

## SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

### 1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

### 2. Specific Prohibitions

#### A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18) during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### 3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

**REFERENCE:** Title VII of the Civil Rights Act of 1964  
42 U.S.C. §2000e-2  
29 C.F.R. §1604.1, et seq.

**CROSS-REFERENCE:** Policy DA, Sexual Harassment (employees)  
Policy DAAB, Grievance Procedures, Sex Discrimination (employees)  
Policy DAAB-R, Grievance Procedures, Sex Discrimination, Regulation (employees)  
Policy DO, Termination, Certified Teachers  
Policy DO-R, Teacher Termination Procedures  
Policy FBA, Grievance Procedures, Sex Discrimination/Harassment (students)  
Policy FBA-R, Grievance Procedures, Sex Discrimination/Harassment, Regulations (students)  
Policy FO, Student Discipline  
Policy FO-R1, Control and Discipline Policy

*Adoption Date:*

9-99

*Revision Date(s):*

*Page 2 of 2*

## STUDENT RESIDENCY

It is the policy of the Turkey Ford Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

### Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a

**STUDENT RESIDENCY (Cont.)**

temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A child who is placed in a foster home for lack of shelter space.
6. A migratory child who is staying in accommodations not fit for habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and who is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by homeless children:

1. Enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.
3. Customary transportation policies and regulations may be waived at the discretion of the superintendent.
4. Official school records policies and regulations may be waived at the discretion of the superintendent.

**STUDENT RESIDENCY (Cont.)**

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by homeless youth may be waived at the discretion of the superintendent.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

**Residency Officer**

The school district designates the superintendent as residency officer.

The residency officer may be contacted by calling the school district at 918-786-4902 or by writing to the residency officer at the following address, or by personally visiting the residency officer at \_\_\_\_\_  
23900 S. 670 Rd. Wyandotte, OK 74370

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

**STUDENT RESIDENCY (Cont.)**

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

**REFERENCE:** 70 O.S. §1-113, §1-114  
70 O.S. §18-111

*THIS POLICY REQUIRED BY LAW.*

**STUDENT RESIDENCY AFFIDAVITS**

**PERMISSION TO RELEASE EDUCATIONAL RECORDS**

(to be submitted by the actual parent or guardian)

STATE OF OKLAHOMA                    §  
  §  
COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of \_\_\_\_\_. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement.

I hereby grant \_\_\_\_\_ Public Schools permission to release any and all educational records including grades as defined under the Family Educational and Privacy Rights Act to \_\_\_\_\_ who has assumed the permanent care and custody of \_\_\_\_\_. In the event that \_\_\_\_\_ is not a relative of \_\_\_\_\_ within the fourth degree, I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold \_\_\_\_\_ Public Schools harmless in any, and all manner, which may arise out of the release of any, and all, educational records to \_\_\_\_\_.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

\_\_\_\_\_  
Affiant

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public or officer administering oath

My commission expires:  
\_\_\_\_\_

(Seal)

**STUDENT RESIDENCY AFFIDAVITS (Cont.)**

**AFFIDAVIT**

(Relative Within the Fourth Degree)

STATE OF OKLAHOMA           §  
  §  
COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of \_\_\_\_\_ I further state both that I am related to \_\_\_\_\_ within the fourth degree and that I am a bona fide resident of \_\_\_\_\_ Public School District. I desire that \_\_\_\_\_ be enrolled in \_\_\_\_\_ Public School on the basis of my affidavit.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

\_\_\_\_\_  
Affiant

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public or officer administering oath

My commission expires:  
\_\_\_\_\_

(Seal)



**STUDENT RESIDENCY AFFIDAVITS (Cont.)**

**AFFIDAVIT**  
(Non related Individual)

[Acceptance for enrollment is a district option]

STATE OF OKLAHOMA           §  
  §  
COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of \_\_\_\_\_ and that I contribute the major degree of support to \_\_\_\_\_. I further state that I am a bona fide resident of \_\_\_\_\_ Public School District. I desire that \_\_\_\_\_ be enrolled in \_\_\_\_\_ Public School on the basis of my affidavit.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

\_\_\_\_\_ Affiant

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_ Notary Public or officer administering oath

My commission expires:  
\_\_\_\_\_

(Seal)

POWER OF ATTORNEY

1. "I certify that I am the parent or legal custodian of:

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

2. "I designate \_\_\_\_\_  
(Full name of Attorney-in-fact)

\_\_\_\_\_  
(Street address, city, state and zip code of Attorney-in-fact)

\_\_\_\_\_  
(Home phone of Attorney-in-fact)

\_\_\_\_\_  
(Work phone of Attorney-in-fact)

as the attorney-in-fact of each minor child named above."

3. \_\_\_\_\_ "I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child." or

4. \_\_\_\_\_ "I delegate to the attorney-in-fact the following specific powers and responsibilities (write in):

\_\_\_\_\_  
This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child."

**POWER OF ATTORNEY (Cont.)**

5. "This power of attorney is effective for a period not to exceed one year, beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. I reserve the right to revoke this authority at any time."

