

# **Oaks-Mission Public School**

**357 W. Main ST. Oaks, OK. 74359**

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## **Student Handbook**

**2024-2025**

## WELCOME TO OAKS MISSION PUBLIC SCHOOL

We are glad you are here, and we look forward to a great year at the Home of the Warriors. Whether you are new here or a returning student we hope you have a year filled with fun and academic success. The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Oaks Mission Public School, and we hope you achieve your academic goals. Our school is great!

Oaks Mission Public School

PO Box 160

Oaks, Ok 74359

High School 918-868-2499 Elementary 918-868-2455

Fax 918-868-5012 or 918-868-5013

### CITIZENSHIP

**WARRIOR PRIDE!** Good citizenship is important and expected. Your citizenship is a contribution to our school image, our community, our state and nation. Good citizenship is a prerequisite to participation in all activities.

### GENERAL EXPECTATIONS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Oaks Mission Public School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

### STUDENT ENROLLMENT

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day (if offered) non-compulsory, early childhood program free of charge. Children who are more than five (5) years of age on or before September 1 may be permitted to attend the early childhood program, free of charge, if the Elementary School Principal determines that the placement is in the child's best interest. Best interest determinations will be made based on objective, non-discriminatory factors and such placement decisions will not be made to circumvent serving students under the Individuals with Disabilities Education Act. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records. The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures and for certification that all admission requirements and prerequisites have been properly met by the student. Termination of attendance before graduation from high school or before reaching the age of 18 may be permitted by mutual consent of the superintendent and the parent,

legal custodian, or legal guardian of the student. Regardless of the student's grade, the district will make reasonable efforts to enroll students at the school site nearest their residence. In the event the superintendent determines that it is in the district's best interest, the superintendent may assign/transfer a student to an alternate site. These discretionary assignments/transfers may only be used to serve a district interest and may not be used for parent-requested changes.

### STUDENT RESIDENCY

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day (if offered) non-compulsory, early childhood program free of charge. Children who are more than five (5) years of age on or before September 1 may be permitted to attend the early childhood program, free of charge, if the Elementary School Principal determines that the placement is in the child's best interest. Best interest determinations will be made based on objective, non-discriminatory factors and such placement decisions will not be made to circumvent serving students under the Individuals with Disabilities Education Act. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records. The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures and for certification that all admission requirements and prerequisites have been properly met by the student. Termination of attendance before graduation from high school or before reaching the age of 18 may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student. Regardless of the student's grade, the district will make reasonable efforts to enroll students at the school site nearest their residence. In the event the superintendent determines that it is in the district's best interest, the superintendent may assign/transfer a student to an alternate site. These discretionary assignments/transfers may only be used to serve a district interest and may not be used for parent-requested changes.

### TRANSFERS PURSUANT TO THE DEPLOYED PARENTS SCHOOL ACT OF 2013

The district will grant a transfer to a student of a military family if the following criteria are met:

1. Oklahoma is the home state of record for the student; and
2. The student's parent is a member of the active U.S. uniformed military service on full-time active duty; or the parent is a member of the military reserves on active duty; and
3. At least 1 parent has a Department of Defense issued ID card; and
4. At least 1 parent provides evidence that he/she will be on active duty status or orders for at least 30 consecutive days; and
5. The student will be living with a relative residing in the district or moving into the district within 6 months of the application. In order to be granted a transfer pursuant to the Deployed Parents School Act of 2013 ("Act"), a

student/parent must submit a completed application form with supporting documentation. The superintendent is authorized to approve such transfers on behalf of the board of education and to notify the board at the next regularly scheduled meeting that a transfer pursuant to the Act was accepted. In lieu of applying for a transfer under the Act, students of military families may also establish residency in the district and enroll in the district as outlined in the district's residency policy.

#### STUDENT ATTENDANCE POLICY

To be successful in school it is absolutely necessary that if students are to benefit from school activities such as special help from teachers, group discussions, lectures, problem solving, and other planned activities they must be in regular attendance. School is in session from 8:15-3:09.

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent 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 90% each semester to earn 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.

#### Absences

Excused absences will be granted for the following reasons:

1. Illness of the student or immediate family member;
2. Family emergencies;
3. Death of an immediate family member;
4. Medical appointments;
5. Legal matters, including service on a grand, multi-county grand, or petit jury;
6. Travel to and from and observance of holidays required by student's religious affiliation; and
7. Extenuating circumstances deemed necessary by the principal.

It is the responsibility of the parent to notify the school between 7:45 a.m. and 8:30 a.m. if the child is to be absent that day for one of the above reasons. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if timely submitted, the district will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor.

