMENT**

Employees and students of this school district have a right to be free from sexual harassment and a hostile environment. Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation. The administrator will take steps for further action.

Employees must be free to carry out job duties and students must be free to learn in an environment, which treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, electronic mail or any other means of communication.

A hostile work environment is defined as an environment, which limits or precludes a reasonable employee or student from working to his/her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

### **STUDENT DISCIPLINE**

The Oilton Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer

formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Students of behavior for all members of society are generally a matter of common sense.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action



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

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

#### Conference with student

1. Conference with parents
2. In-school suspension
3. Detention
4. Referral to counselor
5. Behavioral contract
6. Changing student's seat assignment or class assignment
7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of authorities
11. Referring student to appropriate social agency
12. Suspension
13. Other appropriate disciplinary action as required and as indicated by the circumstances.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions. -This policy is required by law.

### **STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The Oilton Board of Education recognizes that out-of-school conduct of students attending school within the district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g., a school bus;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity that directly impedes discipline at school or the general welfare of school activities.

### **REGULATION DISCIPLINE OPTIONS AND ACTIONS**

Depending on the seriousness of the wrongdoing committed by the student, discipline may consist of a verbal warning, after-hours supervised time, corporal punishment, in-school suspension or suspension if in compliance with state law, removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. The teacher or the administrator in charge, in compliance with board policy, will determine disciplinary action.

Major offenses are items that warrant severe disciplinary action, including but not limited to smoking, chewing or dipping tobacco, drinking alcoholic beverages, fighting, disrespect and classroom conduct that warrants removal from class. A "Student Disciplinary Action Form" shall be completed for each offense. This form shall state the facts of the situation, the person or persons involved and the disciplinary action taken. The parent or guardian shall be notified. It shall be understood that, if further major offenses occur, definite action to suspend the student may occur if in compliance with state law. In very serious cases including fighting (resulting in injury), drugs, theft, abuse of an employee or other serious offenses, a first-time incident may result in expulsion.

Each minor offense shall be recorded with a "Student Disciplinary Action Form." An accumulation of these forms shall be treated as a major offense.

### **REGULATION STUDENT DISCIPLINE THREATENING BEHAVIOR**

Threatening behavior is defined as an activity, which portrays that another person, persons, or property, may or will be harmed or killed. As used in the School Bullying Prevention Act, harassment, intimidation, and bullying means any gesture, written, or verbal expression, or physical act that a reasonable fear of harm to the student's person or damage to the student's property, or 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, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
  - a. The student will be subject to an immediate suspension from school for a minimum of three days.
  - b. The student's parent(s)/guardian will be notified.
  - c. The Creek County Sheriff's Police Department shall be notified.
  - d. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. (Others may include, but not be limited to, the following: Police, Creek County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - e. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.
  - f. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

#### **CONTROL AND DISCIPLINE POLICY**

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

Oilton High School Student Handbook

<b>Infractions</b>	<b>Minimum Action &lt;</b>		<b>&gt;Maximum Action</b>
1. Unexcused Tardiness	Refer to Attendance Policy		
2. Disruption of class or assembly	School Conference	Parent Conference	Suspension
3. Lunchroom misconduct	School Conference	Parent Conference	Suspension
4. Bus/playground misconduct	Refer to Bus Conduct Policy		
5. Negligence in completing classwork	School Conference	Parent Conference	Suspension
6. Cutting class	Refer to Attendance Policy		
7. Leaving school without permission	Refer to Leaving School Grounds (Closed Campus) Policy		
8. Truancy	Refer to Attendance Policy		
9. Tobacco on school grounds	School Conference	Parent Conference	Suspension <sup>1</sup>
10. Drugs or Alcohol possession	Parent Conference		Suspension <sup>1,2</sup>
11. Gambling	School Conference	Parent Conference	Suspension
12. Theft	Parent Conference		Suspension <sup>1,2</sup>
13. Assault-physical or verbal	Parent Conference		Suspension <sup>1,2</sup>
14. Fighting	Parent Conference		Suspension
15. Destruction of property, vandalism	Parent Conference		Suspension <sup>1,2</sup>
16. Threats/Harassment	School Conference	Parent Conference	Suspension <sup>2</sup>
17. Extortion	School Conference		Suspension <sup>1,2</sup>
18. Refusal to obey school officials	School Conference	Parent Conference	Suspension
19. Possession of weapons or other items with the potential to cause harm	Parent Conference		Suspension <sup>2</sup>
20. Bullying	Mandatory Counseling with Counselor	Parent Conference	Suspension
<p>1. May require counseling and rehabilitative efforts before reinstated in school programs.</p> <p>2. May require notification of legal authorities.</p>			

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

## STUDENT SUSPENSION

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- a. Acts of immorality
- b. Violations of policy or regulations
- c. Possession of an intoxicating beverage, low-point beer
- d. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- e. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- f. Possession of a firearm shall result in out-of-school suspension of not less than one year
- g. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- h. Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

Note: 70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

## **SUSPENSION OF STUDENTS REGULATION**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - a. Acts of immorality
  - b. Violations of policy or regulations
  - c. Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
  - d. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - e. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
  - f. Possession of a firearm may result in out-of-school suspension of not less than one year
  - g. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
  - h. Adjudication as a delinquent
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who is on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

### Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - a. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.
  - b. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, Mathematics, Science, Social Studies, and Art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

### Suspension Appeals Committee

A suspension appeals committee is hereby established which would consist of three administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - a. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

- b. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
          - c. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
          - d. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
          - e. (Option 1) Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
          - (e.) (Option 2) Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - a. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - b. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - c. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - d. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

Note: 70 O.S. §24-101.3 (E) states that 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 a public school of this state, 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. This policy is required by law.