By: \_\_\_\_\_  
(Parent/Legal Custodian signature)

6. "I hereby accept my designation as attorney-in-fact for

\_\_\_\_\_  
(Minor child(ren)) as specified in this power of attorney."

\_\_\_\_\_  
(Attorney-in-fact signature)

State of \_\_\_\_\_

County of \_\_\_\_\_

**ACKNOWLEDGEMENT**

Before me, the undersigned, a Notary Public, in and for said County and State on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared \_\_\_\_\_ (Name of Parent/Legal Custodian) and \_\_\_\_\_ (Name of Attorney-in-fact), to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.

Witness my hand and official seal the day and year above written.

\_\_\_\_\_  
(Signature of notarial officer)

(Seal, if any)

\_\_\_\_\_  
(Title and Rank)

My commission expires: \_\_\_\_\_

**REFERENCE: 10 O.S. § 701**

**STUDENT RESIDENCY DISPUTE PROCEDURES**

The superintendent of schools shall serve as the district residency officer.

If a dispute arises regarding a student's residency, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.
2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Turkey Ford schools until these dispute procedures have been exhausted.
3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.
4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning therefor.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

**STUDENT ATTENDANCE**

The Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 80% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

**REFERENCE: 70 O.S. §10-105, §10-106**  
**Department of Education, Administrator's Handbook**

**CROSS-REFERENCE: Policy EHAA, Family Involvement**

## STUDENT ATTENDANCE (REGULATION)

In accordance with the policy of the board of education, the following shall govern student attendance:

1. **School Activity:** These are extra curricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.
2. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the local board, shall be ten.
3. Once a student has had ten activity absences from any one class period, the student must be reported to the Principal's Office for consideration for further absences.

The Internal Review Committee shall be appointed by the board of education.

The criterion for continuing beyond the ten day absence limit shall be as follows:

- A. A student must have a letter grade of a "C" or better in the subject he is wanting to miss.
- B. Before a student is given permission to be absent beyond the ten day limit, even though he has a "C" or better, his record must show that his grade was not adversely affected by the previous ten days of absence and he has turned in all required work missed on previous days out.

The policy of the board of education does not set a maximum number of absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated eight student activity absences, advise the student and note it in the Grade or Plan Book.
3. When a student has obtained his activity absences, the student's name is to be submitted to the Principal.
4. Each teacher who anticipates requesting students be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the ten day rule are:

Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.

The board of education shall review annually the activity calendar.

## ATTENDANCE POLICY (REGULATION)

In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC-R2 for K-6) is required to attend each class a minimum of 80% of the time in order to receive credit for that class. A maximum of eighteen days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class.

### ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

#### School Activity:

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### Absence by Arrangement:

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

**ATTENDANCE POLICY, REGULATION (Cont.)**

3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

**Unexcused Absence:**

1. This is any absence that does not fall within one of the above categories. Work may be made up. However, one point per unexcused absence will be taken from the student's nine-week average. Five unexcused absences will result in that student not receiving credit in that class for the semester.

**Truancy:**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. One point will be deducted from their nine weeks average, for each instance of truancy. The student may be subject to further disciplinary action.

**Tardies:**

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Each three tardies will constitute an unexcused absence from that class.

Any student who exceeds the eighteen day limit and feels he/she has "just cause," may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

**\* REFERENCE: SB 425 (38 O.S. §37)**



**ATTENDANCE REGULATION  
(KINDERGARTEN THROUGH SIXTH GRADE)**

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through six.

The maximum number of absentees during any nine-week period shall be five. A student absent from class more than five times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

Three tardies during a nine week period will be considered one absence.

The following are examples of absences:

**AVOIDABLE**

Vacations  
Trips for visits

**UNAVOIDABLE**

Personal Illness  
Medical Appointments

## OPEN TRANSFER POLICY TRANSFERS AND ASSIGNMENTS

It is the policy of the Turkey Ford 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 beginning March 1 and ending the first Monday in June in 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 May 31, the superintendent shall notify the resident school district that a 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 not later than July 15. 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 condition, 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.
5. Adjudication as a Juvenile Sex Offender.

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:

**OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)**

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 February 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.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70O.S. § 24-100.3, and the receiving school district has verified that:
  - (i) The student has been the victim of harassment, intimidation, or bullying; and
  - (ii) The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

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.

**OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)**

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 the 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 July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

**REFERENCE:** 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.  
70 O.S. §24-101, et seq.  
Family Education Rights and Privacy Act  
Atty. Gen. Op. No. 87-134, April 1, 1988

**CROSS-REFERENCE:** Policy FDA, Students: Enrollment Requirements  
Policy FEE, Student Transfers From Dependent School Districts

***THIS POLICY REQUIRED BY LAW.***

PARENT'S APPLICATION FOR TRANSFER OF STUDENTS

Regular  Emergency  Cancellation

COUNTY OF RECEIVING SCHOOL DISTRICT: \_\_\_\_\_

Date of Application \_\_\_\_\_

For the School Year \_\_\_\_ - \_\_\_\_

SENDING SCHOOL DISTRICT

RECEIVING SCHOOL DISTRICT

County \_\_\_\_\_

County \_\_\_\_\_

District Number \_\_\_\_\_ Approved

District Number \_\_\_\_\_ Approved

District Name \_\_\_\_\_ Denied

District Name \_\_\_\_\_ Denied

Date \_\_\_\_\_ Signature of School Superintendent \_\_\_\_\_

Date \_\_\_\_\_ Signature of School Superintendent \_\_\_\_\_

In pursuance to the provisions of the Statutes of the State of Oklahoma and the rules and regulations of the State Board of Education, application is hereby made to permit the following named child/children to transfer from the sending district to the receiving district as indicated above:

FULL NAME (Please Print)	BIRTH DATE	AGE	GRADE

Reason(s) for transfer: \_\_\_\_\_

If transfer is for special education, a test evaluation (not over 3 years old) must be submitted with transfer application.

Has any child in this family been transferred to this district before? \_\_\_\_\_ If yes, what year? \_\_\_\_\_

This applicant verifies that he/she is the parent or guardian of the child/children above named. This applicant hereby acknowledges that he/she and the child/children, if transferred, shall be bound by the rules and regulations of the receiving district and the compulsory school attendance laws of Oklahoma.

Signature of Parent or Guardian \_\_\_\_\_

Residence Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Approved   
Denied

Date \_\_\_\_\_

Signature of Superintendent of Receiving School District \_\_\_\_\_

RETURN TO SUPERINTENDENT OF RECEIVING SCHOOL DISTRICT

## **STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS**

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- a. At least one parent of the student has a Department of Defense-issued identification card;
- b. At least one parent can provide evidence that he or she will be on active duty status or orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and
- c. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

**REFERENCE: 70 O.S. §8-103.1**

## **POLICY REQUIRED BY LAW EFFECTIVE November 1, 2013**

**WITHDRAWAL FROM SCHOOL**

The Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

**REFERENCE: HB 2692 (47 O.S. §6-107.3)  
70 O.S. §35e**

**HEALTH:  
STUDENTS**

The Board of Education believes that the goals of educators should include training which helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

**REFERENCE:** 70 O.S. §5-117, §10-105, §11-103, §1210.194  
63 O.S. §1-507



**INSTRUCTIONS FOR PARENTS**

Shampoos to use in treatment of Head Lice:

<u>Prescription</u>	<u>Non-Prescription</u>
Kwell	A-200
Scabene	R & C
	RID
	Triple X
	Cuprex

These products are available from your local drug store or pharmacist. When used as directed on the package, the products will quickly kill the lice and their eggs (nits). Usually two treatments are needed.

By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once.

Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.

If other members of your family become infested, treat them also.

Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water (at least 130 deg. F) or by dry cleaning those that have been used in the last two weeks.

Thoroughly wash combs and brushes in hot soapy water to disinfect.

Use clean towels for each person.

Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.

Rinsing hair with vinegar after shampoo makes nit removal easier.

Repeat shampoo and house cleaning procedures in 7-10 days.

**FIRST AID  
STUDENTS**

The Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The superintendent shall prepare regulations supporting this policy and establishing a procedure for assisting students who become ill or injured while under the school's responsibility.

The superintendent shall emphasize to students and parents that in order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. The regulation prepared by the superintendent must be approved and adopted by the board.

**VISION SCREENING OF STUDENTS**

During enrollment, parents or guardians of students who enroll in kindergarten, first, or third grade for the 2007-08 school year and thereafter, shall receive notification of state law via a copy of this policy regarding vision screening.

Beginning in the 2007-08 school year, the parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the students passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department.

No student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

**REFERENCE: 70 O.S. § 1210.284**

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Turkey Ford 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 nonprescribed medication be dispensed to that student, the principal, or the principal'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 principal'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 or an anaphylaxis medication used to treat anaphylaxis 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 or anaphylaxis 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 or anaphylaxis 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 or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

## E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription 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 directions or written instructions from the student's physician.
4. School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.

The administrator, or administrator'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 medication 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.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

**REFERENCE:** 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.

*THIS POLICY REQUIRED BY LAW.*

## 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 students.
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. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

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 Turkey Ford 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.

**REFERENCE:** 70 O.S. §1-116.3

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### OSSBA POLICY SERVICES LEGAL NOTES:

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.



### DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of \_\_\_\_\_. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is: \_\_\_\_\_

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

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Agreed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent or Guardian of Student

\_\_\_\_\_  
Principal (or designee)

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.

### DIABETIC STUDENT INFORMATION SHEET

Please be advised that \_\_\_\_\_ has diabetes. The parents of the student have provided the school district with written permission to provide this information to all school employees who will be responsible for providing transportation services to the student or may be required to supervise the student.