This committee may, at the discretion of the superintendent be the same as the Internal Activities Review Committee ("IARC"). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

#### School Activities

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.

2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.

3. Absences for the following reasons will not be charged against the ten absence limit: a. Activities held on campus, sanctioned by the superintendent; b. Serving as a Page in the Legislature; c. On campus visits by college representatives/vocational representatives; d. College entrance exams; e. Field trips in conjunction with a unit being taught in an academic class; f. Students excused to make appearances before local civic groups; g. Grade level field trips to area technology centers.

4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

5. Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.

6. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

#### Sponsor/Teacher or Coach Responsibilities

1. Sponsors/teachers or coaches are required to prepare a list of activities that the student may attend during the school year and provide students with the list. The same list must be furnished to the principal at the beginning of the school year but no later than fifteen days following the first day of school for students. The material prepared by sponsors/teachers or coaches shall include the criteria for eligibility for the particular activity for which the sponsor/teacher or coach is responsible, the goals of the activity and the manner in which the goals meet school and community expectations.

2. Sponsors/teachers or coaches should assist students in selecting those activities that will benefit the student and/or the school.
3. Sponsors/teachers or coaches must check activity absences regularly in order to help students plan for future absences.
4. Sponsors/teachers or coaches must be fully familiar with this policy and capable of mentoring students to avoid unnecessary and unproductive absences from classes.
5. No sponsor/teacher or coach shall misrepresent the reason for a student's absence or sanction a student's absence from a class period that is not related to the school sponsored activity in which the student is involved. Internal Activity Review Committee (for extracurricular activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the board of education by filing an appeal within 5 business days of the IARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent of Schools.

In addition to the above responsibilities the IARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.

#### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment.

#### Truancy

5

A student is considered truant when absent from school without the parents' knowledge or leaving school without permission of the principal or his/her designated representative. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

#### Tardies

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who is more than fifteen (15) minutes late is counted absent for the period.

**\*\*State Law Requires Oklahoma Schools to report truant students to the District Attorney's Office. This will be enforced at Oaks Mission School\*\***

#### ATTENDANCE REGULATION PRE K- 6<sup>TH</sup> GRADE

The maximum number of absences during any nine-week period shall be five. A student absent from class more than five (5) 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 shall have the same number of days to make up missed work as the number of days missed. *Students should arrive on campus no earlier than 7:50 & should be picked up promptly at 3:09pm. Students who are absent from class shall be required to make up work missed. Three tardies during a nine-week period will be considered one absence.*

#### K-12 STUDENT ATTENDANCE POLICY

**A. Absences:** Absences fall into two categories: Excused: Illness, medical or dental appointments, funerals, religious observances, personal or family emergencies or school activities. Student will have the same number of days to make up missed work as the number of days missed. In case of absence due to school activities, students are expected to make up working advance.

**Unexcused:** Work, vacations, recreational activities, shopping trips, etc. Students with and unexcused absence will not forfeit their privilege of making up daily homework assignments and/or any tests. Students must accompany all absences with a parental note or phone call on or before their return to school. Admits from the principal's office must be picked up between 8:00am and 8:30am or upon immediate return to school. Failure to comply with these responsibilities will result in an unexcused absence. Students will not be re-admitted to class following an absence or tardy without getting an admit from the principal's office.

*A Student who has more than ten (10) absences during a semester (7-8 grade) or a term (9-12 grade) will not receive a passing grade for those classes in which he or she has over ten (10) absences except under certain circumstances.*

**A.** A student making a grade below 60 will receive whatever grade is earned. Students who are placed on "Homebound" programs will be an exception to the above mentioned policy, and any other exceptions to this policy (such as for absences due to illness, mandatory court appearances, funeral, emergency, or school activity) will be considered on an individual basis by the principal.

B. Truancy: Students who leave school grounds without permission from the principal's office will be considered truant.

C. Tardiness: Students are expected to be seated in class at the sound of the tardy bell. Five minutes is provided for movement between classes and is ample time for this activity. Leaving school before 3:09 pm will be considered tardy. Tardiness falls under two categories:

1. Excused tardiness due to being detained by administration, teacher or personal emergency.
2. Unexcused tardiness for reasons other than excused tardy. Teachers will submit a report for disciplinary action if a student has three (3) unexcused tardies during a grading period. Teachers may discipline students at any time they feel tardies are a problem, even though (3) tardies have not been accumulated.

#### PARENT RESPONSIBILITY IF A STUDENT IS TO BE ABSENT:

Parents should notify the school if at all possible when a student is to be absent from school. A letter must be sent with the student upon returning explaining the nature of his/her absence. Please send note from the health care provider's office when an absence is due to a doctor or dental visit etc.

