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**ANDADARKO PUBLIC PUBLIC SCHOOLS: DISTRICT POLICY      EB**

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**ADMISSION, RESIDENCY, PLACEMENT, TRANSFER, AND WITHDRAWAL**

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

- A. Students who are legal residents of the District;
- B. Students who have a legal transfer into the District;
- C. Students who have been accepted by the District on a tuition basis; and
- D. Foreign students who have been accepted by the District as Non-immigrant (F-1) Students.

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

**Age Requirements:**

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

- D. **Proof of Age:** Any student who is enrolling in preschool, kindergarten, or the first grade for the first time shall present upon enrollment a birth certificate or hospital record which verifies the student's age. All other students enrolling in the District shall present verification of age when requested by the school for verification of age.

If such a document is not presented within four (4) weeks after its request, the student's enrollment shall be terminated until verification is produced.

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

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

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

**Residency Requirements:**

- A. **Categories of Residency:** The following students shall be considered legal residents of the District:
1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.

2. Students who reside with a person within the fourth degree of relationship who has assumed permanent care and custody of the student and who holds legal residence in the District.
3. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
4. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.
5. Students whose full-time care and custody is held by an orphanage or an eleemosynary child care facility.
6. Students who reside in the District and are supporting themselves entirely by their own efforts.
7. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
8. Students who are homeless persons as defined by 42 U.S.C. §11302.
9. Any other students provided for by law.

B. Procedures for Determining Residency: The following procedures shall be used to determine the residency of a student in the District:

1. An admissions form shall be completed for each student initially enrolling to attend school in the District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency.
3. If a student is denied admission to a school in the District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to the District's Residency Officer in writing, stating the reasons for the appeal. The District's Residency Officer shall be the Superintendent. The District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of the District's Residency Officer shall be final.

4. If a student has been admitted to attend school in the District after establishing a bona fide legal residence in the District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if the District determines that the student did not in fact establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

**Power of Attorney:** A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records, or those powers specifically delegated to the attorney-in-fact.

**Withdrawals:** Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

**Placement and Assignment:** Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Any third-grade student found not to be reading at grade level as determined by reading assessments administered pursuant to state law, a new reading instruction shall be developed and implemented. The parent or guardian of the student shall be notified in writing of the following:

- 1. That the student has been identified as having a substantial deficiency in reading;

2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designated to remedy the identified area of reading deficiency;
4. That the student will not be promoted to the fourth grade if the reading deficiency is not remedied by the end of the third grade, unless the student is exempt for good cause;
5. Strategies for parents to use in helping their child succeed in reading sufficiency;
6. That while the results of the criterion-referenced test administered are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available; and
7. The specific criteria and policy of the District for midyear promotion.

A teacher who determines a third-grade student is unable to meet competencies required for reading for completion of third grade and promotion to fourth grade, may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies for reading by the student at a summer academy or other program. If the student does not successfully complete the competencies in the summer academy or other program, the student may be retained in the third grade.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

**Placement of Student Victims:** Upon the Superintendent's receipt of notice from a juvenile bureau that a student of the District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, the District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests

to be separated from the offender, the District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

**Open and Emergency Transfers:** A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into the District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space.

Open or emergency transfers shall not be granted to and, if granted, may be cancelled for a subsequent school year or revoked for the current school year for students who:

1. Have exhibited discipline problems such as suspensions, multiple discipline referrals, or discipline referrals for major infractions; or
2. Have not maintained a minimum of eighty percent (80%) attendance in the semester or school year immediately preceding their application for a transfer or while attending District under a transfer.

In addition, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, District reserves the right to deny and/or to cancel or revoke any transfer when approval or continuation of the transfer would cause District staff, programs, or space to exceed eighty percent (80%) of available capacity.