1. Emergency contact. If an emergency situation occurs, please contact \_\_\_\_\_ at \_\_\_\_\_.
2. Potential emergencies that may occur with regard to this student include:

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3. This information is confidential medical information. Do not disclose this document or any medical information regarding this student to any person. Disclosure of this information shall result in disciplinary measure which could include termination of employment.

REFERENCE: 70 O.S. §1210.196.6

## TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

"Alcohol" means any nonintoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;

"Drug" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. Illicit drugs includes tobacco and tobacco products.

### Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

**TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO (Cont.)**

The superintendent is directed to develop a drug education curriculum implementing these objectives. The superintendent is further directed to develop an addendum to this policy describing the health hazards of drug usage.

**REFERENCE: 70 O.S. 1210.229-1, et seq.  
Public Law 101-226**

### SCHOOL BUS PROGRAM

The Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board shall provide school bus transportation to students who live outside a one and one-half mile radius of school, at any designated pick-up points, and to each child who is participating in a Head Start program. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

**REFERENCE:** 70 O.S. §9-101, et seq.

## ACTIVITY BUS USE (GUIDELINES)

In accordance with the policy of the board of education and to assure a well-maintained activity bus for all students, the following guidelines shall apply:

1. The bus driver is the "pilot" in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision-maker.
2. The only carry-ons permitted on the bus will be books. All other items will be stored in the luggage compartment under the bus. If there is a question regarding a carry-on, ask the bus driver.
3. Riders are to be in their seats when the bus is in motion. No leaning over seat backs or resting feet in the aisles.
4. Unless the driver or a sponsor is aboard, the bus will remain locked.
5. In general, food and drinks are not to be taken on the bus; however, the driver has the prerogative of establishing his rules regarding this matter. The driver will announce these rules prior to departure.
6. When the activity bus arrives at its destination, the bus driver, with the assistance of the sponsor(s), will inspect the condition of the entire inside of the bus prior to riders getting off. Riders will be asked to clean up in the areas they have occupied.

## SCHOOL BUS PROGRAM (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action he deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the high school until school dismissal must remain in the bus.
10. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

**SCHOOL BUS INCIDENT REPORT**

\_\_\_\_\_ **PUBLIC SCHOOLS**

\_\_\_\_\_, **OKLAHOMA**

Bus No. \_\_\_\_\_

Driver \_\_\_\_\_

Date \_\_\_\_\_

Type of incident \_\_\_\_\_

\_\_\_\_\_ Student \_\_\_\_\_

(Name of student)

\_\_\_\_\_ Driver \_\_\_\_\_

(Name of driver)

Incident:

\_\_\_\_\_ Failure to remain seated

\_\_\_\_\_ Refusing to obey driver

\_\_\_\_\_ Fighting

\_\_\_\_\_ Profanity

\_\_\_\_\_ Lighting matches

\_\_\_\_\_ Smoking on bus

\_\_\_\_\_ Throwing objects from bus

\_\_\_\_\_ Throwing objects on bus

\_\_\_\_\_ Hanging out of window

\_\_\_\_\_ Spitting

\_\_\_\_\_ Disobeying bus monitor

\_\_\_\_\_ Bothering others

\_\_\_\_\_ Vandalism

\_\_\_\_\_ Other (See below)

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

Action taken: \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_



### SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

School bus drivers will always bring the bus to a full stop - with caution lights flashing - before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

## REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

**REFERENCE:** 10 O.S. §7101, et seq.  
21 O.S. 1981, §846, 847  
63 O.S. §1-120 (G)  
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

**CROSS-REFERENCE:** Policy FFGB, Child Abuse Investigations

### SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A copy of this suspected child abuse or neglect report is to be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools.

Describe the nature and extent of the suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any evidence of previous suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_

Names of persons present during the interview with the child: \_\_\_\_\_

\_\_\_\_\_

Name of investigating social worker with the Department of Human Services (if known): \_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Signature of Supervising Administrator: \_\_\_\_\_

## FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Turkey Ford 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.

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
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. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

### Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

### Non-school Fundraisers

Students, staff, and patrons are prohibited from conducting fundraisers for non-school activities on school premises.

**REFERENCE: 21 O.S. §1051  
70 O.S. §5-122, §5-129, §5-135**

## STUDENT RECORDS

It is the policy of the Turkey Ford 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.

The educational records or school records include all materials directly related to a student that 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 interest 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 will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

**STUDENT RECORDS (Cont.)**

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.

**REFERENCE: 34 CFR 99.1**  
**18 USC §2231 and 2332 (g)(5)(B)**  
**20 USC §1232**  
**P.L. 107-110, No Child Left Behind Act of 2001**  
**51 O.S. §24A.16**  
**70 O.S. §6-115**  
**70 O.S. §24-101.4**  
**70 O.S. §24-114**

**COMPLIANCE WITH FAMILY EDUCATION  
RIGHTS AND PRIVACY ACT OF 1974  
(REGULATION)**

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 tape, 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.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****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 a school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent to the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the 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;



**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to 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.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Office	Superintendent
Cumulative School Records (Former Students)	Office	Superintendent
Health Records	Office	Superintendent
School Transportations Records	Office	Superintendent
Speech Therapy Records	Office	Superintendent
Psychological Records	Office	Superintendent

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.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

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 locations, 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 hours, 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 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 to third parties (not parents or students) in the following situations:

1. The student has 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 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 students seeks or intends to enroll.

