OAK GROVE PUBLIC SCHOOL
Student Handbook
2026-2027



OAK GROVE PUBLIC SCHOOL
8409 EAST NINTH STREET
CUSHING, OK 74023
918 – 352 – 2889



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BOARD OF EDUCATION

Lisa Gomez	Vice President
Talon Weaver	Clerk
Stuart Shoemake	President

CERTIFIED FACULTY

Jamie Cargill	Superintendent/Principal
Devona Ward…….….	Pre-K
Cathy Barnett	Kindergarten
Tonya Moore	1st Grade
Bekkah Cookper	2nd Grade
Christina Mason	3rd/4th Grade
Elaine Kinnin	3rd/4th Grade
Nate Walker	2-8 PE/Coach
Dawson Myers	Middle School
Cari Murray	Middle School
Sarah Snyder	Middle School
Ashleigh Newcity	Middle School
Trish Butcher	Special Education

SUPPORT PERSONNEL

Ashley McKiddy	Secretary
Shannon Hollabaugh	Secretary, Child Nutrition
Kim Campbell	Maintenance/Custodian
Courtney Wylie	Teacher Aide
Erin Cook	Teacher Aide
Carol Hankins	Library Staff
Kallie Ward	Teacher Aide

ORGANIZATIONS AND CLUBS

BASKETBALL ..... Nate Walker
SOFTBALL .....Jamie Cargill, Devona Ward
TRACK.....Nate Walker
STUDENT COUNCIL…….. Sarah Snyder

BOARD OF EDUCATION POLICY

A copy of all board policies is available in the school office. New policies or policy revisions may be adopted throughout the year and not all sources may be updated. The hard copy of the board policy book in the superintendent's office supersedes any other copies of board policy.

PHILOSOPHY

The philosophy and purpose of the Oak Grove Elementary School program reflects the educational needs of its students. Oak Grove Elementary provides an environment for living and learning that is conducive to optimum achievement academically, socially, and emotionally.

Emphasis is placed on learning to appreciate, understand, and respect individual differences, concern for democratic, moral and intellectual values; and special attention is given to the needs of the individual as well as society. The elementary school continually strives for the education of each child in preparation for an ever-changing world. This achievement is insured through the use of various educational experiences and by giving the child opportunities to achieve the highest level of learning possible.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

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

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

However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting.

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

NON-DISCRIMINATION STATEMENT

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

PUBLIC COMPLAINTS

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

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

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

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

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

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

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

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

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

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

ASBESTOS INSPECTIONS

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

MOMENT OF SILENCE

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

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

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

ENROLLMENT REQUIREMENTS

When enrolling in Pre-Kindergarten, a parent must present an up-to-date immunization record, and the child's birth certificate. A child must be four years old on or before September 1 of the current school year in order to be admitted to Pre-Kindergarten. Enrollment in the Pre-Kindergarten class is done on a first come – first serve basis.

When enrolling in Kindergarten a parent must present an up to date immunization record, and the child's birth certificate. A child must be five years old on or before September 1 of the current school year in order to be admitted to Kindergarten.

A new enrollee in grades 1-6 must present an up-to-date immunization record, the child's birth certificate, and an official record from the previous school.

No child shall be admitted to Oak Grove Elementary School unless such child can present certification from a licensed physician or other authorized individual that such child has received, or is in the process of receiving, immunizations against diphtheria, pertussis, tetanus, Hemophilus influenza type B (HIB), measles (rubeola), rubella, poliomyelitis, hepatitis A and varicella (chickenpox), or is likely to be immune as a result of the disease.

Students may be exempt from such immunization requirements if a parent objects on the basis of medical, religious or personal reasons. Such parents shall provide a written request for such exemptions, stating the reason such exemption is requested. The written request will be provided to the principal of the respective school.

Students who are not residents and who have been legally transferred to this school district shall have the same benefits and requirements as legal residents of the district.

GRADING

Report cards will be given out at the end of each semester for third through 8th Grade. The semester grade is recorded on the permanent record. Grades appearing on report cards and permanent records are:

A Excellent...90 100
B Above Average...80 89
C Average....70 79
D Below Average...60 69
F Failure ...59 and below

PROFICIENCY BASED PROMOTION

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

PROMOTION AND RETENTION

The Oak Grove Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program (IEP) as created by the IEP team.