A. Open Transfers: Students meeting the criteria for transfers set forth herein shall be considered on a first-come, first-serve basis, subject to space availability. A request for an open transfer may be denied or if granted, may be revoked, if the District does not offer the program the student requires or desires. However, the District shall not accept or deny a transfer on the basis of ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability.

The appropriate application must be completed and submitted to the Superintendent no later than May 31 of the school year preceding the school year for which the transfer is requested. By May 31 of the same school year, District shall notify the resident school district of the application for transfer. The Board of Education shall approve or deny the application for transfer no later than July 15 of the same year and shall notify the parents of the student of the decision. By August 1 of the same year, the parents of the student shall notify the District that the student will be enrolling in the District. Failure to do so may result in loss of the student's right to enroll for that school year.

On or before September 1, the Superintendent shall file with the State Board of Education and each resident district a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and their respective grade levels. A student granted an Open Transfer shall be entitled to continue to attend school in the District until notified that the Open Transfer is revoked for a subsequent school year or cancelled for the current school year. A separate application must be submitted

for each student who desires a transfer.

If a student is granted an Open Transfer by the District, any sibling of the student granted an Open Transfer may attend school in the District if the sibling meets the same criteria as set forth above. When a student is granted an Open Transfer to the District for a particular school year, the student shall be required to submit a request for an Open Transfer for all subsequent school years in order to continue attending school in the District unless and until the District denies or revokes the transfer.

If an Open Transfer is revoked or cancelled, the District shall notify the student's parents and the resident school district of the revocation or cancellation by July 15 prior to the school year for which the revocation or cancellation is applicable.

**B. Emergency Transfers:** In addition to the Open Transfer process provided above, students may be transferred on an emergency basis. A written application for an Emergency Transfer shall be made by the parent and submitted to the Superintendent. 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 those reasons set forth in state law (70 O.S. §8-104).

An Emergency Transfer previously made may be canceled, with the concurrence of the Board and the parent. A student granted an Emergency Transfer shall be entitled to continue to attend school in the District for the year in which the student is transferred unless the Emergency Transfer is cancelled, but must reapply for an Emergency Transfer on a yearly basis.

**Special Education and Gifted Education Transfers:** Transfers regarding these students will be considered in accordance with State Department of Education regulations.

**Military Parent Transfers:** The District shall consider and, if appropriate, grant the transfer of dependent children of members of the active and reserve uniformed military services for whom Oklahoma is the home of record. The transfer shall be approved if a) at least one (1) parent of the student has a Department of Defense-issued identification card; b) at least one (1) parent can provide evidence that he or she will be on activity duty in compliance with official orders to another location in support of combat, contingency operations, or a natural disaster for more than thirty (30) consecutive days; and c) the student will be residing with a relative who lives in the District or will be living in the District within six (6) months of the application for a transfer. (70 O.S. §8-103.1).

**LIMITED 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)

(Minor child(ren)).

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 names 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

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.

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 the power of attorney.

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

State of Oklahoma  
County of \_\_\_\_\_

#### ACKNOWLEDGMENT

Before me, the undersigned, a Notary Public, in and for said County and State on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_  
(Name of Paren/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**

### **ATTENDANCE**

**General:** Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

**Absences:** Students are expected to attend all classes if possible, and are expected to attend at least eighty-five percent (85%) of scheduled classes per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more than 12 absences per semester. Both excused and unexcused absences will count towards this total. If a student has more than the allotted number absences, they can schedule a meeting with the attendance committee to justify their excessive truancy or they will have an opportunity to make up time missed through Saturday School.

Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Excused absences include, but are not limited to illness, doctor's appointments, serious matters involving family members, religious observances, and death in the family or attendance at funerals. Students who miss due to an unexcused absence will have to make their assignments on their own time at after-school tutoring or Saturday School. Students who miss due to excused absences will have the same number of days that they miss to make up their work. If they are not made up in a timely manner, points can be reduced or a zero can be given in place of their grade.