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

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

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

**DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information";

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

**(NOTE: A district may designate all, some, or none of this information as directory information.)**

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

***OPTIONAL:***

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

or

The school district has created a limited directory information policy and will limit access to only those parties and purposes specified as follows: (insert listing).

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state appointed by the school board to an administrative or supervisory position;
3. A person certified by the state under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under that provision);

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;  
or
4. Time is an important and limiting factor in dealing with the emergency.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of students rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing of the reasons for the delay and a date when the decisions will be made.



**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing.
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**Fourth Level Decision**

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed.
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with school district's decision and/or the reasons he or she believes the record is incorrect.

### CUMULATIVE RECORDS

It is the policy of the Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background.

**REFERENCE: 70 O.S. §24-114**

## TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Vocational and Technical Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8), and
- (11) Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E.

**TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)**

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

**REFERENCE:** 10 O.S. §620.1, et seq.  
10 O.S. §7001-1.3

**CROSS-REFERENCE:** Policy GBA, Open Records Act

**PERMISSION FOR THE TRANSFER AND/OR RELEASE OF  
CONFIDENTIAL STUDENT INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian(s) of \_\_\_\_\_, a student at  
(Name) (Name)  
\_\_\_\_\_, \_\_\_\_\_ Public Schools, request that the following part of the  
(School)  
above student's records

\_\_\_\_\_ be made available to \_\_\_\_\_ for the purpose of  
(Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_ Please send me a copy of the records released at the following address:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

\_\_\_\_\_ Please send a copy to the above student at the following address:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for reproduction and mailing.

**INFORMATION COORDINATOR**

The school district will designate a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent or legal guardian of the student or by court order. Only information maintained by the district which is not prohibited from being released to law enforcement officers by state or federal law regarding past and present students in the district, including the following, may be released only by court order or by parental consent:

1. student's name, address, telephone listing, and date and place of birth;
2. parent or lawful custodian's name, address, and telephone listing;
3. major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. student's participation in officially recognized activities and sports;
5. weight and height of members of athletic teams;
6. dates of attendance, dates of enrollment, withdrawal, re-entry;
7. diplomas, certificates, awards, and honors received;
8. most recent previous educational agency or institution attended by the student.

**REFERENCE:** 70 O.S. §10-103.2  
SB 781, May 2, 1994

**STUDENT ACTIVITIES  
ELIGIBILITY**

It is the policy of the Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Friday. If a student is failing in more than one solid subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.



**STUDENT ACTIVITIES  
ELIGIBILITY  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules<sup>1</sup> state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st.<sup>2</sup>
2. If the student has on file, in the principal's or authorized director's office, a physician's and parent's certificate for the present school year.<sup>3</sup>
3. If the student has attended classes 90% of the time for the current semester.<sup>4</sup>
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.<sup>5</sup>
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)<sup>6</sup>
6. If the student has not participated in a contest under an assumed name.<sup>7</sup>
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.<sup>8</sup>
8. If the student has not participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.<sup>9</sup>
9. If the student has not attended school eight semesters in grades 9 through 12.<sup>10</sup>
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade.<sup>11</sup>
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.<sup>12</sup>
12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.<sup>13</sup>

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

**STUDENT ACTIVITIES, ELIGIBILITY, REGULATION (Cont.)**

To be eligible to participate in activities involving other schools, a student must be passing in at least three regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests or in any activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

<sup>1</sup> There are 21 "Rules" in the OSSAA Administrators' Handbook. Not all deal with student eligibility. Information for the listing comes from the first 15 Rules. Please note the following:

Rule 6 relates to the ineligibility of students who have completed all requirements for high school graduation or who have already graduated.

Rule 9 relates to schools maintaining certification of eligibility forms until requested by the OSSAA.

Rule 10 relates to selection and contracting of game officials.

Rule 11 relates to competitions between members of OSSAA and nonmembers.

Rule 12 relates to local school enforcement of the OSSAA constitution and rules.

Rule 13 relates to tournaments, meets, and contests.

<sup>2</sup> This information is found in Rule 1.

<sup>3</sup> This information is found in Rule 1, Section 2.

<sup>4</sup> This information is found in Rule 2.

<sup>5</sup> This information is found in Rule 3.

<sup>6</sup> This information is found in Rule 4.

<sup>7</sup> This information is found in Rule 4, Section 2.

<sup>8</sup> This information is found in Rule 4, Section 3.

<sup>9</sup> This information is found in Rule 5.

<sup>10</sup> This information is found in Rule 7.

<sup>11</sup> This information is found in Rule 7, Section 1a.

<sup>12</sup> This information is found in Rule 8.