Grade level placement in the elementary will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging process. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Grade marks will not be used as a means of punishment or reward.

Occasionally, some students do not make the progress expected during a given school year. Retention in the same grade can be considered as an alternative in assisting students to acquire the minimum skills and competencies expected. To be most effective, retentions should occur at the earliest point in their school years, preferably in the primary grades. The decision to retain should be based on the best information available, which supports the premise that the student will benefit from retention by becoming more proficient in the minimum skills and competencies expected.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course; the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the required grade-level skills and state standards. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance.

Students demonstrating proficiency in the required grade-level skills and state standards at the 70% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

HANDICAPPED STUDENTS

In general, handicapped students who need special education are defined as students ages 3-9 who are developmentally delayed and ages 10-21 with educational handicaps who are physically handicapped, mentally retarded, emotionally disturbed, and/or specific learning disabled. Students from birth through ages 21 with serious visual or hearing handicaps or a combination of both are also considered handicapped and may be in need of special education.

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

SPECIAL EDUCATION

Special Education at Oak Grove Schools includes Learning Disability, and Speech Therapy. However, all Special Education needs will be met.

* Learning Disability: We have a teacher for K-8. The teacher will help students who have trouble in specific areas of learning.
* Speech Pathology: It is designed to help students with speech improvement.

GUIDANCE AND COUNSELING

Oak Grove School does not employ an onsite school counselor. However, guidance and counseling services to work with parents, teachers, and students to help solve school-related problems are available. Area public school counselors are available for any emergency crisis support. Payne County Youth Services and the Creek County Health Department are available to serve on site at Oak Grove. Services are not limited to these agencies as other qualified

members of the local community will provide services upon request.

Creek County Health Department
1808 E. Hickory
Sapulpa, OK 74066
918 224 5531

Payne County Youth Services
224 W. 12th
Stillwater, OK 74076
405 377 3380

GIFTED STUDENT PROGRAM

The board of education will provide gifted and talented educational programs for all identified gifted and talented children enrolled in the district. The program will include differentiated education with multiple programming options, which shall be carefully matched with student's identified needs and interests.

The district will provide this program as a means for each student, regardless of abilities, to reach his or her full potential to meet this goal; the board adopts the following conditions for the program.

Identification

Students who have been identified by the school district as having scored within the top 3% (97th percentile) on a nationally standardized intelligence test or demonstrated excellence in creative thinking, leadership, visual and performing arts or specific academic ability will participate in the program. Students who have been identified by another district prior to enrollment in this district will be placed in the program for one year and further testing can be made.

Due Process Rights

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

Multi-criteria Evaluations

Multi-criteria evaluations may include any of the following:

Referrals--professional, peer, parent, self

Measures of ability

Measures of performance

Scales, inventories, checklists

Autobiographies or work samples

Programs Provided

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

Type of Program

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

Student Removal

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

Expenditures

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

Local Advisory Committee

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

TITLE I PARENT INVOLVEMENT

The Oak Grove Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles may appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children

served in the program a "School-Parent Compact" outlining the manner in which the parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

TITLE I PARENT INVOLVEMENT – REGULATION

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

Guidelines

Parent involvement activities will include opportunities for:

- ❖ Volunteering;
- ❖ Parent education;
- ❖ Home support of child's education;
- ❖ Parent participation in school decision-making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

1. Parents

   It is the responsibility of the parent to:

   a. Actively communicate with school staff;
   b. Be aware of rules and regulations of the school;
   c. Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
   d. Utilize opportunities for participation in school activities.

2. Staff

   It is the responsibility of the staff to:

   a. Develop and implement a school plan for parent involvement;
   b. Promote and encourage parent involvement activities;
   c. Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
   d. Send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

3. Community

   Community members who volunteer in the schools have the responsibility to:

   a. Be aware of rules and regulations of the school;

   b. Utilize opportunities for participation in school activities.