**Attendance Policy:** The student Attendance Policy for each school is set forth in the School Handbook. Students must comply with the attendance policy. However, the Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

**Tardiness:** Tardy is defined as arriving after the class bell rings at the beginning of the school day and at the beginning of each class.

**Early Dismissal:** A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

**Truancy:** The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

The District's attendance officer is the Superintendent, and the Superintendent is responsible for enforcing the attendance requirements. The Superintendent shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absence. If a student has six (6) or more unexcused absences within a six-week period or is absent without excuse for ten (10) or more days per semester, the Superintendent shall advise the student's parent or guardian and report the absences to the county's district attorney.

**Appeal of Attendance Record:** Appeals dealing with attendances and tardies must be made to a principal-appointed committee. A request for an appeal must be made within ten (10) days of receipt of the notification that attendance requirements have not been met. This notice shall inform students and their parents or guardians that credit for courses and/or promotion to the next grade or level is being denied. The committee shall determine, at the end of the term, if there are extenuating circumstances for the student's parents or guardians with notice as to its decision. The decision of the committee shall be final.

GRADING, PROMOTION, RETENTION, AND GRADUATION

**Grading:** The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth the District's grading system, including class ranking.

**Testing:** No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum or any teaching techniques or methods.

**Homework:** Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

**Report Cards and Progress Reports:** Report cards shall be sent to parents and/or guardians at the end of each nine-week period. In addition, progress reports may be sent during the nine-week period and telephone calls and personal visits may be scheduled as needed. Parent-teacher conferences are scheduled periodically. A teacher may recommend that a student not be given credit due to a failing grade in the course or due to a failure to meet attendance or tardiness requirements.

**Transcripts:** A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has not been returned,

the District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

**Promotion:** Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

**Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Where possible, the educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade.

**Reading Sufficiency Act:** Any student enrolled in kindergarten, first, second, or third grade in an Oklahoma public school shall be assessed at the beginning and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is found not to be reading at the appropriate grade level shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be reading on grade level.

District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the district shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student has scored below proficient on a screening instrument which meets the reading skills criteria, the District will begin a student reading portfolio and provide notice to the parent(s) or guardian(s) of the deficiency.

If a student has not satisfied proficiency requirements by the end of their third grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

For the 2015-16 school year, a student not eligible for automatic promotion under the above listed paragraph and who scores at the unsatisfactory level on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the "Student

Reading Proficiency Team”. For the 2016-17 and 2017-18 school years, a student not eligible for automatic promotion as provided for under the above listed paragraph and who scores at the unsatisfactory or limited knowledge levels on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for “probationary promotion” by the Student Reading Proficiency Team.

The Student Reading Proficiency Team shall consist of: the parent(s) or guardian(s) of the student; the teacher assigned to the student who had the responsibility for reading instruction during that academic year; a reading teacher in the subsequent grade level; and a certified reading specialist. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed “probationary promotion”, the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act. District may apply these principles and those of the above listed paragraph in grades kindergarten through second grade.

Beginning with the 2016-17 school year, students who score below the proficient level on the reading portion of the statewide third grade criterion-referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not reading at the appropriate grade level and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
- c. A description of the proposed supplemental instructional services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency;
- d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;

- e. Strategies for parents to use in helping the student succeed in reading proficiency;
- f. The grade-level performance scores of the student;
- g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
- h. The specific criteria and policies of District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

Good Cause Exemptions:

- a. Limited-English proficient student who has had less than two (2) years of instruction in an English language learner (ELL) program;
- b. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion-referenced tests and who have an IEP that reflects that the student has received intensive remediation in ready for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade;
- f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two (2) years; and

- g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

1. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

**Course Failure:** A teacher may recommend that a student not be given credit due to a failing grade in the course or due to a failure to meet attendance or tardiness requirements. If the student's parent or guardian is dissatisfied with the recommendation, the parent or guardian may appeal the decision to the Board. The decision of the Board shall be final.