<sup>13</sup> Information for this item came from Rule 15, Sections 1 and 2.

### EXTRACURRICULAR ACTIVITIES

The Board of Education believes that extracurricular activities are those activities which primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

## EXTRACURRICULAR ACTIVITIES (REGULATION)

In accordance with the policy of the board of education, these regulations (FMA-R1, FMA-R2, and FMA-R3) shall govern extracurricular activities in the public schools:

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school which causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities which are part of interscholastic athletics.
4. Organized activities which are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity which requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar in the high school office. The calendar will reflect the time, place, and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

**EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)**

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

## EXTRACURRICULAR ACTIVITIES REGULATION

### 1. ABSENCES

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

### 2. SPONSOR/TEACHER RESPONSIBILITIES:

- A. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
- B. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.

**EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)**

- C. Sponsor/teacher should check activity absentee list regularly in order to help students plan for future absences.
  - D. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.
3. **CRITERIA FOR EARNING THE RIGHT TO REPRESENT THE SCHOOL IN ACTIVITIES OR CONTESTS BEYOND TEN DAYS:**
- A. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
  - B. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
  - C. Vocational and 4-H:
    - 1. Stock Shows - In qualifying to attend state and national shows, the student must meet the following criteria:
      - a. Own animal to be shown no less than 60 days prior to competition.
      - b. Must show in local or county show to qualify for district.
      - c. Must rank in top seven in a class at district to qualify for state show (Oklahoma City/Tulsa).
      - d. Student and/or animal must rank in top ten in class at state to qualify for a national show.

Absences due to attendance at state or national stock shows which do not meet the above criteria are chargeable to the ten activity absences.
    - 2. Speech Contests:
      - a. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.
      - b. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.

**EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)**

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

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



**EXTRACURRICULAR ACTIVITIES  
INTERNAL ACTIVITY REVIEW COMMITTEE**

1. The board of education has established an Internal Activity Review Committee composed of:
  - A. Activities Director,
  - B. President of High School Student Council,
  - C. Representative of the Principals,
  - D. Representative of the Classroom Teachers,
  - E. Representative of the Fine Arts Department,
  - F. Representative of the Athletic Department,
  - G. Representative of the Vocational Department,
  - H. Representative of the Central Office Administration, and
  - I. Parent selected by the other committee members.
2. The committee shall be responsible for reviewing and recommending any deviations of the activity policy to the board of education. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the board at the next regular meeting.
3. In order for a student to request an exception to the ten day limit through the Internal Activities Review Committee, the student must meet the following criteria:
  - A. Grade point average of eighty with no failing grades at last nine week reporting period.
  - B. Must have been in attendance in each class eighty percent of the school year at time of request. All absences for any reason other than absences listed in exceptions will be counted.
  - C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
  - D. Request in writing for hearing be made one month in advance of absence by student and/or sponsor.

**EXTRACURRICULAR ACTIVITIES, INTERNAL ACTIVITY  
REVIEW COMMITTEE (Cont.)**

## 4. Appeal of decision of internal activity review committee following initial hearing:

## Procedures for filing complaints:

- A. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the names of the students, dates and classes missed which exceed policy statement, part A.
- B. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
- C. The monitoring team shall submit a written report to the superintendent and local board of education within ten school days of the on-site visit.

## ACTIVITY PARTICIPATION APPROVAL

Listed below are students who are scheduled to attend the following activity:

\_\_\_\_\_ on \_\_\_\_\_  
Date - Hr. or Hrs.

Please circle the name of any student below who is not doing satisfactory classwork or who has excessive absences in your class. If you circle any names, please sign and return the sheet to the sponsor by 3:00 today. The sponsor is encouraged to visit with the teacher and student in an effort to improve the situation.

The student may attend the activity providing he/she meets the requirements of the eligibility and attendance policies or unless the sponsor and teacher agree that it would be in the best interest of the student to remain in class.

SENIORS

JUNIORS

SOPHOMORES

FRESHMEN

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Principal  
Activity Director

Does, does not count against 10 day activity absences.

Does, does not count against 80% attendance.

The sponsor of the activity must provide this list to the office at least one week prior to the activity in order for it to be approved. There are some exceptions but these should be very few.

After returning from the activity, please give to the Activity Director the names of those who did not attend.

**STUDENT CLUBS AND ORGANIZATIONS SPONSORS**

The Turkey Ford Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

**LEGAL REFERENCE: 70 O.S. § 24-105**

***A POLICY ON THIS ISSUE IS REQUIRED BY LAW***

## STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### Rights

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to compete for student office and to vote in student elections.
4. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
6. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### Responsibilities

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

**STUDENT RIGHTS AND RESPONSIBILITIES (Cont.)**

7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

**HAZING AND HARASSMENT**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student in this school district will be subject to hazing, harassment, or any other form of persecution by any student or employee whether connected to any fraternity or organization or not.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student in this school district.