Students must pick up an admit slip from the office between 8:00am-8:15am after an absence.

#### CHECKING OUT

Students leaving school during the day must check out in the office. Parents will be contacted before a student is released. Students who fail to properly check out are considered truant.

#### LEAVING SCHOOL WITHOUT PERMISSION:

Upon boarding the school bus in the morning until the return to the bus stop after school, Oaks Mission Public School is responsible for the supervision of students. To ensure the school knows the location of students, it requires that students remain on the school grounds during the school day. Students are considered truant if they leave school grounds during the school day. Students are considered truant if they leave school without permission from the office. Students will NOT be allowed to leave the school by any other means than the usual method as stated by the parent or guardian on the enrollment form, unless notification in writing is received with parent or guardian signature, or a phone call notification is received from the parent or guardian stating an alternate form of dismissal. Early notification is essential to insure time is given to notify the teachers and students of dismissal of school at 3:09. Phone call notification to the office should be received no later than 12:45 pm.

#### PARENTS PICKING UP STUDENTS AT SCHOOL

Parents or guardians may pick up students during the day if the students are checked out through the school office. Parents or guardians who take students from school during the day must check/sign the student out in the office.

#### GUIDANCE

Guidance services are available for every student. These services include assistance with education planning, interpretation of test scores, occupational information, career information, and study help with home, school, and/or social concerns or any questions you would like to discuss with the counselor. If you want to visit the counselor, contact the office for an appointment.

#### WITHDRAWALS AND TRANSFERS

The procedure for withdrawing is as follows:

1. Bring authorization for withdrawal from your parent or guardian.
2. Obtain appropriate forms from a principal.
3. Have withdrawal form filled out by each of your teachers.
4. Return all school books and property.
5. Pay all fees owed.
6. All fees and textbook fines must be paid before your records can be released.

#### SCHOOL CLOSINGS

When school must be cancelled due to severe weather or other emergency situations, announcements will be made on the local television stations (KTUL 8, KOTV 6 AND KJRH 2).

#### CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the office of any changes in telephone numbers or any change of address. It is important to maintain school to home contact for emergency purposes.

#### HALL PASSES

No student is permitted out of class without a hall pass. Students don't let your teacher let you leave class without a hall pass! A responsible, maturing person will take care of restroom needs and obtain class supplies during passing periods.

#### TECHNOLOGY

**INTERNET AND TECHNOLOGY SAFETY PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT** It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-664 and 47 U.S.C. §254(h)]. Definition Key terms as defined in the *Children's Internet Protection Act*: Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications)



access to inappropriate information. Specifically, as required by the *Children's Internet Protection Act*, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Inappropriate. Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the *Children's Internet Protection Act*) and comply with the district's acceptable use policy. All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the *Children's Internet Protection Act*. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies. Personal Safety Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

**OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY- ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES.** The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device. As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time. In addition to Internet access, the district also provides each student with a Chromebook to use at school during school hours. This equipment is provided to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student is required to return the Chromebook at the conclusion of the school year in the same condition the Chromebook was issued to the student, minus normal wear and tear. In the event the Chromebook is damaged, lost or stolen, the student's parent agrees to reimburse the district. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications. The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate

material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. The electronic or digital communications which can disrupt the education environment include, but are not limited to: • Sexting • Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc. • Distributing pictures, recordings or information which is harmful or embarrassing. Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

**Parental Consent-** Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access. **Privilege of Use.** The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district. **Internet Etiquette.** All users are required to comply with generally accepted standards for electronic or digital communications, including: a. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications. b. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications. c. Safety. Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal. d. Privacy. Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private. e. System Resources. Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not: • install any hardware, software, program or app without approval from the IT department • download large files during peak use hours • disable security features • create or run a program known or intended to be malicious • stream music or video for personal entertainment f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)) Users agree to ask the media center director for assistance in citing sources as needed. **Limitation of Liability.** The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from the use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user

may incur while using its electronic resources. Security. If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures. Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack vandalize another computer or system. Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline. Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. Education of Students Regarding Appropriate On-Line Behavior- In compliance with the *Protecting Children in the 21st Century Act, Section 254(h)(5)*, the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy. Cyber Bullying and Internet Safety Fact Sheet- People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying. Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures

- or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats if you're a cyber-bully knock it off! Ask your principal/counselor how you can make things right. If someone is cyber bullying you, there's something you can do about it:
- Don't respond to and don't ignore a cyber-bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff. You can't always stop people from being mean, but there are ways to help yourself:
- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff. Suggestions for Parents:
- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied - or if you suspect your child is engaging in cyber bullying.

**PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS-** The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices and personal electronic accounts at school. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts. Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out of sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator. Students It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch. Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privilege of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action. Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations not be used to photograph or record conversations or events outside private areas

without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

**SUPPLEMENTAL ONLINE COURSE PROCEDURES-** Upon request, the district will provide supplemental learning opportunities using online technology in a non-traditional classroom setting to students enrolled in the district. Supplemental online courses are an optional avenue of instruction for district enrolled students. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the district's online students as they are for students enrolled in traditional courses. The district shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

**Definition of Terms**

A. "Supplemental online course" An online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required for student attendance and participation by the district.

B. "Educationally appropriate" For the purposes of supplemental online courses, educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made by the district. Access to Supplemental Online Courses Only public school students enrolled in the district will be granted access to supplemental online courses. The district provides enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the district. Once a student has made a request to enroll in supplemental online course(s), the district will take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to that student. Whether a requested online course is educationally appropriate for a student will be determined by the principal/curriculum director or his or her designee. Students may take supplemental online courses from online course providers selected and approved by the district that meet the criteria established by the Oklahoma State Board of Education (OSBE). The district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary procedures. However, students taking supplemental online courses from a remote location will be responsible for providing their own equipment and internet access. Funding The district shall provide funding for an enrolled student's participation in online courses in an amount not to exceed the previous year's general fund per pupil expenditure. District students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Students wishing to take more online course instruction may do so at their own cost. The district is not responsible to pay an online course provider for online course instruction expenses incurred by a student that exceed the pro-rated portion of the general fund per pupil expenditure for the student. The district will bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider. School Day and Attendance Standards Public school students enrolled at the district may take supplemental online courses from a location inside or outside of the school site location and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same

attendance requirements of the district. Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance and participation in a supplemental online course shall be monitored in accordance with district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, and posting/submission of lessons. The student may be counted "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the district, reports that reflect daily attendance and participation. Such attendance/participation reports shall be provided to parents and the district on a weekly basis via electronic format unless required more frequently by the district. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format unless required more frequently by the district. Student Eligibility, Admissions and Enrollment Online supplemental courses that are educationally appropriate shall be offered to all qualifying district students who meet the following criteria: A. The district offers individual academically approved and educationally appropriate online supplemental courses to students who are enrolled in the district. Students enrolled in supplemental online courses must meet all enrollment and eligibility criteria set by the district's residency policy, the Oklahoma State Board of Education Rules, and state law. Only students who are enrolled in the district for the current school year are eligible to enroll in supplemental online courses. B. The admission process for students taking one or more supplemental online courses through the district shall be the same for students enrolled in traditional coursework. C. The district shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with state law and all applicable State Board of Education rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the providers is left to the discretion of the district. D. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly unless more frequent reporting is required by the district. Progress reports shall be transmitted to the district's designated representative and the student's parent or guardian via electronic format. Such reports shall be reviewed by the district at least twice per month unless more frequent review is required by the district. E. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through the Supplemental Online Course Procedures. F. Online course providers shall officially notify the district and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with district grading policies. The district shall use its established grading scale to convert the percentage to a letter grade or other notation consistent with district grading policies for transcript purposes. G. District policies regarding grading scales and credits earned shall be applied to supplemental online courses under the same criteria as courses offered by the district. A grade assigned for course credit from a supplemental online course shall be treated the same as any other course offered by the district. H. Online course providers must report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status. Appeal Process If a student's enrollment in a supplemental online course is denied based on a determination by the district that the course is not educationally appropriate, the parents or guardians of the student may appeal that determination to the district Superintendent. The district will notify the OSBE, Director of Instructional Technology, of any denial of a student's enrollment in online supplemental course(s), the reason



for the denial, and any correspondence or information the district received in support of the student taking the online course. Grace Period- A student may withdraw from a supplemental online course within fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of education instruction that is required of students in the district in accordance with state law and district policy. The district shall not be required to pay an online course provider for any student enrollment of less than fifteen (15) calendar days. Extracurricular and Co-curricular- Activities Students enrolled in one or more supplemental online course may participate in extracurricular activities sponsored by the district in accordance with district eligibility rules and policies, the Oklahoma Secondary Schools Athletic Association (OSSAA) rules and regulations, and any other rules and regulations of a private association governing regulation of interscholastic activities and contests of schools. Student Assessments- Each student enrolled in one or more online course will participate in required state-level academic assessments administered pursuant to state law in the same manner as other regularly enrolled students within the state. The results of the assessments shall be released to the district and the online course provider. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver. Special Education Students- The district shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses that have been determined to be educationally appropriate for the student by the student's IEP or 504 team members. Provisions in the IEP for related services shall be the responsibility of the district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in a supplemental online course does not abdicate, modify or alter the district's legal obligation under the IDEA. ACCEPTABLE USE OF FILE SHARING TECHNOLOGY- Employees and students may choose to use file sharing/storing technology (Google Docs, Evernote, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy. Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies. The district does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain: malware, viruses, worms, etc. information which is protected by FERPA or HIPAA- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers disciplinary or grievance information about criminal investigations, including SRO records and notes, safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc. confidential or attorney client privileged information. Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the Superintendent at 918-868-2183. Any individual who discovers that information has been improperly shared or stored is required to promptly notify the Superintendent of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.