4. Administration

   It is the responsibility of the administration to:

   a. Facilitate and implement the Title I Parent Involvement policy and plan;

   b. Provide training and space for parent involvement activities;

   c. Provide resources to support successful parent involvement practices;

   d. Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate with and work with parents as equal partners;

   e. Send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

AIDS EDUCATION

It is the policy of Oak Grove Public Schools to offer an Aids Education Program to 5th through 8th grade students. Age appropriate materials are used in this program. The school administration monitors all materials. Any parent who does not want their child to participate may call the school administration to discuss alternative options.

DRUG EDUCATION/PREVENTION PROGRAM

It is the policy of the Oak Grove Board of Education that a drug education/prevention program is instituted district wide for all students' K8 and district employees.

DRUG-FREE SCHOOLS

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

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

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

LIMITED ENGLISH PROFICIENCY INSTRUCTION

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

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

A student who:

1. was not born in the United States or whose native language is a language other than

English and comes from an environment where a language other than English is dominant; or

2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Tutorial Programs

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

No Child Left Behind Act of 2001

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

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

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

For non-English speaking parents, the district will arrange to provide translations of this

information in their native language.

WEAPON-FREE SCHOOLS

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

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater that three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item which is used to threaten harm or is used to harm any person. No knives regardless of blade length.

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

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

The Law

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

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

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

REGULATION WEAPON-FREE SCHOOL

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

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon or a replica or facsimile of a dangerous weapon, the

teacher or employee shall immediately investigate the matter and shall confiscate such weapon or replica or facsimile of a dangerous weapon found if this can be accomplished without placing any students or staff in jeopardy. The teacher or employee shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

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

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

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

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

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

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

STUDENT ATTENDANCE

It is unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years, unless such child has been screened as not to be ready for kindergarten, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (70-10-105)

If a child is to be absent for any reason, it is the duty of the parent(s), guardian, or other person having charge of that child, to notify the school principal or teacher; that notification should be by telephone at the beginning of each school day in which the absence is to occur. If a parent or guardian, or other responsible person has not notified the school, the school personnel will attempt to notify a parent by telephone that the child is absent.

To be excused from attendance, a child must meet guidelines established by state law.

If the child is absent from school without a valid excuse for four or more days or parts of days within a four-week period or is absent without a valid excuse for ten days or parts of days within a semester the principal shall immediately report such absences to the district attorney to comply with Title 10 of the Oklahoma Statutes.

After a student is absent for any reason, all work must be made up. The student will be given the number of days to make the work up equal to the number of absences, and work is due immediately for all days of absences at the end of this time. Any exception to this time-line can be made only by the building principal, and only for extenuating reasons, which can be substantiated.

Tardies

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving at school after 8:00 a.m. may be asked to report to the office before going to the classroom. Students may be required to make up missed time.

ACCIDENTS

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

Report all accidents to the teacher or coach if the injury occurs in the classroom or athletic program.

Fill out an accident report in the principal's office on the day the accident occurs. If medical attention is required, parents will be immediately notified and the correct procedure for the injury will be followed. All students must have an Emergency Procedure Card on file in the office.

LEAVING SCHOOL DURING THE DAY

Oak Grove Public School will require all students to remain on school grounds from their time of arrival until the dismissal of school at the end of the school day. However, students will be allowed to travel off campus with their class on school-sponsored trips. Parents may pick their child up at anytime during the school day by signing them out through the office. Notes for students to leave with other parents during the school day or to go home for lunch will not be accepted. Notes for students to walk home during the school day will not be accepted. Parents must sign their child out through the office. If a child is to go home with someone other than his/her parent or on a bus other than his/her regular bus, parents MUST SEND A NOTE TO THEIR CHILD'S TEACHER ON THAT DAY or notify the school office.

FIRE DRILLS/TORNADO DRILLS

The purpose of fire drills and tornado drills are to move people into positions of safety should these emergencies arise. At the beginning of each school year students will be instructed in the proper procedure to follow during these drills. These drills should be taken in a serious attitude as they could save your life. The fire warning will be a continuous alarm and it will be announced over the intercom. There will be 2 fire drills each semester. The tornado warning will be announced over the intercom and a bell ringing format of three rings – pause, three rings – pause. During an actual tornado emergency, teachers are not allowed to release any students. When students are secure in the storm shelter, they shall not be released to any guardians until the weather danger has passed and the school principal has issued an "all clear."