**Acceleration:** In certain circumstances, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

**Graduation Requirements:** In order to graduate from the District, students must complete certain course requirements and tests and be enrolled in the District as set forth in Administrative Regulations or Student Handbook and state law.

**Graduation Exercises:** Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook. Valedictorians and salutatorians shall be selected as set forth in Administrative Procedures or Student Handbook.

**Student Grade Reports:** In order to keep parents better informed, the school will report cumulative grade averages to parents in compliance with the following schedule: Cumulative grades will be posted in the student information system the Friday following the 15<sup>th</sup> of each month. Parents not having access to the internet should contact the school and the school will send a hard copy



(paper copy) home with their child(ren) for review that day. For the months of December and May, semester grades will be posted when all semester grades have been finalized and recorded. These grades will be posted to the student transcript and provided to parents in the above-mentioned format when available.

### STUDENT ACTIVITIES

**General:** Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

**Organizations:** The District shall permit the formation of student organizations as provided by Administrative regulations and procedures. Student organizations shall have at least one (1) faculty advisor and shall comply with state law, District policy, and any Administrative Regulations regarding funds from student activities.

**Government:** The District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or regulations for the District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

**Publications:** The District may establish official District-sponsored publications as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, District policy, and any applicable Administrative Regulations and procedures.

**Contests and Competitions:** Students may participate in various contests and competitions whether sponsored by the District or by other organizations when approved by the appropriate administrator. In determining participation in contests and competitions, the District administrator shall consider the primary educational aims of the District and the needs and interests of the students. Contests shall not be used to promote private or commercial interests or to promote the sale of competitive goods or services. All contests to be conducted shall comply with any applicable Administrative Regulations and procedures. The District may provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend district, regional, state, or other competitions.

**Other Extra-curricular Activities:** A well-organized and well-conducted extra-curricular program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible

by participation in extra-curricular and athletic activities. The eligibility of students to participate in the District's extra-curricular programs shall be monitored by coaches, sponsors, and principals.

Insurance against accident or injury, if required by any applicable law or regulation or desired by the parent or guardian of the student, shall be provided by the student who engages in extra-curricular activities, and will not be provided by the school.

**Concussion and Head Injury Awareness:** On an annual basis, a concussion and head injury information sheet shall be completed and returned by District athletes and their parent or guardian. The information sheet must be returned prior to the athlete's participation in practice or competition.

An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. An athlete who has been removed from participation during a practice or game based upon a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and has received written clearance to return to participation from that health care provider.

**Chase Morris Sudden Cardiac Arrest Prevention Act:** Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by the State Department of Health.

**Field Trips:** Field trips may be scheduled and conducted by the individual instructor, subject to the approval of the Superintendent. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.

Adopted:  
Revised: July 29, 2015

**STUDENT SERVICES**

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

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

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

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

**Title I Services and Funding:** The District participates in and receives funds under Title I of the Improving America's Schools Act of 1994. The District shall insure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. The District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non-Title I funds and shall only use Title I funds to supplement those services and materials otherwise provided by the District.

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

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

Counselor by teachers or principals. In addition, parents who wish to meet with a School Counselor may schedule an appointment and students may request an appointment through their home-room teacher.

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

**STUDENT RECORDS**

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

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

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

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

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

**Records of Requests for Disclosure:** The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records

custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

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

**Fees for Copies:** The District may charge fees, as set forth in the District's open records policy or Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

Adopted:  
Revised:

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

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

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students should submit to the Superintendent or the Superintendent's designee a written request that identifies the records they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A District official also may include a volunteer or contractor outside of the District who performs an institutional service of function



for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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

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

- ◆ To other District officials, including teachers, within the District whom the District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- ◆ To officials of another district, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the

disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- ◆ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- ◆ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- ◆ To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- ◆ To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- ◆ To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- ◆ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- ◆ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- ◆ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- ◆ Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