#### EXAMINATIONS

Scheduled examinations are given at the end of each nine weeks of each semester and at the end of each semester. The examination schedule is arranged so a student will not be required to take an excessive number of examinations on one testing day.

#### ASSIGNMENT OF GRADES

Grades on daily assignments, examinations, nine weeks exams and semester exams will be assigned to this rule.

90-100.....	A
80-89 .....	B
70-79 .....	C
60-69.....	D
0-59.....	F

#### CLASS GRADE ASSIGNMENTS ( 4 point scale)

The standard high school 4 point grading scale will be used in all work undertaken in grade 1-12. The following scale will be used to compute grade point averages in classes in grades 1-12.

4.0.....	A
3.0.....	B
2.0.....	C
1.0.....	D
0.0.....	F

#### 7-12 REPORT CARDS

Failing grade notices will be mailed to parents during the fifth week of all nine week grading periods. Report cards will be issued at the end of each nine weeks grading period. Grade cards need not be returned to school. A semester grade will be calculated as follows: Two (2) times the first nine weeks' grade earned plus two (2) times. The second weeks' grade earned, plus the semester test score divided by five (5) will equal the first semester grade. The same method will be used to calculate the second semester.

#### 7-12 ATHLETICS

If a student is not in regular attendance at school, this will affect school grades. This could result in loss of the student's eligibility to participate in school activities, band, cheerleading and in athletics. A student who is not attending 90% of the time during a semester (K-8) or a term (9-12) is not eligible to participate in school activities as noted above.

The Administration of Oaks Mission Public School feels that competitive sports are a part of the curriculum. We participate in football, basketball, softball, baseball, and weightlifting as a member of the Oklahoma Secondary Schools Activities Association (OSSAA). You are encouraged to participate in sports or to support the teams during these events. Be sure to check with the coaches or the principal concerning eligibility requirements for participation.

All senior high and junior high students participating in sports are to purchase school accident insurance. Proof of other insurance will be required before permission to participate in inter-school games is granted. To be eligible for competition in any kind of interscholastic activities, a student must meet the following requirements:

1. Be under 19 years on September 1<sup>st</sup>.
2. Have a physician's exam and parent consent certificate on file in the principal's office and with the athletic director.
3. Be in compliance with Board Attendance Requirements for the semester.
4. Must have maintained, up to the end of the week preceding that in which the contest occurs, passing grades in all subjects accepted by the State Department of Education.
5. Maintained a passing grade in five (5) subjects for the preceding semester.
6. A student whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible.
7. Grade checks will be made each Friday for all students. A student receiving an "F" in any subject on a particular Friday will be on probation the following week. If the student is passing all subjects on the Friday on which he/she is on probation, he/she will become eligible as of the following Monday. Of he/she is still making an "F" during the grade check of the week of probation he/she may not participate in the next week.

### 3-6 GRADE ATHLETICS

The Administration of Oaks Mission Public School feels that competitive sports are a part of the curriculum. We participate in football, basketball, softball, baseball, and weightlifting as a member of the Oklahoma Secondary Schools Activities Association (OSSAA). You are encouraged to participate in sports or to support the teams during these events. Be sure to check with the coaches or the principal concerning eligibility requirements for participation.

To be eligible for competition of any kind of Interscholastic activities, a student must meet the following requirements.

1. Have a parent or guardian consent to travel form on file in the office.
2. Be in compliance with Board attendance requirements for the semester.
3. Must have maintained, up to the end of the week preceding that in which the contest occurs, passing grades in all subjects accepted by the State Department of Education.

4. Maintained a passing grade in five (5) subjects for the preceding semester.
5. A student whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible.
6. Grade checks will be made each Friday for all students. A student receiving an "F" in any subject on a particular Friday will be on probation the following week. If the student is passing all subjects on the Friday on which he/she is on probation, he/she will become eligible as of the following Monday. Of he/she is still making an "F" during the grade check of the week of probation he/she may not participate in the next week.