SCHOOL LOCKDOWN

A school wide lockdown drill will take place at least twice each year. The school faculty will inform students as to the procedures of a school lockdown. During a school lockdown, no one may enter or exit the campus.

REGULATION INCLEMENT WEATHER PROCEDURES

Notification to Parents and Students

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

The Oak Grove Automated Calling System.

Television Stations: Channel 4 (Oklahoma City)
Channel 6 (Tulsa)
Channel 9 (Oklahoma City)

STUDENT ILLNESS

Many times it is necessary for the school to contact a parent when a student becomes ill or is injured during the school day. Please be sure the school secretary has your home and work phone numbers (be prepared to pick the child up from school in such instances, as we do not have a sickroom at school). A student suspected of having a contagious illness must have a doctor's permission slip to be readmitted to school (impetigo, ringworms, scabies, head lice, mumps, measles, pink eye, etc.).

For your child's protection and that of the other children in the school, we request that you keep your child home if he/she is running a temperature or has other symptoms of a communicable

disease, or has severe upset stomach.

Oak Grove Public School does not provide nursing services to students. Cuts and scrapes will be cleaned and a bandage applied.

Temperatures will be taken at school whenever a teacher feels it is warranted. A child who has a temperature and is showing signs of illness will need to go home. You will be called and arrangements will be made for the comfort of the child. Please be aware of a child who is not feeling well before he/she comes to school. Do not send an ill child to school.

If your child receives a lump on the head or any major injury, you will be called immediately and made aware of the injury. It is the responsibility of the school to inform parents of injuries at school.

MEDICATION: ADMINISTERING TO STUDENTS

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

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

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

    A. purpose of the medication,
    B. time to be administered,
    C. whether the medication must be retained by student for self-administration,
    D. termination date for administering the medication, and
    E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
E. Definitions:
    i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
    ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

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

The administrator, or administrator's designee, will:

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

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

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

MEDICATIONS GIVEN AT SCHOOL – REGULATION

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

1. The principal designates in writing which school employees may administer medications to student.
2. Designated school employees:
    A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
    B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Oak Grove Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician

treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

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

DEALING WITH COMMUNICABLE DISEASE HIV AND HEPATITIS B

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

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

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

DRESS EXPECTATIONS

All students have some physical activity every day, whether it is recess or physical education. For the safety of your child and others, we encourage all students to wear appropriate shoes for such activities. School clothing should be appropriate for the school setting. Shoes must be worn at all times. Students are not permitted to wear any clothing with suggestive or derogatory pictures or phrases, or advertising of alcohol, tobacco, or drugs. Short shorts, biker shorts, and extremely short skirts are considered unacceptable for school. Shorts and skirts must be mid-thigh or longer in length. Fishnet shirts, tank tops, and shirts that are short enough to show the tummy are unacceptable. Clothing deemed to be gang-related by the principal will not be permitted. THE PRINCIPAL'S DECISION REGARDING APPROPRIATENESS OF DRESS IS FINAL.

WIRELESS TELECOMMUNICATION DEVICES AND NUISANCE ITEMS

Wireless Telecommunication Devices

For emergency purposes cell phones may be brought to school and stored in our centrally located cell phone lock box. Our cell phone policy is in accordance with state law.

Nuisance Items

Entertainment devices, cameras, phones, radios, video games, tape players, music media-playing devices of any kind, water guns, hackey sacks, cards, toys, and other similar items are considered “nuisance items” and should NOT be brought to school.

Any such items may be confiscated and returned to the student only at the end of the school day or at another time designated by the administrator dealing with the situation. School will not be responsible for lost, stolen, or damaged items.

PLAYGROUND RULES

All children will be sent outside for play periods unless they have been sick and have permission to stay inside.

Parents are requested to dress the children for cold weather. Children will not be sent out when it is raining or extremely cold.

1. Students are expected to remain in the designated playground area at all times.
2. No items will be allowed in the student’s mouth while on the playground.
3. Students should not throw any object that might injure others, or participate in any activities that are dangerous.
4. Fighting will simply not be tolerated.