**STUDENT DRESS CODE**

**General:** There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts).

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. The principal's judgment concerning the appropriateness of clothing is final.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

**Specific Prohibitions:**

The following are specifically prohibited:

1. Short shorts, gym shorts, boxer shorts, spandex shorts, leggings, athletic shorts, cutoffs, and extremely short skirts. Shorts and skirts must be mid-thigh or longer in length.
2. Fishnet shirts, tank tops, string or spaghetti strap tops, halter tops, tube tops, backless articles, and shirts or blouses that do not overlap skirts or trousers, unless worn over an appropriate sleeved undergarment. Shirts should cover the chest. Bare midriffs and shoulders are not permitted; one's cleavage should be unexposed.
3. Writing or pictures on clothing or patches that suggest obscenity or vulgarity, or that promote activities prohibited by the District code of conduct. Students are not permitted to wear any clothing with suggestive or derogatory pictures or phrases, or

advertising of alcohol, tobacco, or drugs.

4. Indoor wearing of hats or caps or other headgear.
5. Any clothing and/or jewelry deemed to be related to violence or gang activity. No spiked jewelry.
6. Frayed or purposely torn clothing, including pants with holes above the knees.
7. Such accessories as bandannas, gloves, chains, ropes, straps, head scarves, sunglasses (inside buildings), etc.

Student attire must be adequate to insure a decent appearance. Traditional footwear must be worn at all times.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop.

Administration retains the discretion to approve deviations from this policy for legitimate reasons, including religious tenants and beliefs and health issues, as determined appropriate and necessary.

**STUDENT CONDUCT**

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

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

1. Smoking, using, and/or possessing tobacco products;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Use of a wireless telecommunication device in a way contrary to Policy BJ;

6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students or school personnel that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
  - a. Electronic Communication is defined as 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.
13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting,

encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.

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

In addition to disciplinary actions, the District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature. Reports of bullying related offenses may be made anonymously.

The District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

**STUDENT SEARCHES**

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

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue.

**Reporting:** Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages, low-point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student.



**STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS**

**Discipline:** Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior; and
6. any other circumstances which may be appropriately considered.

**Students with Disabilities:** Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and regulations as any other student.

**Corporal Punishment:** The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

**In-School Intervention (ISI):** The objective of this program is to provide an alternative to out of school suspension for those students who fail to function acceptably in the educational setting. ISI is in lieu of the regular school day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the In-School Intervention program and its policies/procedures. When a student is suspended out of school(OSS) while in ISI, the student will return from OSS to complete the

remaining portion of

ISI. Any student placed in ISI will not be allowed to participate in any school activity, including practice, while in ISI. Days spent in ISI will count against a student's attendance for nine weeks tests

incentives. Tardies during the student's stay in ISI will result in one additional day in ISI. If a third tardy occurs, the student will be suspended out of school for the remainder of the days accrued.

**Suspension:** An administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, student handbook directives, or directives received from school authorities and the behavior occurs while the student is:

- A. in attendance at school or any function authorized or sponsored by the District;
- B. in transit to or from school or any function authorized or sponsored by the District;
- C. on any property subject to the control and authority of the District; or
- D. not on District property but the student's actions:
  - 1. are a continuation of activity that was initiated under conditions A through C above,
  - 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property,
  - 3. are any form of communication specifically directed at students or District personnel and concerns harassment, intimidation, or bullying at school, or
  - 4. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator 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. Except for

Revised: 10/14/13

suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

**Additional Procedures Related to Bullying:** If any person is aware of or sees or is a victim of bullying as defined in Policy EI, such person must report the same to the Principal of the building. The Principal will conduct an investigation and report the results of the investigation to the reporting party, the victim, or the victim's parents if the victim is under the age of 18, the perpetrator, and the Superintendent. The investigation should normally be completed within three (3) school days of the report. During the pendency of the investigation, the Principal should take appropriate action to ensure the safety of all students involved. If warranted, the Principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation. If the student's actions are determined to constitute prohibited bullying, the Superintendent may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student. The Superintendent may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning students who have received mental health care pursuant to this policy that indicates an explicit threat to the safety of students or District personnel as a condition of being allowed to return to school.

**Bullying Prevention and Education:** In conjunction with its disciplinary and investigatory measures, District shall work to prevent bullying, threatening behavior, harassment and intimidation by providing students and staff with education regarding bullying and threatening behavior, harassment, and intimidation. Such educational programs may include, but are not limited to, discussions with classroom teachers, assemblies, multimedia presentations, and in-service training and exercises. The purpose of the educational programs shall be to assist District students and staff in the identification of bullying behaviors, reporting procedures, and the consequences for violation of school rules and policies.

**Appeal of Suspension:** A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

A. Short Term Suspensions:

A student may appeal a short-term suspension to a local committee at the school site where the student attends school. The local committee shall be comprised of those administrators or administrators and teachers at the school site who did not participate in the recommendation regarding the student's suspension. The appeal to the local committee shall consist of a review of any statements submitted on behalf of the administrator recommending the

suspension and the student. After having reviewed the statements submitted, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the committee shall be final and shall not be appealable to the Board of Education.

B. Long Term Suspensions:

1. A student may appeal a long term suspension to the Suspension Review Committee by submitting a written request for an appeal to the Director of Student Services within three (3) days after receipt of the building administrator's decision to impose a long term suspension.
2. Upon receiving a timely request for an appeal, the Director of Student Services shall schedule a hearing to be held during regular school hour and conducted by the Suspension Review Committee. The Suspension Review Committee shall consist of the Director of Student Services and the two Assistant Superintendents. The Director of Student Services shall notify the student and/or the student's parent or guardian in writing of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The administrator who recommended the suspension shall attend the hearing and may be represented by District's legal counsel.
3. The Suspension Review Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position. The Director of Student Services shall make a recording of the informal hearing.
4. After the conclusion of the hearing, the Suspension Review Committee may deliberate in private and render a decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The Suspension Review Committee shall issue a decision to either uphold, modify, or revoke the suspension decision of the principal. The Director of Student Services shall insure that a copy of the written decision of the Suspension Review Committee is mailed to the student or the student's parent or guardian and provided to the administrator recommending the suspension.
5. Within five (5) days of receipt of the decision of the Suspension Review Committee, a student or the student's parent or guardian may submit to the Superintendent a written appeal of the decision of the Suspension Review Committee. The appeal shall state the reason for the appeal and any applicable facts.
6. An appeal of the decision of the Suspension Review Committee to the Board of

Education must specify the portion of the Suspension Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:

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

If no appeal is received within the five (5) calendar-day period, the decision of the Suspension Review Committee will be final and nonappealable.

7. Upon receipt of a timely appeal of the decision of the Suspension Review Committee, the Superintendent will provide each Board member the evidence submitted to the Suspension Review Committee, a tape of the hearing conducted by the Suspension Review Committee, and the written statements of the student and administration, if submitted.
8. Each Board member shall review the information provided individually.
9. At the next available board meeting, the Superintendent shall place an item on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record. If, at the meeting, the Board wants to discuss the appeal among themselves, it must be discussed in open meeting unless the student or parent(s) have requested such discussion to be in executive session. If not already in open session, the Board shall then return to open session prior to taking any action on the appeal.
10. The Board shall render a decision stating whether the decision of the Suspension Review Committee is to be upheld, overturned, or modified. The decision of the Board shall be final.
11. Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from attending school pending the appeal hearing.

**Effect of Suspension:** Except as otherwise provided, a student who has been suspended shall not be allowed on District property without prior approval by the administration and may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A student who is suspended shall be allowed to make-up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. The student will receive full credit for all work correctly performed.

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