### HEALTH FOR STUDENT ATHLETES

Although there are numerous benefits to participating in school sponsored sports, student athletes may also experience adverse health consequences of such participation. The board of education recognizes that these injuries can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the district will inform and educate student athletes and their parents/guardians of the nature and risk of sudden cardiac arrest and concussions or head injuries, including information on the dangers associated with continuing to play after collapsing without a head injury or after receiving a head injury. Specifically, on an annual basis, and prior to a student athlete's participation in any athletic practices or competitions, information sheets shall be distributed to the student and his or her parent/guardian. Attached to the information sheet shall be an acknowledgement form which the student and his or her parent/guardian must sign to verify that they have read the information sheets and understand the content and warnings. The completed acknowledgement forms shall be returned to the principal's office prior to the student athlete's participation in practice or competition during that school year. The student athlete may not practice or compete until the form has been received. If the district's coaching personnel suspect that a student athlete has sustained a concussion or head injury during a practice or game, or if the student collapses or faints without a head injury, the coach shall immediately remove that student from participation and direct the student to obtain an appropriate examination by a licensed health care provider selected by the student's parent or legal guardian. The board of education has defined a licensed health

care provider as follows: M.D.-Medical Doctor; D.O.-Doctor of Osteopathy; PA-Physician's Assistant and ARNP-Advanced Registered Nurse Practitioner. If the student has sustained a head injury, this licensed health care provider must be trained in the evaluation and management of concussion. The district shall not be financially responsible for any healthcare bills associated with the examination. After suffering a concussion, a student's physical and cognitive activities should be carefully managed and monitored by the licensed health care professional. Any student athlete removed from participation shall not be allowed to participate in practices or games until he or she is evaluated by a licensed health care provider and receives the provider's written clearance to return to participation, a copy of which shall be provided to the district.

### EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING

The board of education, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the district, adopts the following

policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

#### Statement of Purpose and Intent

1. It is the desire of the board, administration and staff that every student in the district refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding possession or use of alcohol and illegal or performance enhancing drugs.

2. Participation in school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. The purpose of this policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the school district for an environment free of alcohol and illegal or performance enhancing drug possession and use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's student behavior policy.

#### Participation and Procedures

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the school district. For the safety, health and well-being of the student extracurricular activity participants of the school district, the school district has adopted this policy for use by all participating students at the 6th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this policy.

2. Each student extracurricular activity participants shall be provided with a copy of this policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed

and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract. Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.

3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this policy has occurred when an observation of possession or use of alcohol or illegal drugs by a student extracurricular activity participant has been reported. If a violation of the policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained.

4. The Contract shall signify consent on the part of the student extracurricular activity participant and his or her parent(s)/guardian(s) for the district to obtain a urine sample from the student extracurricular activity participant for the purpose of performing a drug and/or alcohol use test. Such drug use testing may occur upon any of the following events:

A. For student athletes, as part of the annual physical examination. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all policy requirements.

(i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or

(ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year;

B. as chosen by the random selection basis described in paragraph 5 below; and

C. at any time, the principal, coach/sponsor, or—in the case of student athletes—the athletic director—requests a drug and/or alcohol use test by a student extracurricular activities participant, based on reasonable suspicion of possession or use of alcohol and/or illegal or performance enhancing drugs.

5. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis each semester from a list of all in-season student participants. The school district will determine each semester number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. The school district will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.

7. Any alcohol or drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The

professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

8. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

9. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use an equivalent scientifically accepted method of equal or greater accuracy. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

10. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. The principal or the athletic director will also inform the student and his/her parent or custodial guardian of the ability to re-test the remaining specimen described in paragraph 11 below.

11. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange

for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. Such re-test must be requested during the conference described in paragraph 10. Should a re-test be requested, no determination shall be made as to whether there is a policy violation until the re-test has been completed; however, the student shall be ineligible for participation in extracurricular activities pending the results of such re-test. However, if the re-test returns a positive result, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

12. If during the conference described in paragraph 10, the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Should an alternative reason for the positive result be provided, no determination shall be made as to whether there is a policy violation until the original laboratory has been consulted; however, the student shall be ineligible for participation in extracurricular activities pending such consultation. However, if a policy violation is determined to have occurred, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

13. If a policy violation has been determined by the principal or the athletic director to have occurred, they will notify the student and his/her parent(s)/guardian(s).

14. A student who has been determined by the principal or the athletic director to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The school district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use. In addition, a student extracurricular activities participant who has tested positive in an alcohol or drug use test may be required to submit to one or more additional alcohol or drug use tests for up to a year following the date of the positive result, notwithstanding that such student has been permitted to rejoin his/her extracurricular activity.



16. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

**Violation-** Any student who is determined by observation or by alcohol or drug use tests to have violated this policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

#### *For the First Offense*

Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 30 school days which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the school district or an outside agency). A student extracurricular activities participant must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period (due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

#### *For the Second or Subsequent Offense (In the same school year)*

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation of this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

#### *Self-Referral*

As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled; a conference has been held with the student, the principal or athletic director, the sponsor or coach, and the parent or custodial guardian of the student to discuss the policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to

have committed his/her first offense under this policy. A self-referral may be used only once in a student's time in the school district.

#### **Refusal to Submit to Alcohol or Drug Use Test**

If, after signing the **Contract**, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

#### **TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES**

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

#### **Statement of Purpose and Intent**

1. The safety of students and employees of the district is of paramount concern to the board.

2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

6. This policy will apply to all students of the district.

7. Violations of this policy will subject the student to disciplinary action, including out of-school suspension from school.

#### **Procedures for Alcohol or Illegal Chemical Substance Testing**

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by the rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted Section 10 - Page 67 method approved by the rules of the State Board of Health, at the cutoff levels determined by board rules.

4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.

5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or metabolites thereof. The use of samples to test for any other substances will not be permitted.

#### Student Alcohol and Drug Use Tests - When Required

1. Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.

2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

#### Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

#### Persons Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of students under this policy: 1. The Superintendent; 2. Any employee designated for such purposes by the superintendent or the board.

#### Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.

#### Circulation of Policy

This policy shall be given broad circulation to all students of the district which shall include prominent posting at various places in the district.

#### Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of tobacco, alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

4. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

#### Necessary Medications

1. Students may not retain possession of and self-administer any medication at school for any reason.

2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

3. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

#### Distribution of Information

1. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal or counselor at each student's school.

2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school.

#### JUNIOR-SENIOR PROM

Juniors- Seniors must meet the requirements for attendance as set forth by the administration; All dates for Prom must be approved by the high school principal and meet the following requirements:

1. Must be currently enrolled in high school in the 9<sup>th</sup> through 12<sup>th</sup> grade.
2. Cannot be currently on suspension from a respective high school.

All students attending Prom must be on time unless special consideration is requested by the student and approved by the high school principal

Any student leaving the building where the Prom is held may do so just once with approval from sponsors or high school principal.

Any student requesting to leave the Prom site early, upon approval, must leave the premises immediately and will not be allowed to return. Leaving early will also forfeit rights to any class gifts.

Servers for the Prom will be exempt from the grade requirement when requested by the sponsors.

#### Student Driver Rules

o The purpose shall be to place reasonable control over vehicles on and around the school site

o Students must be in possession of a valid Oklahoma driver's license to park a vehicle on site

o Students must provide evidence of valid auto insurance when requested

o Students must have a current car/motorcycle tag

o A five-mph speed limit will be enforced in all parking areas and access roads to the parking lots

o Passing on access roads is prohibited

o All vehicles are required to stop while bus students are loading/unloading. Red warning lights will be flashing

o Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in suspension from driving and/or parking on school property

o Students are subject to legal action for violation of state and federal law

#### Student Parking Rules

- o Parking on campus is a privilege that can be revoked if abused
- o Students are required to park in designated areas for students
- o Vehicles are subject to towing at the owner's expense if parked in a non-designated spot, in an unsafe manner,
- o The school is not responsible for automobiles or their contents.
- o Under no circumstances will students be allowed to sit in vehicles during school hours.
- o All parking lots are "off limits" during school hours without an authorized pass or scheduled student release/entrance.
- o If a student's vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student and/or parent/guardians.

#### VO-TECH

All students attending Vo-Tech School will ride the bus to and from school, unless otherwise approved.

#### STUDENT RETENTION

State law allows a teacher to recommend that a student be retained at his/her present grade level or failed in a specific academic course. If a student's parent or guardian is dissatisfied with recommendation, he or she may appeal that decision by complying with the District's appeal process. The decision of the Board of Education shall be final.

#### MENINGITIS

Important Information for Parents about Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

##### *What is meningitis?*

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in: Brain damage, Hearing loss, Limb amputation, Learning disabilities, or Death.

##### *Who is at risk from meningococcal disease?*

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for

adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, or other persons living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to secondhand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

##### *Is this vaccine required to attend school in Oklahoma?*

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older. Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these websites: National Meningitis Association at [www.nmaus.org](http://www.nmaus.org) Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm> This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 6-10) Oklahoma State Department of Education.

#### OAKS MISSION PUBLIC SCHOOL DISTRICT POLICY ON STUDENT BEHAVIOR

The Board of education of the Oaks Mission Public School District adopts the following policy and procedures dealing with student behavior.