TEXTBOOKS

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

STUDENT LOCKERS

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

FLAG ETIQUETTE

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

FIGHTING

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

COMPUTER USE

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

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

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

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

COMPUTER USE REGULATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

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

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

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

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

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

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

Acceptable Uses

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt

about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

    a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

    b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse", "time bomb", or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

    c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

    d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. Netiquette. All users must abide by rules of network etiquette, which include the following:

    a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

    b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

    c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

    d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

Internet Safety

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

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

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

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

Privacy

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

Failure to Follow Policy

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

Warranties/Indemnification

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

Updates

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

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

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

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

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

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

INTERNET FILTERING – REGULATION

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating students to be "net-smart";

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using "Acceptable Use Agreements";

Using behavior management practices for which Internet access privileges can be earned or lost; and

Appropriate supervision, either in person and/or electronically.

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

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

Criteria for Filtering of Objectionable Sites

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

Nudity/Pornography

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

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

Sexuality

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

Violence

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

Crime

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

Drug Use

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

- Exceptions: Material with valid educational use (e.g., drug use statistics)

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

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

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

Interactive Mail/Chat
- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas

Inappropriate Banner Acts
- Advertisements containing inappropriate images

Gambling
- Sites that allow or promote online gambling

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

Other Inappropriate Material
- Body modification: tattooing, branding, cutting, etc.

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

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

USE OF TOBACCO ON SCHOOL GROUNDS

The board of education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, the Board hereby prohibits the use of all tobacco products by students, staff, visitors or guests in all school district buildings, on the grounds, on all school property and school vehicles.

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

This regulation also applies to all public school functions and any outside agency using the district's facilities. This regulation applies to school sponsored events held on or off campus. Tobacco use is also prohibited by students, staff, and volunteers at all events away from school property where they represent the school district.

It is specifically directed that this ban on tobacco products will be in effect 24 hours a day, seven days a week.

The school district administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking.

Signs will be posted in prominent places on school property to notify the public that smoking is prohibited.

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

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

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

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

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

PARTY INVITATIONS

Invitations to parties cannot be given out at school unless all students in the class are given invitations.

PARENTAL INVOLVEMENT

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

PARENT CONFERENCES

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

PARENT/TEACHER COOPERATION

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

CHILD NUTRITION CAFETERIA CHARGES AND RULES

Student Meal Prices..... Breakfast - $2.00 Lunch - $3.00
School Employee/Substitute.....Breakfast - $3.25 Lunch - $5.30
Visitor.....Breakfast - $3.25 Lunch - $5.30

****Milk is provided with all child nutrition meals. When students chose to bring a lunch they may purchase milk or water for $.50. This a la carte price is for all students, including those who qualify for free and reduced meals.

Cafeteria bills will be sent home with the student(s) the first week of each month. All lunch accounts must maintain a positive balance. It is the responsibility of the student and/or parent/guardian to be aware of the funds in their cafeteria account. Parents may request their account information by contacting Kelly Miller at the school by phone (918)-352-2889.

RETURN CHECK POLICY AND OTHER DEBTS OWED TO SCHOOL

It shall be the policy of the school that any check given to the school by any person including students, teachers, parents, community members and all others, that the writer or writers of these checks, returned by the bank, for the reason of insufficient funds, will be charged a set fee of $25 per check per occurrence. Fraudulent checks (where no account exists) will be turned over to the county district attorney for prosecution. Students of parents/guardians who have outstanding debts will be subject to additional consequences. These students can be prohibited from participation in school sponsored extra curricular activities until the school balance owed is paid. Extra curricular activities include all sports, class trips, and all other school-sponsored activities. If it becomes a common occurrence for any individual and/or

family, they will not be allowed to charge or purchase any item without paying cash.

TRANSPORTATION OF STUDENTS

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

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

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

REGULATION BUS RIDER RULES

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

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

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

Refusing to obey driver
Failure to remain seated
Use of tobacco
Profanity
Fighting
Spitting
Lighting matches
Throwing objects
Vandalism
Hanging out window
Drugs
Use of controlled and/or dangerous substances
Violating the rights of others

No eating or drinking on the bus

Tardiness to bus stop

Walking in front of the bus without driver permission

Feet in aisle

Scooters, skateboards, etc. are not allowed on buses

Disrespectful to driver or school staff

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

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

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

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

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

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

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

THE PRINCIPAL'S DECISION IN THESE MATTERS IS FINAL.

ACTIVITY TRIPS

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

WITHDRAWAL FROM SCHOOL

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

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

REGULATION WITHDRAWAL FROM SCHOOL

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

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

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

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

OPEN TRANSFER POLICY

Our school district is committed to welcoming non-resident students whenever space and staffing allow. In accordance with Oklahoma state law, parents or legal guardians may apply for a student transfer to this district at any time during the school year. Transfers are evaluated on a case-by-case, student-by-student basis.

Application Window and Timeline

- **Annual Open Transfer Window:** Applications for the upcoming school year open on **June 1**. The district will begin formal processing and issue decisions after **July 1**, once the Board of Education has officially approved grade-level capacities.
- **Mid-Year Transfers:** Applications for the current school year may be submitted at any time. The district will review and process mid-year requests within **10 school days** of receipt.
- **First-Come, First-Served:** All new transfer applications are logged and reviewed strictly in the order they are received.

Criteria for Approval or Denial

Decisions regarding student transfers are strictly based on three state-authorized criteria:

1. **Grade-Level Capacity:** A transfer will only be approved if the student's specific grade level is operating below the enrollment capacity established by the local Board of Education. Current capacity and vacancy numbers are updated quarterly on the district's public website.
2. **Attendance History:** A student's transfer request may be denied if they have a history of chronic absenteeism (missing 10% or more of school days) at their previous school.
3. **Disciplinary Records:** Transfers may be denied if the student has a history of severe or recurring disciplinary infractions, or suspensions that violate the district's student conduct policy.

Special Protections and Preferences

- **District Employees & Military Families:** Automatic approval or priority placement is granted to dependent children of active-duty military personnel and full-time district staff, provided they do not meet the criteria for a disciplinary or attendance denial.
- **Sibling Rule:** Sibling applications must be submitted and considered separately. However, the district makes every effort to keep families together if grade-level capacities permit.
- **Special Education:** Transfers for students requiring Special Education services (IEP or 504 plans) will involve a review of the student's records to ensure our site possesses the necessary staffing, programs, and capacity to deliver a Free Appropriate Public Education (FAPE).

Maintenance and Renewal

- **No Annual Reapplication Required:** Once a transfer is approved, the student may

remain enrolled in the district through the 8th grade without needing to reapply each year.
- **Annual Review:** The district reviews all transfer student records at the end of each school year. A transfer may be revoked or denied for the following school year if the student fails to meet attendance or disciplinary expectations. Parents will be notified of non-continuation by **July 15**.

Transportation and Extramural Eligibility

- **Transportation:** Parents or guardians are solely responsible for transporting transfer students to and from school. The district does not provide bus routes outside of its standard residency boundaries for transfer students.
- **Activities & Athletics:** Transfer students in grades 7-8 must comply with all eligibility mandates established by the Oklahoma Secondary Schools Activities Association (OSSAA) for any sanctioned athletic or extramural competitions.
- **Appeals Process**
- If a transfer application is denied, the parent or legal guardian has the right to appeal the decision. A written appeal must be submitted to the local Board of Education within **10 days** of receiving the official denial notice. If the local Board upholds the denial, a secondary appeal may be filed with the Oklahoma State Board of Education.

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

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

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

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

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

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

CHANGE OF ADDRESS/TELEPHONE

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

STUDENT RECORDS

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

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

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

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

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

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

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

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

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

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In accordance with the policy of the board of education, the following regulation shall govern the

release of student records to students and members of the student's family, legal custodian, or legal guardian.

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

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

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

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

EDUCATION RECORDS

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

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

Personal Identifier

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

Annual Notification

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

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's

education records;

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

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

Statement of Rights

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

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

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

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

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

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

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

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

Fees for Copies of Records

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

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

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

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

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

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

STUDENT DIRECTORY INFORMATION

Each year this school district will give public notice of the categories of information that it considers directory information regarding students in the district. This notice will include statement-notifying parents whether or not the categories set forth as directory information may

be used on a school-authorized Internet web page. If the district chooses to use student directory information on its Internet web page, this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any Internet web page not authorized by the Oak Grove Board of Education.

The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should no be released without prior consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored Internet web page, the parents shall be allowed to object to the use of their child's information on the Internet web page, yet still consent to the school's use of their child's information in other formats. If the parents provide no objection within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

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

The following information is designated as "directory information":

Student's name, address, telephone listing, and date and place of birth;
Parent or lawful custodian's name, address, and telephone listing;
Major Field of study and grade level classification (example: elementary, 7th grade, sophomore);
Student's participation in officially recognized activities and sports;
Weight and height of members of athletic teams;
Photograph;
Electronic mail address;
Dates of attendance, dates of enrollment, withdrawal, and re-entry;
Diplomas, certificates, awards, and honors received;
Most recent previous educational agency or institution attended by the student.

TESTING PROGRAM STUDENT SURVEYS – REGULATION

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

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to

inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

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

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

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

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

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

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

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

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
    a. College or other postsecondary education recruitment, or military recruitment;
    b. Book clubs, magazines, and programs providing access to low-cost literary products;
    c. Curriculum and instructional materials used in schools;
    d. Tests and assessments;
    e. Student recognition programs; and

f. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

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

Definitions

The term "survey" includes an evaluation.

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

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

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

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

TESTING PROGRAM

It is the policy of the Oak Grove Public School Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

The following guidelines exist for the participation of children with disabilities in district-wide assessments: Each student's IEP shall address guidelines for participation in district assessments, with appropriate modifications and accommodations. The IEP team may determine that the student is unable to participate in standard district assessments. Such a determination will be noted in the child's IEP.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

The superintendent is directed to establish a regulation governing the use of testing programs. Such regulation, when approved by the board, shall be incorporated into this policy and shall be

made a part thereof.

STUDENT RECRUITMENT - ACCESS TO STUDENTS AND DIRECTORY INFORMATION

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

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

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

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

SEARCH AND SEIZURE

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

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

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

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy, as provided by the Student Suspension Policy (#610).

SEARCH OF STUDENTS

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

superintendent is instructed to establish a regulation for board approval that supports this policy.

SEARCH OF STUDENTS – REGULATION

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

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

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonable suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited times may be suspended by the superintendent for a period not to exceed the current school semester and the

succeeding semester. Such suspension may be in addition to any civil or criminal liability.

SAFE SCHOOL COMMITTEE

Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.
2. False setting off the fire alarm, misuse of the fire alarm system, fire extinguishers, or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered grounds for expulsion.

Not later than October 1 of each school year, a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bully; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include the school counselor.

SAFE SCHOOL COMMITTEE BULLYING POLICY

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

1. Definition of bullying: Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures; or actions; cruel rumors; false accusations; and social isolation.
2. Bullying is prohibited: The Oak Grove School District and staff shall not tolerate any bullying on district grounds or at any school activity on or off campus.

3. Staff intervention: The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members' safety. All incidents will also be reported to school administrators.
4. Students and parents shall report bullying: The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.
5. Investigation procedures: Upon learning about a bullying incident, the principal shall interview those involved. The investigation may include interviews with other students, parents, and school staff, review of school records; and identification of parent and family issues.
6. Consequences/intervention: Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

HARASSMENT POLICY

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

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying included, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

Verbal, physical, or written harassment or abuse;

Repeated remarks of a demeaning nature;

Implied or explicit threats concerning one's grades, achievements, etc.;

Demeaning jokes, stories, or activities directed at the student;

Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

SEXUAL HARASSMENT

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

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

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

STUDENT DISCIPLINE

The Oak Grove Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

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

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;

- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

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

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

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor

6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances.

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

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

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

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

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

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

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

REGULATION DISCIPLINE OPTIONS AND ACTIONS

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

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

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

REGULATION STUDENT DISCIPLINE THREATENING BEHAVIOR

Threatening behavior is defined as an activity, which portrays that another person, persons, or property, may or will be harmed or killed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written, or verbal expression, or physical act that a reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student/ Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

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

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

school.

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

SUSPENSION OF STUDENTS – REGULATION

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

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

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

<u>Procedural Steps to Suspension</u>

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to

another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

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

Suspension Appeals Committee

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

Appellate Procedures

1. Any student, who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
    a. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
    b. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended

student to attend classes pending the outcome of the appeal.

c. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

d. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

e. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

2. Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

   a. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

   b. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

   c. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

   d. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

Note: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired. THIS POLICY REQUIRED BY LAW.