**REFERENCE:** 21 O.S. §1190

**CROSS-REFERENCE:** Policy FMCAA, Gang Activity  
Policy FO, Student Discipline

## BULLYING

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

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

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

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

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



**BULLYING (Cont.)**

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

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

The superintendent shall develop procedures providing for:

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

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_

## PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

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

### Definitions

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

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

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

### Procedures

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

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

**INVESTIGATION PROCEDURES (Cont.)**

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

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Turkey Ford Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

## PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

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

### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

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

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

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)**

## 3. General Display of Bullying Acts

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

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

## PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Turkey Ford Public Schools.

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

#### 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Turkey Ford Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

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

#### B. Turkey Ford Public Schools' Safe School Committee

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

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

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

#### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.



**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)**Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)**

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

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

**Publication of Policy**

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.turkeyford.org](http://www.turkeyford.org) and at each school site that has Internet website. The policy will be included in all student and staff handbooks.

**CROSS-REFERENCE: Policy BDFC, Safe School Committee**

## REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the board of education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

**REFERENCE:** 70 O.S. §24-138  
63 O.S. §2-101, et seq.  
70 O.S. §24-102  
37 O.S. §163.2

**NOTE:** A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.

**DRUG-FREE SCHOOLS**

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

**"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)**

**Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.**

**REFERENCE: Public Law 101-226  
70 O.S. §1210.221, et seq.**

**CROSS-REFERENCE: Policy DCC, Drug-Free Workplace  
Policy DCCA, Use of Illegal Chemical Substances by Employees  
Policy FFBA, Teaching about Drugs, Alcohol, and Tobacco  
Policy FFBA, Drug and Alcohol Use by Students  
Policy FNCF, Reporting Students Under the Influence**

**WEAPONS**

It is the policy of the Turkey Ford Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

**REFERENCE:** 21 O.S. §1277, §1280.1

**NOTE:** "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than two (2) years.

**WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

**WEAPONS-FREE SCHOOLS (Cont.)**

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

**REFERENCE:** 18 U.S.C. §921  
21 O.S. §1271.1, §1280.1  
70 O.S. § 24-132.1

**CROSS-REFERENCE:** Policy FNCG, Weapons  
Policy FOD, Suspension of Students  
Policy FOD-R, Suspension of Students, Regulation  
Policy FODEA, Student Discipline Procedures for Handicapped Students  
Policy FODEB, Suspension of Disabled Students

**NOTE :** The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

***THIS POLICY REQUIRED BY LAW.***

### SEARCH OF STUDENTS

The 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 which supports this policy.

**REFERENCE:** 70 O.S. §24-102



## 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, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably 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. 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 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 except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be 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.

**SEARCH OF STUDENTS, REGULATION (Cont.)**

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.
9. A student suspended as a result of this regulation may appeal the suspension to the board of education.

**REFERENCE: 70 O.S. §24-102**

**ELECTRONIC COMMUNICATION DEVICES**

It is the policy of the Board of Education that no student shall possess or use an electronic paging device, beeper or cellular telephone while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use an electronic paging device, beeper, or cellular telephone upon prior written consent of the student's parent or guardian, and the superintendent or the superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent.

**REFERENCE: 70 O.S. §24-101.1**

**ELECTRONIC READING DEVICES**

It is the policy of the Turkey Ford Board of Education that a student may possess an electronic reading device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student' paren or guardian, and the superintendent or the superintendent's designee.

Students found to be in possession of an electronic reading device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension.

**PARENT PERMISSION/AGREEMENT FORM  
ELECTRONIC READING DEVICES**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ School Year: \_\_\_\_\_

Electronic Reading Device  
Name/Description: \_\_\_\_\_

***STUDENT ELECTRONIC READING DEVICE USE AGREEMENT:***

Electronic reading devices, e.g. *Kindle* and *Nook*, etc. may be brought to school and used only with written parental permission and may only be used to read while at school.

Your signature below indicates your understanding of these rules and agreement to abide by them.

Note: Your signature below indicates your understanding and agreement that all electronic reading devices such as *Kindle* and *Nook* are brought to the school to be used for the sole purpose of reading devices.

Any student discovered to be using the device for any other activity will have the device taken away. The parent will need to retrieve the device from the adult who confiscated it from the student. In addition, the student may be disciplined for misuse of the device. Electronic reading devices are to be used exactly as a reading device would be used while at school, or at any function related to the school district.

The school district is not responsible for any inappropriate use of electronic reading devices by students while at school.

Signature signifies agreement and compliance: I give my permission for my child in Turkey Ford school district to have an electronic reading device for reading and only school approved purposes and we agree to abide by the school's rules for such device. We understand that our child will be solely responsible for the safety and security of the device. We will discuss appropriate care of the electronic reading device with our child.

Signature of Parent/Guardian:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

## STUDENT DISCIPLINE

The 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. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee.

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 student's attitude;
- 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;
- Any other circumstances which may be appropriately considered.

Standards 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/late room
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
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

**STUDENT DISCIPLINE (Cont.)**

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

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

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

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.

**REFERENCE: 10 O.S. §7115  
70 O.S. §6-114**

**STUDENT DISCIPLINE (Cont.)**

- CROSS-REFERENCE:** Policy FOB, Corporal Punishment  
Policy FOC, Detention  
Policy FOD, Suspension of Students  
Policy FOD-IHS-R, In-house Suspension of Students  
Policy FODD, Student Discipline, Out-of-School Actions  
Policy FNC, Student Conduct  
Policy FNF, Search of Students  
Policy FNFB, Inspection of Student Lockers



## 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.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children within 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 which is not included in the following schedule may warrant appropriate disciplinary measures.

### Infractions

#### Level I

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/playground misconduct
5. Negligence in completing classwork

#### Level II

1. Cutting class (check absentee policy)
2. Leaving school without permission
3. Truancy (check absentee policy)
4. Tobacco on school grounds

#### Level III

1. Theft
2. Assault-physical or verbal
3. Fighting
4. Destruction of property
5. Other offenses - possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc.
7. Refusal to obey school officials

### Code Numbers:

1. Warn Students
2. Remove from class or group (temporary or permanent)
3. Parental conference (phone or personal)
4. Detention
5. In-House suspension
6. Financial restitution

**CONTROL AND DISCIPLINE POLICY (Cont.)**

7. Involve law enforcement
8. Refer to other social agencies
9. Suspension (1-3 days, no school makeup)
10. Long-term suspension (Follow due process)
11. Any other disciplinary action deemed appropriate under the circumstances
12. Loss of points/course credit

Control and Discipline Policy Schedule

1st Violation Level I	2nd Violation	3rd Violation
1. 1	1,3,4	3,4,5,9,11
2. 1,2,3,9	1,2,3,4,5,9	2,3,5,9,10,11
3. 1,2,3,4	1,2,3,4,9	2,3,5,9,11
4. 1,2,3,9	2,3,4,5,9,11	2,3,5,9,10
5. 1	1,3,4	1,3,4,9,11,12
<b>Level II</b>		
1. 1,4,11,12	3,4,5,9,12	3,5,9,10,12
2. 1,4,11,12	3,4,5,9,12	3,5,9,10,12
3. 1,3,4,5,11,12	3,4,5,9,12	3,5,9,10,12
4. 1,3,4,5,9	3,5,9	5,9,10
<b>Level III</b>		
1. 3,4,6,7,8,9,10	3,6,7,8,9,10	6,7,8,9,10
2. 3,4,5,7,9,10	3,5,7,9,10	3,5,7,9,10
3. 3,5,9	3,5,9,10	3,5,9,10
4. 3,5,6,7,8,9,10	3,5,8,9	3,5,6,10
5. 3,5,9,10	3,5,8,9	3,10
6. 3,5,9,10	3,8,9	3,9,10
7. 1 through 12	1 through 12	1 through 12

The above schedule is a list of alternatives, of which one or more may be used as the principal or designees deems just, given the circumstances of the individual case. Alternatives are not necessarily selected in numerical order, but are to be determined by the principal or teacher according to the severity of the offense.

Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy schedule.

## SUSPENSION OF STUDENTS

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

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- 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
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

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.

**REFERENCE:** 10 O.S. §7005-1.2  
10 O.S. §7303-5.3  
10 O.S. §7307-1.2  
37 O.S. §163.2  
70 O.S. §24-101.3, §24-102, §24-103, et seq.

***THIS POLICY REQUIRED BY LAW.***

## **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:
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - 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
  - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
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. (See policy FNCGA.)
3. Except under circumstances that 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 class room 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 are 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 that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**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 therefor.
2. In-school placement. 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 therefor, 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 therefor, 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 school work 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.

Appellate ProceduresSuspension Appeals Committee (Optional)

A suspension appeals committee is hereby established which will consist of \_\_\_\_\_ 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.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

*(If a Suspension Appeals Committee is created, then. . .)*

**Appellate Procedures (Option A)**

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.  
- OR -
  - (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 may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer 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.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

- C. During the hearing of the appeal before the board of education or hearing officer, 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 or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer 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 of education or hearing officer shall be final.

*(If no Suspension Appeals Committee is created, then. . .)*

**Appellate Procedures (Option B)**

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 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.
  - 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 of education 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.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer 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 or hearing officer, 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.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer 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 of education or hearing officer 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 REQUIRED BY LAW.*



## STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district are 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.

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

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

REFERENCE: 70 O.S. §6-114

**STUDENTS:  
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 payment.

**STUDENTS:  
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 become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
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.

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.

Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

### DECISION-MAKING: STUDENT INVOLVEMENT

A primary task of our school system is to create a stimulating learning climate that develops active involvement of students and develops a spirit of inquiry. Such a climate is created when students work with the school staff in planning and evaluating school programs.

The board believes that students should:

be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of study;

feel free to express without fear their own opinions, recognizing that every privilege and right has a corresponding responsibility;

involved in the planning of assembly programs and school-sponsored forums of interest;

be encouraged to participate in student government organizations that provide students with a voice in school affairs.