##### GENERAL EXPECTATIONS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Oaks Mission Public School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

##### STUDENT DISCIPLINE POLICY AND GUIDE

Discipline is considered an important element in the learning process. It is the policy of the school that discipline will be administered in a fair manner, and in a way in which the severity of violation of the rules is related to the severity of the punishment. It is the responsibility of the principal to ensure that this philosophy and practice is accomplished.

A) Classroom Discipline-The teacher has the authority and is encouraged to take care of Discipline problems in the classroom. If a teacher determines the violation is severe enough, the student will be sent to the principal for disciplinary action.

B) Discipline by the Principal-The principal keeps a record of student disciplinary problems throughout the year. Parents are notified by letter if a student commits a serious violation of school rules and each time corporal punishment is administered



by the office. Discipline by the principal may include but is not limited to: reprimand, noon detention, in school suspension, Saturday school, and summer school, out of school suspension or other disciplinary measures as determined by the principal.

C) Discipline for Student Actions Not In The Classroom- All School personnel including teachers, bus drivers, secretaries, custodial personnel and others have the authority to discipline.

D) Corporal punishment will not be administered on buses, or in classrooms and will be administered by administrators. Corporal punishment is usually administered in the office.

#### STUDENT SEARCH AND SEIZURE

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

##### Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
  - A. A violation of the law or school rules has occurred or is occurring;
  - B. The student to be searched has committed the violation; and
  - C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
  - A. The student's age, history, and record in school;
  - B. The prevalence and seriousness of the suspected violation;
  - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
  - D. The need to make a search without delay and further investigation;
  - E. The specificity and source of the information used as justification for the search; and
  - F. The particular teacher or school official's experience with the student.

##### Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

##### Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

##### Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusal.

##### Reports

The person conducting the search shall prepare a report to be maintained by the superintendent, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

#### LOCKER SEARCH AND SEIZURE

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time. "Sniffer" dogs may properly be used to discover prohibited items concealed in school property assigned to students. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process will be temporarily

#### STUDENT BEHAVIOR POLICY

Please note the following general items that describe what behaviors students are expected to observe at Oaks Mission Public School.

- A. Students must work in class to the limit of their abilities.

B. Students must display proper conduct while on school property and at or going to or from school sponsored or authorized activities on a school vehicle by:

1. Completing all assignments on time
2. Paying strict attention to teachers.
3. Practicing good citizenship.
4. Cooperating with teachers and other students.
5. Attending school regularly.

#### PROHIBITED PRACTICES BY STUDENTS

Students who obey the rules listed in the paragraph above will have no difficulty in complying with the school rules. This paragraph lists some practices that often cause problems for students. It is impossible to list all rules of conduct, but most are common sense rules needed to get along with others in society. The following are prohibited:

1. Gum Chewing- due to costly repairs.
2. Student's personal belongings will not be brought to school.
3. Eating or drinking in the school building, unless it is a part of a class project.
4. Use or possession of Tobacco Products by students on buses, on school grounds, in school buildings, or at school sponsored or authorized activities is against state law. This applies to E-Cigarettes, Vaping Pens and other Electronic Nicotine Delivery Systems (ENDS).
5. Students are prohibited from using, being under the influence of, or possessing, furnishing, distributing, selling, conspiring to sell, or possess or being in the chain of sale or distribution of alcoholic beverages, low point beer, illegal or illicit drugs or other mood altering substances at school, while on school vehicles, or at any school sponsored event.
6. Proper Dress and Grooming-part of the educational process is required and appropriate for living and working in society.

#### DRESS CODE

No hats, caps, hoods, sunglasses, or bandanas will be worn during school hours unless designated by the principal (such as hat day).

All clothing must be neat and clean.

The wearing of shorts/skirts/dresses/slides will be permitted provided they meet the following criteria: With the student standing upright, both arms to the side, they may not be shorter than the arm/hand length, ie tip of the finger. All students at school will adhere to the dress codes including those students wearing athletic attire or other school -sponsored activity clothing in the classroom.

All students are required to wear shoes. Tank tops, muscle shirts, shirts with thin straps, or accessories with writing or pictures which are profane, vulgar, repulsive or obscene or which are suggestive or symbolic of drugs, alcohol, tobacco, sex, gangs or gang activity, or anything illegal or immoral will not be permitted.

No leg or armbands are to be worn unless deemed a special occurrence.

No shirt or blouse which reveals a bare midriff or back (halter tops), or any see-through blouses or shirts, or any shirts or blouses with excessively low necklines shall be worn in school.

Jeans may be worn provided that they are neat, clean, with no open holes above the knee. All jeans and/or pants will be worn at the waist, not sagging on the hips. Extremely tight clothing of any type is not allowed. No pajamas, house shoes, etc. unless it is a special day (PJ day).

#### DISCIPLINE CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval