Ardmore City Schools

RAISE THE BAR.

GRADE CENTERS

STUDENT HANDBOOK

2026-2027

Elementary Student Handbook 2026-2027



Find your child's school below for Key Information and Contracts.

CHARLES EVANS FIRST AND SECOND GRADE CENTER

- Physical Address: 1906 Harris, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2472

KEY CONTACT

Principal: Debra Fields
Email: dfields@ardmoreschools.org

- School Day: 8:20 a.m. to 3:50 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:15 a.m.
  [Breakfast and Lunch Free for all students.]

JEFFERSON FIFTH AND SIXTH GRADE CENTER

- Physical Address: 333 Carter SE, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2474

KEY CONTACT

Principal: Lori Brookshire
Email: loribrookshire@ardmoreschools.org

- School Day: 7:50 a.m. to 3:20 p.m.
- Student arrival: No earlier than 7:20 a.m.
- Breakfast: 7:20 to 7:50 a.m.
  [Breakfast and Lunch Free for all students.]

LINCOLN THIRD AND FOURTH GRADE CENTER

- Physical Address: 615 Stanley, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2477

KEY CONTACT

Principal: Chase Henson
Email: chenson@ardmoreschools.org

- School Day: 8:20 a.m. to 3:50 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:15 a.m.
  [Breakfast and Lunch Free for all students.]

WILL ROGERS EARLY CHILDHOOD Grades PK & Kindergarten

- Physical Address: 1441 N Washington, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2482

KEY CONTACT

Principal: Donna Blackmon
Email: dblackmon@ardmoreschools.org

- School Day: 8:10 a.m. to 3:45 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:05 a.m.
  [Breakfast and Lunch Free for all students.]

Important District Contacts

Transportation/Bus Department	580.221.3001 Extension 1314
Child Nutrition Department	580.221.3001 Extension 1240
Special Education Services	580.221.3001 Extension 1505
Homeless Liaison	580.221.3001 Extension 1544
Indian Education Department	580.221.3001 Extension 1231

Notice of Non-Discrimination

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilitates access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race ancestry, or county of origin and directed toward an employ, a student, or a visitor.
Board Policy DA-A, DA-A.1

Visitors to our Schools

All parents and visitors on campus must report to the front office. Visitations and conferences should be arranged in advance through the office. Friends and relatives should receive administrative approval prior to visiting the school. School visitation by other students will not be allowed.

Student & Parent Responsibility

All students and parents are expected to know and to follow the information contained in this student handbook. All school policies are available to students and parents via the district's website: www.ardmoreschools.org

Visitors may be asked for identification [state or government issued [while anywhere on school property or attending school activities, including but not limited to school buildings. No parent and/or visitors have unlimited right to visit during school hours. All visitations must be approved by the principal in advance.

Privacy at School

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws,

(b) reduce the risk of stifling the free exchange of ideas,

(c) shield young people from potential embarrassment, and

(d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

District-owned security cameras are in place around the district, to include classrooms, for the purpose of increasing security for students and staff. Any cameras located within a classroom will not be used to conduct evaluations of a teacher's performance as required by law, the collective bargaining agreement or as evidence to support the discipline of a teacher. Any video captured will be viewed by authorized district personnel only and only when deemed necessary. Video can be used for the enforcement of board policy, administrative procedures and other reasons provided through state and federal law. Video will be reviewed any time a district administrator feels that a child or staff member is in danger.



Board Policies referenced in this handbook can be located on our website: ardmoreschools.org
School Board – Board Policies

Classroom Visitation

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Ardmore Board of Education to restrict classroom visitation to a minimum. As stated above, there may be times when visitors to a class or an event is not allowable, not appropriate or not in the best interest of the class or student. **The principal is authorized discretion in permitting visitation and the board of education declares its support of any decision made by a principal in denying visitation to any person.**

Any person who plans to visit a classroom or other school facility must obtain prior permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal has established appropriate procedures (written and non-written) to ensure compliance with this policy. Such procedures include posting notices at the entrance to each school building. The notices require visitors to report to the principal's office before visiting any classroom or other facility.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds. Reference Board Policy GA-C.

Our Website

Be sure to visit our website for more information: www.ardmoreschools.org. Each school has their own webpage and there you can find a directory of staff, to include your child's teacher. Also, on the website you can find the district's academic year calendar, student handbooks and other valuable parent information. Please note that all Board Policies and Administrative Procedures referred to in this handbook can be found in their entirety on the website under School Board/Board Policies.

WenGage Parent Portal

Parents and students can keep up with grades and attendance through the WenGage Portal. Contact the office to learn more or to get set up.

Staff Student Communication Systems

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools has notified all personnel of the required use of approved platforms for all digital communications with students. Communications Platforms approved by the Board of Education, are the Ardmore City Schools email system and Thrillshare Rooms. Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

RAISE THE BAR.	Ardmore City Schools – Federal Programs Administrative Center, 611 Veterans Blvd., Ardmore, OK (580)226-7650

ELEMENTARY LEVEL SCHOOL – PARENT COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community representatives, the following roles and responsibilities have been established. As partners, we are committed to carrying out these responsibilities to support student success in school and throughout life.

Teacher Responsibilities	*Student Responsibilities*	*Family Responsibilities*
1. Maintaining a quiet and organized workplace.	1. Being in class on time, every day, with my homework in hand and prepared to work.	1. Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school.
2. Having a high expectation of myself and my students.	2. Allowing the teacher to teach and everyone in class to learn.	2. Accentuating the positive events at school and help my child resolve issues of concern and conflict.
3. Giving instruction and assignments appropriate for the skill and development required by state and district standards.	3. Completing my work on time and accurately.	3. Supporting the discipline policy and reinforcing the highest expectations of the school staff.
4. Monitoring student work on a daily basis to ensure success and progress.	4. Keeping my hands, feet, objects, and comments to myself.	4. Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading.
5. Reporting regularly to parents with returned work, written notices, and conferences.	5. Respecting others and their property.	5. Seeing that my child gets adequate rest and is in school on time with a positive outlook.
		6. Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences.
		7. Providing and maintaining accurate information on my child's records for contact.

July 2026

As outlined in the Great Expectations methodology, teachers and students will practice these expectations. The mission of Great Expectations® is to motivate, inspire, and challenge individuals to achieve excellence in earning and living.

Eight Expectations for Living

Educators helping students achieve excellence guide them in adhering to the following expectations.

- ✔ We will value one another as unique and special individuals.
- ✔ We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- ✔ We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- ✔ We will cheer each other to success.
- ✔ We will help one another whenever possible.
- ✔ We will recognize every effort and applaud it.
- ✔ We will encourage each other to do our best.
- ✔ We will practice virtuous living, using the Life Principles.

Anti-Bullying Expectations

- ✔ We will not bully others.
- ✔ We will try to help students who are bullied.
- ✔ We will try to include students who are left out.
- ✔ If we know that somebody is being bullied, we will tell an adult at school or an adult at home.

Parent Concerns

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns as follows:

1. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher.
2. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal.
3. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel, followed by the superintendent.
4. After exhausting all of these available channels, the parents may appeal to the Board of Education following Policy BB-D.1. The Board's action shall be a final determination of the grievance.

As a reminder, the superintendent will require you to visit with your principal about a concern in their building prior to contacting the superintendent. Your principal should always be given the opportunity to hear your concern and assist you. If you are not satisfied at that level, your next call should be to the assistant superintendent.

Child Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when the parent provides the school with a copy of the following court-approved documents: restraining order, revocation of parental rights, divorce documents, or custodial documents which specifically state visitation limitations. All documentation must be on file in the school's office and any court-approved updates must also be provided to the school. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or their designee. Should any such situation become a disruption to the school, local law enforcement will be contacted and an Officer will be requested to intervene.

Parents are asked to make every attempt not to involve school sites in custody matters.

Absent court documents to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

District Administration Information

Duties of Your Board of Education

The Board of Education's responsibility is not to run the schools, but to see that they are well run. They in turn hire a superintendent to take care of all day-to-day administrative matters. The Board is vested only as a member of the board of education while they are conducting an official meeting. When you see them out in public, they are citizens just like you and me. When you share a concern about an issue with a board member, they should direct you back to the appropriate school official who can help you. If you provide a board member with too much information about a situation, they may have to recuse themselves from hearing and deciding on your concern if brought before the entire board of education in an official meeting.

Superintendent of Schools

The Ardmore Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. As executive officer of the board, the superintendent shall carry out all policies adopted by the board. The superintendent is responsible for all day-to-day, administrative matters. The board shall seek the superintendent's recommendation on school matters.

Admission

Attendance Age: Reference Board Policy FB-D.
All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

Pre-School Attendance Age (4-Year-Old Program)
Children who have reached the age of four (4) years on or before September 1 and who have not attended a public school or kindergarten, shall be entitled to attend early childhood programs at any public school in the state where such programs are offered. Four-year-old children are not required to attend an early childhood education program.

Kindergarten Attendance Age
Children who have reached the age of five (5) years on or before September 1 of the school year may be admitted to kindergarten classes approved by the State Board of Education.

First Grade Attendance Age
Children who have reached the age of six (6) years on or before September 1 of the school year may be admitted to first grade classes approved by the State Board of Education.

Enrollment Items
An official birth certificate or other proof of birth is required as proof of age at the time of enrollment in *pre-kindergarten* and kindergarten, or if not previously verified, in first grade. An up-to-date immunization record is also required at the time of enrollment.

Maximum Age
Maximum age is set by Oklahoma School Law. Termination of school attendance before graduation from high school or before reaching the age at which attendance is not compulsory may be permitted by mutual consent of the superintendent, principal, parents or guardian, and in some cases, the county judge. (70-1-114)

Enrollment of Military Children: Reference Board Policy GA-C
Students shall be allowed to continue their enrollment at grade-level in the receiving district commensurate with the grade level from the sending school, regardless of age. This could result in underage military children being enrolled in kindergarten and/or first grade. (See Board Policy FB-AB) [70-18-111: Underage pupils in kindergarten and first grade who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents may be legally enrolled and attend an Oklahoma school.]

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

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

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend. At this time, proof of residency is required at enrollment each year.

NOTE: If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a "substantial degree" to the child's support while they have custody, the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

Homeless Students: Reference Board Policy FB-A
In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. For more information, contact the district's Homeless Liaison at 580.221.3001 Ext 1544.

Immunizations: Reference Board Policy FE-G
The Ardmore Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification for a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

As provided in the Parents' Bill of Rights, a student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Attendance

Reference: Board Policy FB-F & Administrative Procedure FB-F.1. Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education. **When absent call your school at the number provided at the beginning of this handbook.**

Excused Absences
School attendance officers may excuse absences for students who are absent because of accident or injury, death in the family, emergency situations, or other extenuating circumstances. Also, a student who is participating in a school-sponsored activity and has received the prior approval of the principal will receive an excused absence.

Specifically:

➢ Confirmed Illness by parent or doctor	➢ Religious Holy Days
➢ Accident or Injury	➢ Participation in a Military Funeral Honors Ceremony
➢ Medical & Dental Appointments	➢ Emergency Situations
➢ Death in the Family	➢ Suspensions

"Excused absences may be granted to a student by the school attendance officer upon receipt of a; certificate from a duly licensed and practicing physician for physical or mental disability; due to "an emergency and at the request of the parent, guardian, custodian or other person having control of the student; and at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the, student must travel to and from the site where the student will observe the holy days. The written request must be presented prior to the absence of the student." *(Reference: 70 O.S. §10-105)*

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a virtual online program approved by the school district, or

2. They have a medical condition that incapacities the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Unexcused Absences

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

Attendance Requirement for Receiving Grades and/or Credits

For grades PK-8: A student must be present 93% of the quarter

a) Each student is responsible for assigned work missed during any absence.
b) Class work missed due to an absence may be made up for credit.

Except for suspensions, school activity absences, religious holy days and confirmed illnesses, all absences will be counted. [NOTE: if at any time "parent-confirmed" illnesses become excessive or suspicious, the superintendent or his/her designee may require a doctor's note.]

Grades PK-8: If a student is absent more than 7% of the quarter (10 unexcused absences), an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade, an "NC" will be recorded. Note: PK students are also required to adhere to attendance requirement. In case of extenuating circumstances, the principal or designee will make the final decision.

Responsibilities Pertaining to Student Attendance Requirements

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.

2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.

3. The school administration neither encourages nor condones students missing school for family vacations. When this occurs, the student's absence will be a recorded as a documented unexcused absence, as it is not within the guidelines of what is accepted for an "excused" absence.

   When a parent/guardian continues with the family vacation during the school year, the following procedures must be followed:

   a) The parent(s) will contact the attendance officer in advance.

   b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)

   c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.

4. Parents are encouraged to schedule student appointments after the school day or when school is not in session. A school calendar is available on the website and in the student handbook to assist with scheduling of appointments that don't conflict with school days. Parents should consult with their school counselor regarding chronically ill students.

5. Grades 1-6

   a) Each student is responsible for assigned work missed during any absence.

   b) Class work missed due to an absence may be made up for credit.

6. In grades K-8, students will make up assignments missed during any absence.

   c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.

Note: All absentee documentation must be provided to the school within 10 school days of the absence. Any documentation received after that time, may not be accepted. All absentee documentation must be original documents, no copies.

Note: Perfect Attendance

In order to qualify for "perfect attendance" student must be in attendance all day each day for every class. All absences, including excused and early or late arrivals count when identifying Perfect Attendance recipients.

Excessive Unexcused Absences

Oklahoma Law states that a student is truant if they have 4 or more days or parts of days within a four-week period without a valid excuse OR 15 or more days or parts of days within a semester. Prior to a student becoming truant, Ardmore City Schools will initiate intervention as follows:

Once a student has three (3) unexcused absences within four consecutive weeks, a behavior interventionist and/or assistant principal, along with the school principal, will initiate the following process and document each step thoroughly as a log entry in WenGage.

1) Principal (or his/her designee) makes contact with parent by phone and mails letter to parent discussing the number of unexcused absences, time frame and request for meeting to address the issue before it gets to the point of truancy. [Principal or his/her designee and/or behavior interventionist will document the outcome of the phone call as log entry in WenGage. If no phone contact can be made, please consider a home visit by the behavior interventionist and school resource officer.

2) If the family is non-compliant and attendance issues persist, staff members continue to make contact to support intervention, documenting each attempt as a log entry in WenGage, until law has been violated [4 unexcused absences within a consecutive four-week period or 10 in a semester). At this point, referral is made to the district attorney's office for truancy by the school principal, assistant principal or school resource officer.

Referral To District Attorney for Truancy

Referral is to be initiated by school principal or a behavior interventionist upon information and documentation provided by school attendance clerk.

The letter to the district attorney will be generated and signed by the principal. All supporting documentation will be included with the letter and sent to the district attorney's office. Narrative information will be entered as a log entry in WenGage that referral has been sent to the district attorney's office.

School principal [or designee] will notify the superintendent's secretary and the district homeless liaison of the referral via email, including a copy of the letter to the DA in the interoffice mail.

District Attorney's office will be addressing truancy once a month on a regular basis. behavior interventionist, district homeless liaison and principal will follow-up with the district attorney's office, as needed, to ensure case is being worked.

All district personnel will cooperate with any requests made by the district attorney's office pertaining to the truancy case.



Reminder:
Academic success is directly related to being in attendance at school. When a student is identified as truant or has excessive absences, summer school or retention may be options to help the student get caught up academically.

Excessive Absences Appeal Procedure:
With each absence, a student should submit evidence to the Attendance Clerk as to the reasons for his/her absences, such as hospitalization, chronic illness, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the 10 allowed absences, this evidence will be presented to a committee composed of an administrator, a counselor, and one the student's teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances, or be given no credit (NC) for his/her class(es).

If a waiver/extension is granted, additional requirements could be in effect, which could include but are not limited to, attendance at summer school, an attendance contract with academic requirements, etc. If at any time a student has not completed his/her academic requirements as set forth in board policy, [*see below*] retention [at the elementary level] and/or loss of credit for semester resulting in no credit (NC) and the necessity to repeat said course or courses [at the secondary level] can occur.

See Administrative Procedure:
- EA-A.3 [Student Retention Regulation]

Regular School Dismissal

JEFFERSON	CHARLES EVANS and LINCOLN
Students will be released at 3:20 p.m.	Student s will be released at 3:50 p.m.
No dismissal will be allowed after 2:50 p.m. for the safety of all students. Any parent picking up a student prior to the end of the day will need to do so prior to 2:50 p.m.	**No dismissal will be allowed after 3:30 p.m. for the safety of all students.** Any parent picking up a student prior to the end of the day will need to do so prior to 3:30 p.m.
All children should be picked up by 3:35 p.m. Children not picked up by 3:35 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.	**All children should be picked up by 4:05 p.m.** Children not picked up by 4:05 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.
Parents should notify the office no later than 1:00 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.	**Parents should notify the office no later than 1:30 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.**

- **Students should always utilize the crosswalk areas when crossing the street. Students must report home before returning to play on school grounds.**

WILL ROGERS EARLY CHILDHOOD CENTER
Students will be released at 3:45 p.m.
No dismissal will be allowed after 3:00 p.m. for the safety of all students. Any parent picking up a student prior to the end of the day will need to do so prior to 3:00 p.m.
All children should be picked up by 4:00 p.m. Children not picked up by 4:00 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.
Parents should notify the office no later than 1:30 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.

- **Students should always utilize the crosswalk areas when crossing the street. Students must report home before returning to play on school grounds.**

Early Outs & Tardies

Academic instruction begins at the beginning bell and ends at the last bell. Early departures and tardies reduce teaching/learning time. All early departures are considered an "early out" [EO] and are marked as such in the attendance records of your child. In addition, tardies [T] are also marked as part of your child's attendance record. Parents should schedule doctor, dental and other obligations after school hours or on non-calendar days whenever feasible. In the event that such an appointment must be scheduled during school times, parents must come to the office first to check out the child.

NOTE ON TARDIES:
When a student is arriving to school "tardy", the parent/guardian must come into the school office to sign the student in.

The Basics

Assemblies
Students should observe the following procedures for assemblies:

- Students will sit in groups assigned by the teacher or principal.
- All students will enter and leave promptly and quietly. Students will be seated and refrain from unnecessary noise throughout the assembly.
- Hand clapping is the only acceptable form of applause. Whistling, booing, yelling, etc. will not be allowed.
- Courtesy and proper conduct must be maintained so as not to lose assembly privileges.

Bicycles & Bicycle Locks
Students riding bicycles to school should dismount and walk their bicycles on school property. All bicycles are to be parked in the bicycle racks. Students should also use a bike lock to secure their bikes during the school day. Students are not allowed to ride their bicycles on the school grounds during school time. Those students riding bicycles home in the afternoon must leave the school grounds immediately upon dismissal and must walk their bicycles until they are off school property.

Board Policies & Procedures
Board Policies and Administrative Procedures are referenced throughout this handbook. To see policies in their entirety, visit the district's website.

Care of Facilities
The buildings and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is needed and encouraged. Each student should feel an individual responsibility to keep the school neat and clean. Any defacing or marring of property will be considered a breach of conduct and will require disciplinary action, as well as proper financial payment for the damage incurred.

Cell Phone Ban in Public Schools: Oklahoma State Law (SB 1312, 2025) and ACS Board Policy FC-G
Effective Date: August 1, 2025 **Applies to: All Students, Grades PK – 12**

Policy Statement

In compliance with state law and in the interest of improving student focus, safety, and emotional well-being, **students are prohibited from utilizing or using personal mobile devices** (including but not limited to cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices) during the instructional day, including class changes.

Permitted Use

The use of personal electronic devices is allowed only:

- **Before the first bell and after final dismissal**
- **In the case of a documented emergency or health condition (IEP/504 accommodation)**

Devices must be powered off and stored in a backpack or designated location throughout the instructional day.

OFFENSE	CONSEQUENCE
1st	Warning: device confiscated and returned to student after school.
2nd	Device confiscated; parent/guardian must retrieve; written warning issued.
3rd	Device confiscated; parent/guardian must retrieve; student assigned one day of In-School Detention (ISD) / Restore
4th	Device confiscated; parent/guardian must retrieve; student suspended Out-of-School (OSS) for one (1) day.
Refusal to Comply Chronic Violations	Administrative discretion that may result in a longer-term suspension or loss of extracurricular privileges.

⚠ Important Notes

- The district is **not responsible for lost, stolen, or damaged devices**.
- This policy includes **cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices**.
- Staff may utilize school-issued communication devices or apps for approved instructional purposes.

Classroom Snacks
Classroom snacks must be prepared commercially and must align with the healthy fit guidelines in Board Policy FE-A.1

Deliveries for Students

Deliveries for students during the school day are not allowed, to include birthdays and Valentine's Day. This would include sending flowers, gifts, balloons, cupcakes, sweets, & all food items.

Dress Code
ACS students must represent himself/herself appropriately at all times by dressing modestly at school. Clothing that may be fun or appropriate on the weekends or after the school day, may not be appropriate for school. The dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. Clothing should not be disruptive and/or should not distract from the learning environment.

Dress regulations for students at ACS are based on personal cleanliness and respect for self and for others. AMS personnel will determine what is appropriate. If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent or causing a distraction, the teacher will notify the office. The student will be required to change the clothing in question before returning to class, and any time missed from class due to dress code will be calculated as an absence. Repeat offenses will result in additional disciplinary action.

Clothing standards for all students shall include, but are not limited to the following:

- ❖ Clothing must promote modesty.
- ❖ Students must wear shoes at all times.
- ❖ Wearing an unauthorized head cover of any kind in the building is considered inappropriate.
- ❖ All unauthorized caps, hats, hoodies, do-rags, stocking caps, etc., will be removed when inside the building.
- ❖ Students who choose to wear shorts should keep modesty in mind. Students may be asked to change if an adult finds the student's attire inappropriate. No bicycle or short-shorts allowed.

- Skirts must be of appropriate length.
- Halter tops, tube tops, tank tops, or spaghetti straps will not be allowed.
- Skirts and blouses must completely cover the midriff and stomach. Shirts and blouses must be modest in coverage.
- Legging must be worn with thigh-length or fingertip length tops. If you have a question, do not wear the item.
- No clothes with large holes or cutouts that cause indecency.
- No undergarments may be visible, including those underneath sheer outer garments.
- No pajamas
- Inappropriate words, vulgar connotations / innuendo, or any article of clothing that could cause a disruption to the educational process are not to be worn.
- Nothing that may be regarded as gang-related colors or emblems may be worn or displayed.
- Sagging is prohibited. Clothing must fit properly at the waist. Under garments, including shorts worn under jeans, must be covered.

If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent, causes a disruption or is a safety concern, the teacher will notify an administrator. ACS Personnel will determine what is appropriate. A student will be required to change the clothing in question before returning to class. Fashions change but appropriate school wear is our expectation.

Grading Scale: Administrative Procedure EA-A.4

90 – 100		80 - 89		70 - 79		60 – 69		Below 60
A		B		C		D		F

Note: Will Rogers Early Childhood Center provides parents with progress reports each nine weeks as well as performance measures on student assessments.

Honor Roll

First and second semester honor rolls will be submitted to the Daily Ardmoreite for publication for grades 1-6.

✔ Principals' Honor Roll:
Students with a "B" average for the semester with no grade lower than a "C" in all courses will be named to the Principal's Honor Roll.

Example 1: Sally made an A in math for the first 9 weeks and a C in Math for the second 9 weeks. Her semester grade would be a "B" as the A and C are averaged. Sally would qualify for the Principals Honor Roll.

Example 2: Sally made a D in math for the first 9 weeks and an A in math for the second 9 weeks. Sally had a grade lower than a C so she is not eligible for the Principals' Honor roll.

✔ Superintendent's Honor Roll
Students who have no grade lower than an "A" for the semester will be named to the Superintendent's Honor Roll.

Inclement Weather - Making the Decision to Close School

As soon as the district receives word from the Emergency Management Office or the National Weather Service that bad weather is predicted, we begin to monitor the situation very closely. Receiving advanced notice of possible weather is very beneficial. With that said, we all know in Oklahoma that our weather can change for the better or worse very quickly. As parents and staff members, everyone needs as much advance notice as possible to plan for a day when school may not be in session or a day when it is in session and getting to school could take longer. We will do our best to provide you with this advance notice when possible. Our bottom line is always for the safety of our students and our staff.

How will I be notified if school is closed?

Upon reaching the decision, the Superintendent or his designee, will notify parents by any or all of the following:

- ✔ Thrillshare call service
- ✔ Posting on Facebook
- ✔ Posting to the Website
- ✔ Local radio & TV stations will be notified

Individual private messages sent to the district's Facebook page asking about school closures will not receive individual responses. When a decision has been made, it will be posted. As a reminder: Absent an announcement of closure, school will be in session.

Library

Library books are checked out for two weeks and magazines for two days, with the right to recheck the material. If students have overdue material, they must wait one week to check out additional books. Elementary students are allowed to check out two books unless they have a lost or overdue book, in which case check out will be limited to one item until the lost or overdue book is returned or paid for. A classroom assignment will be the only exception, at which time the student would have access to the library. When material is damaged or not returned after due notice, the material must be paid for by the student. The principal has the right to restrict students from taking books home or checking books out.

Lost & Found

Students finding lost articles should take them to the office. Students losing items should check with the office.

Parties

For the safety of all students, some parties and student celebrations may be closed to outside guests. If families are asked to attend, a personal invitation will be sent by the teacher and/or principal. This decision is made based on the safety of each child within the school.

In the interest of keeping academic focus, parties and celebrations will be limited as to the occasion and frequency, customarily Christmas and Valentine's Day as approved by the principal. Student birthday parties at school are not allowed. Outside birthday cakes or cupcakes are prohibited. Private party invitations to be passed out at school should be for all students or all boys or all girls. Parties or celebrations at school should take place during the last 30 minutes of the day or at times declared appropriate by the site administrator. Foods of minimal nutritional value are not allowed except on special occasions defined as two events per year determined by the site administrator and teacher committee. Food items provided by parents must meet the suggested healthy snack option and must be **commercially prepared. The school district may not accept or use items that are not commercially prepared.**

Parent/Teacher Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teachers concerning his/her progress.

Regularly scheduled conferences will be held during the school year. Please feel free to schedule a conference before that time if desired. Elementary and Early Childhood staff members are available after school and during their planning times. Please contact the office for an appointment during regular school hours, 8:00 a.m. to 3:30 p.m.

Parent/Teacher Organizations

The Parent/Teacher Organization (PTO) is designed to assist teachers in providing educational experiences for the students through the purchase of additional materials and supplies for classroom and school use.

The PTO is also committed to providing extracurricular activities for the students to enhance their learning experiences through field trips and class holiday activities.

The PTO strives to provide programs and opportunities for parents to be involved in their child's education.

Please feel free to contact your PTO president or any officer if you wish to help with any activities or assist with homeroom duties.

Personal Property

Personal items are the responsibility of the student. It is suggested that items be marked with the student's full name. **As a reminder, the school is not responsible for personal items.**

Students are not to bring toys, radios, excessive money, valuables, electronic machines to school (MP3 players, IPods, headphone sets) or any electronic games, etc. to school.

Students have no expectation of privacy concerning lockers, desks, or other school property. Trading of articles is not to take place at school. The exchanging or selling of personal jewelry, articles of clothing, money, food, playing cards, collector cards, etc., will not be permitted.



Each year we have students at an elementary school who innocently bring a toy gun or knife to school. We are bound to follow the law of the Weapons-Free School Act, which requires schools to consider a toy gun at school as serious as a real gun. Knives are the same, even if they are a small pocket knife.

Please help us help your child by checking their backpack before they go to school each day for any items that are considered inappropriate. We do not want your child to be the one that gets to school with an item considered a weapon and have to suspend them possibly for an entire school year.

Proficiency Based Testing

Tests and answer sheets cover the following subject matter: Reading, Mathematics, Science, Language Arts & Social Studies.

All new or currently enrolled students have an opportunity to request a proficiency assessment for the purpose of evaluating appropriate grade or course placement. New students will have thirty (30) days from the enrollment date to request a proficiency assessment. A request may be initiated by a new student or the student's teacher, parent, or legal guardian. For more information, contact your principal.

Responsibility for School Items

Students are responsible for all items issued to them or used during the school year to include textbooks, library books & technology-related items. Any lost or damaged items must be paid for. All monies collected are recorded and receipted by the school secretary and deposited. If a lost item is found and is in good condition, any money paid will be refunded.

Sex Education: Reference Board Policy EI-A

It is the policy of the Ardmore Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or

questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
   a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
   b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:
   a. the absence of an individual saying "no" or "stop", or
   b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, test, survey, or questionnaire.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

Staff-Student Communications: Reference Board Policy DA-AO-A
It is the intent of the Ardmore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the nature and method of staff-student communications.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent or guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

Student Retention
Students in grades 1-8 must achieve a grade average of 65% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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(s) 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(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

The complete policy on Student Retention can be found on the website under Administrative Procedure EA-A.3.

Telephone Usage

The primary use of the school telephone is for school business. Student use of the office telephone will be restricted to necessary calls approved by the teachers or the principal. **All plans concerning after school activities should be arranged by the parent and child before coming to school.**

Students will not be called to the telephone unless it is an emergency. If it is necessary that a child receive a message, the office staff will deliver the message.

Volunteers

Volunteers are required to sign up annually and must complete the Volunteer Application available in the front office.

Elementary Academic Support

Reading Sufficiency: Reference Board Policy EB-AB

The Oklahoma Reading Sufficiency Act, passed by the Oklahoma State legislature in 1997 and amended in 2005, mandates that each student attain the necessary reading skills by completion of third grade that will enable continued development in reading and success throughout school and life.

- The Act targets students in kindergarten through 3rd grade.
- It requires that each K-3 student be assessed using multiple assessments. Students found not to be reading at the appropriate level in grades K-3 are placed on reading plans.
- Progress is monitored throughout the year and diagnostic assessment, if needed, is administered. Year-end reading skills are measured to determine reading success.
- Curriculum focuses on the five components of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.

3rd Grade Reading Promotion/Retention

The Oklahoma Reading Sufficiency Act and applicable rules adopted by the Oklahoma State Board of Education govern certain retentions of third grade students. Students who score at the Unsatisfactory or Limited Knowledge level on the Reading portion of the third-grade state criterion referenced test(s) are subject to retention based on this law. A student may automatically be promoted to fourth grade if the student qualifies for a good cause exemption. Fourth Grade probationary promotion may also be determined by the Student Reading Proficiency Team. The District will comply with law and rules applicable to the Reading Sufficiency Act.

Student Retention

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

Title I

The Improving Academic Achievement of the Disadvantaged Act of 1994 reauthorized the Elementary and Secondary Act of 1965. The purpose of this Act is to ensure that all children have a fair, equal, and significant opportunity to

obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

- Title I is a federally funded program. Schools become eligible for Title I funds based on the percentage of students who qualify for free and reduced school meals. Schools are designated as Target Assisted Title I or School-wide Title I.
- Federal funds are made available in Target Assisted Title I schools to provide services to a select (targeted) group of students identified as most "at risk" in meeting State content and student performance standards.
- School-wide Title I schools have greater latitude in determining how to organize their programs. They are not required to identify specific children as eligible for services. School-wide programs serve all children in the school.

Tiered Intervention (RtI)

Response to Intervention (RtI) is a multi-level, system-wide framework for prevention and early intervention that involves determining whether students are learning, progressing and/or excelling when provided with high quality instruction and interventions in academics and/or behavior. Ardmore's RtI model involves three levels of support based on student needs. These levels are referred to as tiers.

Tier I includes:

- Effective, scientifically-based academic instruction and curriculum linked to State standards
- Screening ALL students three times a year (Fall, Winter & Spring) in the areas of reading, math and behavior to identify the effectiveness of programs and the success of students
- Identification of students who may be "at-risk" for future academic problems
- Differentiated instruction for ALL students in the classroom

Tier II includes:

- Supplemental, research-based intensive small group interventions, delivered in a timely and systematic manner
- Weekly progress monitoring to evaluate the effectiveness of classroom interventions
- Intervention changes based on progress monitoring data

Tier III includes:

- Intensive, individualized or small group interventions that are most explicit and specially designed to meet individual needs
- Systematic progress monitoring data collected weekly
- Interventions beyond the classroom delivered by an appropriate specialist as necessary

Students with Disabilities

All eligible children with disabilities, beginning at age 3, who are residents of the Ardmore School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Ardmore City Schools is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

▪ Autism ▪ Deaf-Blindness ▪ Emotional Disturbance ▪ Hearing Impairment, including Deafness	▪ Intellectual Disabilities ▪ Multiple Disabilities ▪ Orthopedic Impairments ▪ Other Health Impairments	▪ Specific Learning Disability ▪ Speech or Language Impairment ▪ Traumatic Brain Injury ▪ Visual Impairment

For Ardmore City Schools' residents needing information regarding eligibility for special education and related services, please contact the Special Services Department at 580.221.3001 Ext 1550.

Student Transportation & Bus Rules

The school district **may** provide transportation to and from school for students whose homes are more than one and one-half miles walking distance from the schools attended by such students. Ardmore Schools has established that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

Note: Bus riders are subject to being videotaped while on any school bus.

Conduct of Student

School bus transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct of the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but could also lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible. There is to be no loud talking or moving about while the bus is moving. Students are to obey the driver the same as they would a teacher. Tobacco products of any kind are prohibited. Food and drinks are also not allowed on the bus. No one is to put any part of his/her body out of a window or throw objects out of a window. Hands and feet are to be kept out of the aisles. Objects carried on the bus are to be held in the student's lap or placed according to the driver's instructions.

Entering the Bus

All students will get on their bus at school or at their regular stop. Students are to stand back until the bus comes to a complete stop. Once the bus has come to a complete stop, students should line up in an orderly fashion, enter the bus with no pushing and shoving, go directly to a seat, and be seated. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters the bus at a later bus stop. Everyone is expected to share seats.

Departing the Bus

All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at that stop are to depart the bus single file in a line as quickly as possible and move away from the bus. If a student must cross the street, he or she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe for him or her to cross. **NEVER WALK BEHIND A BUS!**

Bus Stops

Buses will stop to load and unload only at the designated bus stops shown on the official bus route schedule, updated annually.

Damaging a School Bus

Any student caught damaging a bus which includes, writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended from riding a school bus. Parents are legally liable for damages to the school bus made by their child.

- ✔ First Offense to Damage of a School Bus
  A mandatory suspension of ten (10) school days. Payment in full of damages is due before the student may return to riding a bus.

✔ Second Offense for Damaging a School Bus
Mandatory suspension from the riding the bus for the remainder of the school year. Payment in full of damages is due by the end of the current school year and must be paid in full before the student will be allowed to ride the bus the next school year.

Disciplinary Consequences

Student Transportation Safety Code Violation/Consequences

- Disciplinary actions for school bus conduct violations will be determined jointly by the Building Principal and the Transportation Director.

OFFENCE	CONSEQUENCES
1st	A written warning will be sent home to the parent/guardian. Depending on the severity of the violation, the student my also lose bus privileges.
2nd	The student will lose bus privileges for a period of time to be determined by the Building Principal and the Transportation Director.
3rd	The student will lose bus privileges for an extended period of time or possibly for the remainder of the semester or school year, depending on the nature and frequency of the violations.

VAPING | SMOKING of any kind will result in an immediate suspension from the bus for the remainder of the school year.

Bus Passenger Safety Rules

Before Loading the Bus: Students should do the following

- Be on time at the designated school bus stop, keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attending to board the bus.
- Be careful when approaching bus stops.
- Do not move toward the bus at the loading zone until the bus has come to a complete stop.
- Respect people and their property while waiting for the bus.
- Receive proper school authorization to be discharged at locations other than the regular bus stop.

While on the Bus: Students should do the following

- Keep all parts of the body inside the bus.
- Food and drinks are not allowed on the bus.
- The use or possession of any form of tobacco, alcohol, or drug is prohibited.
- No items considered weapons as outlined in the Weapons Free School Act are allowed on the bus.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention away from the road and may result in a serious accident. [The life you save may be your own.]
- Treat bus equipment as you would valuable furniture in your own home. Damages to the bus, including seats, must be paid for by the offender.
- Never tamper with the bus or any of its equipment
- Maintain possession of books, lunches or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seat while the bus is in motion.
- Horseplay and fighting on the school bus is prohibited.
- Be courteous to fellow riders, the bus driver, the patrol officers and driver's assistants.
- Remain quiet when approaching a railroad-crossing stop.

- Remain in the bus during road emergencies, except when it may be hazardous to your safety.

After Leaving the Bus: Students should do the following

- Go at least ten (10) feet in front of the bus and stop to check traffic. Wait for the bus driver's signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.

EXTRA-CURRICULAR TRIPS

The above rules and regulations apply on all school-sponsored trips. Sponsors should be certified staff members only.

For questions about transportation services, contact the Transportation Department at 580.221.3001 Ext 1314.

Health & Safety

Bullying/Harassment: Reference Board Policies in Section FD-F

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

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what it would reasonable be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers, or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to anther resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim, directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body, participation in the

gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by Ardmore City Schools.

E. Senate Bill 1941 – further defines harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school.

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

Definitions

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

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

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

Procedures

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

1. The matter should immediately be reported to the building principal. The Harassment/Bullying form (FD-F.3) should be completed for each reported incident by the person reporting the incident or the person having knowledge of the bullying. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. *As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.*

2. Upon receipt of a written report or form, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 5 school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 5 school days of the conclusion of the investigation.

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

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



If you feel that your child is being harassed, intimidated or bullied, please contact your principal immediately. Report the incident(s) and have them provide you with a Harassment/Bullying Complaint form. In order for complaints to be investigated, a form must be submitted to the principal or superintendent. The form is included in this handbook or it can be found online at www.ardmoreschools.org

Child Abuse: Reference Board Policy FE-E
The employees of Ardmore City Schools believe in the welfare of all students and are committed to their safety and well-being.

It is required by Oklahoma law that any teacher or other school employee having reason to believe that any child has had physical injury or injuries inflicted upon them other than by accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter to the Department of Human Services at **Toll Free HOTLINE 1-800-522-3511**

Contagious Diseases: Reference Board Policy FE-C
The Ardmore Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults. While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

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

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

Head Lice

The Oklahoma State Department of Health recommends the following steps as a basic outline for a sound head lice control policy. Each school system and childcare setting is unique. Therefore, the following may be considered a template for the policy each facility should write in accordance with its circumstances. It is important to write each policy locally with the input of the groups mentioned above to design a policy which "fits" the community. It is important to know that children need not be "excluded" indefinitely from school or day care for head lice infestation. The goal of head lice policies should be to design a system which facilitates the parent's ability to quickly and easily eradicate lice and nits and place the child back in school/child care. Exclusion of a child from school or day care should be reserved for only the most difficult cases of infestation.

1) Each school should have at least one person on staff who is trained to screen children for head lice.

2) The parents/guardians of infested children should be notified and the students found to be infested during screening should be sent home with information on treatment and nit removal.

3) If a child is found to have lice or nits, the parents should be contacted at work or home and asked to meet with a representative of the facility when he/she picks up the child. The timing of this meeting should depend on circumstances such as severity of infestation, ability of parents to leave work, and the emotional state of the child. The child may remain in the facility until the end of the day (again depending on the individual circumstances of the case). The school nurse or one of the trained staff members shall be notified so that he/she may assist in the educational efforts and answer any questions the parent/guardian may have when the child is picked up. The parent/guardian and the child should be sent home from school that day with educational materials detailing proper treatment and methods of nit removal. The parent should understand that the child is expected to return to school the following day after shampoo treatment and nit removal have been accomplished.

4) **When a child has been sent home for head lice treatment, the parent/guardian must understand that the following day, he/she must present the child at the school and remain present until the child has been cleared to re-enter. The trained school personnel may screen children following treatment for re-entry into the school. If significant improvement has occurred and no live lice and essentially no nits are found, the staff member may allow the child back in to the facility. A note from a medical care provider is not necessary to allow reentry of the child under these circumstances, as the child has not been excluded. In this case, the parent must continue daily nit combing and the trained school staff would perform a re-check in 7-10 days to ensure the child has remained free of nits and lice. However, if infestation is still a problem, the staff member should work with the parent, demonstrate nit removal, emphasize the importance of combing, and send the child home with the parent/guardian for the day with instructions on nit removal. The parent should understand that the child is expected to return to school the following day with nit removal accomplished.**

5) Depending on the circumstances unique to each situation, screening of close friends, teammates, or the entire classroom may be warranted. A notice should be sent home to the parents of all classmates when a case has been identified in the classroom. The notice should detail that a case of head lice has been identified in the classroom and recommend that parents screen each child.

6) The following morning staff members should screen for live lice only. Parents should bring an empty bottle of lice shampoo to school the following morning to show compliance and exchange information with school personnel.

7) In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (re-infestation of the same child > two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent should be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child should be excluded from attending school until the child is no longer infested. Depending on the circumstances of the case, Youth and Family Services or other local Department of Human Services personnel may be contacted to assist the family.

8) In cases of exclusion, a note from a representative of the public health department or the child's medical provider which declares the child to be lice and nit free is necessary to allow re-entry into the facility.

9) The School District will provide informational and educational materials to parents and children.

Drills (Fire, Tornado, Intruder & Lockdown)
Fire, tornado, lockdown and intruder security drills are necessary for the safety of students, staff, and faculty. Students will receive specific directions for reaching a point of safety within or from those areas of the school building in which they may be.

Food Allergies: Reference Administrative Procedure FE-A.1

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.

2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.

3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.

4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.

5. Replace expired and/or used medications as per the food allergy action plan.

6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.

7. Review guidelines/procedures with the core team members as soon as possible following a reaction

Student Responsibility
It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).

2. Not accept food items from or trade food items with other students.

3. Avoid food items with unknown ingredients or known allergens.

4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.

5. Wear a medic-alert bracelet at all times.

Health Screenings
Health screening at your child's school may include vision, hearing, and dental. If you DO NOT want your child to participate in screenings, please notify your child's school in writing by September 1 of the current school year.

Ill Children
A child, who is obviously ill (nausea, vomiting, diarrhea) or has a fever 100.0 or higher, should not be sent to school until they are **fever free & symptom free without medication for at least 24 hours**. If a child becomes seriously ill at school, we will contact a parent immediately. If we cannot reach the parent, we will use the emergency contact information that the parent has provided. Students have as many days to make up missed work as the number of days they were out of school due to absences.

It is the parent's responsibility to keep the school office current on changes of address and phone numbers for the parent and for their emergency contacts! Please remember that we cannot keep seriously ill children at school.

Medication: Administering to Students: Reference Board Policy FE-CA
It is the policy of the Ardmore 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, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

   Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

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

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.

Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, toothache). The medication will be administered in accordance with label directions or written instructions from the student's physician. School must also be able to determine whether the medication is out of date.

The medication must be delivered to the principal's office in person by the parent or guardian of the student. 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) termination date for administering the medication, and
d) other appropriate information requested by the principal or the principal's designee.

The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.

Medical Marijuana: Reference Board Policy CC-BE

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Playground Rules

For the well-being and safety of everyone, students are to obey the adults on duty regarding the rules below, as well as any additional ones that may arise.

- Students should remain on the playground during recess times. They should not re-enter the building without permission from the adult on duty.
- Throwing rocks and other objects which could be dangerous or harmful is not permitted.
- Students are to use safety rules when playing on the playground equipment:
  - Sit on the slide; do not stand at the top;
  - Only one person should be on the slide at a time;
  - Do not stand on swings or the top of the hand walkers;
  - Games and activities involving balls should be played away from the equipment;
  - Jump ropes are to be kept on blacktop area, away from other playground equipment.

- Skateboards and baseballs are not allowed on the playground.
- Only touch football will be allowed. If students are observed tackling, football will not be permitted.
- Kicking, wrestling, "playing karate", or other physically aggressive play will not be tolerated.
- Dodge ball and wall ball will not be played during recess.
- The use of profanity or obscene gestures will not be tolerated.
- Spitting on another student will not be tolerated.

Procedures

To enhance the learning climate and to ensure safe and orderly environments, each school site has developed procedures to address, but are not limited to, hallway passage, playground rules, lunchroom, restroom, assemblies, arrival and dismissal. These procedures will be taught and reviewed by classroom teachers.

Security Cameras

Security cameras are in place and are in use in various areas within each school to assist with the safety of students and staff. As a reminder, this equipment and any audio or video taken by the equipment is the property of the school district and is not a public record.

Tobacco Use | Vapor Product Prohibited: Reference Board Policy CC-BA

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.

2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.

3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.

4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.

5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.

6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Disciplinary measures for violation of Tobacco Use |Vapor Product guidelines are left to the discretion of administration.

Sexual Harassment of Students: Policies FE-K & FE-K.1

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

Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

Reporting Allegations of Sexual Harassment

a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

   1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

   2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No

reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

b. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

Internet Safety & Guidelines

Board Policy CE-A: Ardmore City Schools 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 of 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 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 other 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. The user should not give others private information about the use 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 objections.

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.

4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social-networking accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety**. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly 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. We are using McAffee's Smart Filter BESS Edition for our technology protection measure (internet filtering software) 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 Communications 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.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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's 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 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.

Annually, students and/or parents must read and sign the Internet Access Conduct during enrollment.

Acceptable Use for School-Owned Technology
For students who are issued a device and device charger from Ardmore City Schools to use for virtual learning, the following applies:

This equipment is and at all times remains the property of Ardmore City Schools and is being provided to the student for educational purposes only for the current academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device/charger may result in the student losing their right to use the device. The equipment will be returned when requested by Ardmore City Schools, if the student withdraws from the school district, returns to the traditional school setting or at the end of the school year. It may only be used by the student for non-commercial purposes, in accordance with the District's policies and rules, the District's Acceptable Use Policy, as well as local, state, and federal statutes. Student may not install or use any software other than software owned or approved by the District and make available to the student in accordance with this Agreement. One user with specific privileges and capabilities has been set up on this device for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and

capabilities of this user account. The student may not make any attempt to add, delete access, or modify other user accounts or on any school-owned computer. School district identification labels are not to be removed or modified. If they become damaged or missing, contact your school for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine. An email account will be available for each student to use for appropriate academic communication with other students and staff only. This email is for communication within the school district. Student agrees to use best efforts to ensure that district property is not damaged or rendered inoperable by any such electronic virus while in student's possession. The student acknowledges and agrees that the Student's use of the device is a privilege and that by the Students agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the district property and to return the same I good condition repair upon request of Ardmore City Schools.

Parent/Guardian/Student understands that the student is expected to:

- Take reasonable steps to ensure the device is not damaged or stolen.
- Leave all Ardmore City Schools labeling in place and in its original condition.
- Not add stickers or marking to the device.
- Use device at home for educational purposes only
- Not slam device screens shut. This breaks the screens of the device.
- Not throw/sling your backpack with the device in it.

Parent/Guardian understands that they are expected to:

- Supervise and monitor my student's use of the device.
- Pay the cost of repairing or replacing the device if the device becomes damaged, lost, or stolen, or if my student leaves Ardmore City Schools without returning the device.
- I understand this cost may be mitigated if I choose to participate in the Student Technology Protection Plan.

District Responsibilities for the Use of this Device

The district will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of this device and/or the Internet whether the device is being used at school or at home. Any malfunction of the device that is not the result of negligence or inappropriate use will be repaired according to the Student Technology Protection Plan. The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

Student Behavior & Discipline

The Ardmore 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 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.

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

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
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, of country or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. All student pranks involving vandalism or any sort on school property
20. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability

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

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

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

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.

Self Defense

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision. The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- the student provokes, invites, or encourages the use of physical force by another;
- the student has the opportunity to avoid force or to inform a school official of the threatened use of force; or
- the student uses force after the other party abandons or attempts to abandon a fight or confrontation.

Controlled Dangerous Substances

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. Anyone who uses any article as a weapon to threaten or injure another person will be considered in violation of this policy.

A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

Search of Individuals: Reference Board Policy Section FC-A

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 reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. 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 search 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. Student cannot be required to "lift" their shirt. No clothing except cold weather outer garments, shoes, and hand and head coverings, except religious head coverings, 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 be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

Arson/Fire Play
Students are not allowed to carry objects which can produce fire (i.e. lighter, matches, etc.). These items will be confiscated by the administration and the appropriate intervention will be implemented. In addition, playing with a lighter or matches constitutes fire play and will result in disciplinary intervention by a principal. Finally, any fire generated by a student will be considered arson and the authorities will be notified.

Weapons-Free Schools: Reference Board Policy FD-D
It is the policy of this school district to comply fully with the Gun-Free Schools Act.

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

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

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

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

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

   "... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife,

blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. *(For more information, see Note 2 in Board Policy FD-C, which is located in the principal's office or the office of the superintendent)*

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

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

Student Conduct Code

Reference: Administrative Procedure FD-A.2. The Ardmore 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. 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.

All students shall observe the Student Conduct Code, all guidelines set forth in the student handbook distributed to each student at the beginning of each school year and all rules and regulations formulated by the school administration in fulfillment of Board of Education policies.

The following codes are considered "major offenses." A student found to be in violation of any of the following major offenses may be subject to suspension from school and could include reporting to law enforcement and state agencies. Guidelines in the Student Discipline Policy will be followed with regard to any violation. 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.

Code #1 - Disruption of School
A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, immorality, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Code #2 - Damage or Destruction of School Property
A student shall not cause or attempt to cause damage or destruction to school property or steal school property.

Code #3 - Damage or Destruction of Private Property
A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

Code #4 - Assault on a School Employee
A student shall not cause or attempt to cause physical injury, behave in such a way as could reasonably cause physical injury, or threaten or abuse, either verbally or otherwise, a school employee.

"Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee." [OK State Legislation, 2001]

Code #5 - Physical Abuse of a Student or Other Person Not Employed by the School
A student shall not do serious bodily injury to any person:
- On the school grounds, during or immediately before or after school hours;
- On the school grounds at any other time when school is being used by a school group;
- Off the school grounds at a school activity, function, or event; or
- On the way to and from school.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision.

Code #6 - Weapons & Dangerous Instruments
A student shall not possess, handle or transmit any object that can be considered a weapon:
- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at any school activity, function, or event; or
- On the way to and from school.

Code #7 - Controlled Dangerous Substances & Intoxicating Beverages
A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Code #8 - Gang or Gang-Related Activity
A student shall not engage in any activity at school which could be construed to be gang activity or gang-related activity. This shall include activity which would violate any school policy or wear or display any apparel or paraphernalia that would be identifiable as associating with any gang.

Code #9 – Harassment, Intimidation & Bullying
Students shall not engage in harassment, intimidation or bullying of students or staff members. This includes 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, sexual orientation, color, national origin, religion, marital status or disability.

Code #10 – Tobacco
The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity. Students violating this guideline will also be reported to the ABLE Commission where they could issue a fine of $100 for the first offense and $200 for subsequent offenses.

Any student suspended for any reason will be provided with their appeal options and the process for appeal when the suspension is issued to the parent/guardian.

Student Suspensions

Suspension Policy for Out of School Placement: Reference Board Policy FD-B
In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

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

1. Any student may be suspended for:

   - ✔ Violations of policy or regulations
   - ✔ Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
   - ✔ Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
   - ✔ Possession of a dangerous weapon or a controlled dangerous substance while at school or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act
   - ✔ Possession of a firearm may result in out-of-school suspension of not less than one year
   - ✔ Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
   - ✔ Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular 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. (See Board Policy FD-AA)

5. Students suspended out-of-school who are on individualized education plan pursuant to IDEA, I.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

1. Probation.
   A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement.
In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's administrator/principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the principal.

3. Out-of-school suspension.

CATEGORY I: SUSPENSION OF FIVE (5) DAYS OR LESS

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan.

C. Students who are suspended for 5 days or less may have their appeal reviewed by the principal. The decision of the principal is final.

CATEGORY II: SUSPENSION OF 6-10 DAYS

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for six to ten days, the district may provide an education plan. If a student is suspended for six to ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational 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.

C. For suspensions of six to ten days, students and/or parents may have their appeal reviewed by a Suspension Appeals Committee. The decision of the Suspension Appeals Committee shall be final.

CATEGORY III: SUSPENSION OF MORE THAN 10 DAYS

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for more than ten days the district may provide an education plan. If a student is suspended for more than ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational 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.

C. For suspensions over 10 days, students and/or parents may have their appeal reviewed by the Suspension Appeals Committee. Decisions of the Suspension Appeals Committee may be appealed to the Board of Education. The Decision of the Board of Education shall be final.

Suspension Appeals Committee

A Suspension Appeals Committee is hereby established which will consist of a combination of administrators and teachers. The members of the committee shall be appointed by the district's hearing officer or 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 one to five days under the steps listed above, or the student's parent(s) may appeal the suspension to the principal. The decision of the principal shall be final.

2. Any student who has been suspended for six to ten days 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 hearing officer within one (1) day 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 hearing officer shall advise the Suspension Appeals Committee. The Suspension Appeals Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, 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 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 Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.

   E. Decisions of the Suspension Appeals Committee are final.

3. Any student who has been suspended for more than ten (10) days 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 hearing officer within one (1) day 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 hearing officer shall advise the Suspension Appeals Committee. The Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, 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 Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.

E. The decision of the Suspension Appeals Committee may be appealed to the Board of Education. The decision of the Board of Education shall be final.

F. To ask for an appeal of the decision of the Suspension Appeals Committee, the student, or the student's parent(s), shall notify the superintendent in writing within three (3) school days following the decision of the Suspension Appeals Committee.

G. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education and a special hearing shall be set, as soon as possible. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

H. 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.

I. 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 one (1) school day (defined as 24 hours unless a weekend is involved) of the decision. The decision of the Board of Education shall be final.

Note: 70 O.S. Section 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.

SEE COPY OF THE SUSPENSION NOTICE INCLUDED IN THIS HANDBOOK.

Civility | Conduct of Parents, Visitors & District Employees

Reference: Board Policy GD-B. It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

Expected Level of Behavior

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

Unacceptable/Disruptive Behavior

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property

1. Any individual who:
   a. interferes with the peaceful conduct of activities at a school or at a school facility; or
   b. commits an act which interferes with the peaceful conduct of activities at a school or at a school facility; or
   c. enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility; may be directed by the school principal, assistant principal, or in their absence, a person who is lawfully in charge of the school, to promptly leave the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request than an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

Definitions

Interferes with the peaceful conduct – includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.

Misdemeanor

Any person to whom this Policy applies and who fails to leave the school or school facility as directed ore returns within six (6) months thereafter without first obtaining written permission from the Superintendent of Schools, or anyone designated by the Superintendent of Schools or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

Notification of Procedure

Should a school principal or District administrator decide to ban an individual from school or property or school events, he or she must provide the individual with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

Statement of Nondiscrimination

All class offerings, courses, clubs, and extracurricular activities offered at Ardmore High School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

Title IX | Title VI | Section 504

The Ardmore 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 be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Grievance Procedure for Title IX, Title VI or Section 504

A grievance for Title IX, Title VI or Section 504 would include the following:

- Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

- Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.

- Section 504 of the Rehabilitation Act of 1973 requires that: No otherwise qualified individual with a disability in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The principal of each school with the Ardmore School District shall be designated as the Title IX, Title VI, Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the building principal.

Notification of Rights – Family Education Rights and Privacy Act

Parents and eligible student have the following rights under the Family Education Rights and Privacy Act [FERPA] and Ardmore Board Policy:

- The right to inspect and review the student's educational records;
- The right to seek to correct the student's educational records in a hearing if necessary;
- The right to exercise a limited control over other people's access to the student's educational records;
- The right to report violations of the Act to the Department of Education; and
- The right to be informed about FERPA rights.

If translation to another language is necessary, it can be provided.

All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student." The adopted policy is included in the district's Board Policies, which can be found on the district's website under Board Policy FF-A.

Student Recruitment – Access to Students & Directory Information

Ardmore City Schools may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

Ardmore City Schools does not classify any information as directory information.

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meetings where the holding of such meetings will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the superintendent of schools.

Title I – Parent's Right to Know

In accordance with Parents Right-to-Know requirement under Every Student Succeeds Act [ESSA Section 1112(e)(1)(A)], this is a notification from Ardmore City Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

a. Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

   - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
   - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
   - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
   - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]

b. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]

c. Upon request, parents of an English learner may:
   - Have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)].
   - Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(ii)]
   - Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]

d. Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

District Resource Center

ADDITIONAL RESOURCES ARE AVAILABLE FOR HOMELESS/TRANSITIONAL STUDENTS THROUGH THE DISTRICT RESOURCE CENTER. THANKS TO COMMUNITY DONATIONS AND SUPPORT, THE DISTRICT RESOURCE CENTER OFFERS ASSISTANCE WITH SUCH THINGS AS: SCHOOL SUPPLIES, BACKPACKS, CLOTHING, SHOES, HYGIENE ITEMS, FOOD AND RESOURCE INFORMATION FOR PARENTS AND UNACCOMPANIED YOUTH. FINANCIAL ASSISTANCE IS ALSO AVAILABLE TO PAY FOR FEES, FIELD TRIPS, CLASSES AND OTHER EDUCATION-RELATED NEEDS. CONTACT THE MCKINNEY-VENTO DISTRICT LIAISON AT 580-226-7650, EXT 1544

EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act was authorized by Congress, December 2001, as part of the No Child Left Behind legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camp grounds, emergency shelters, cars, bus or train stations or other similar settings, unaccompanied youth, transitional housing programs and children awaiting foster placement. If you are not sure if a child qualifies, please call 580-221-3001, ext. 1544.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights that include:

- Immediate enrollment, even if you do not have proof of residency, birth and immunization records, or school records. The McKinney-Vento office can assist with obtaining proper documentation once your child is qualified and enrolled under McKinney-Vento.
- Qualification for free school meal programs
- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently staying.
- Assistance with transportation even if the child is temporarily living outside district boundaries, upon request.
- Appropriate support services and programs for which they are eligible – such programs as gifted, children with disabilities, vocational education, preschool, etc.
- Academic assistance through the district's federally funded Title I program
- Parent or guardian involvement in school activities
- Maintain enrollment in current school for the remainder of the school year (transportation assistance, if needed, upon request)

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact the McKinney-Vento district homeless liaison at 580-226-7650, ext. 1544.

Annual Asbestos Notice

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

OKLAHOMA
State Department
of Health

Meningococcal Disease

What is meningococcal disease?
Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread?
Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?
Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms?
Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis, or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?
The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?
Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?
When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician.

Continued on other side

The health department will contact the individuals who are recommended to receive antibiotics and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B but is currently only licensed for people over 10 years or older at increased risk for the disease. Consult with your healthcare provider or the local health department about receiving the vaccine.

Enfermedad Meningocócica

Actualizado 1/8/2023

¿Qué es la enfermedad meningocócica?

La enfermedad meningocócica es una enfermedad causada por la bacteria *Neisseria meningitidis*, también llamada meningococo. Esta bacteria puede infectar la sangre, causando septicemia. También puede infectar las membranas que cubren el cerebro y la médula espinal, causando meningitis.

¿Cómo se transmite esta enfermedad?

La enfermedad meningocócica se transmite por contacto directo con la saliva o con gotitas respiratorias de la nariz y la garganta de una persona infectada.

¿Quiénes están en riesgo de contraer esta enfermedad?

Algunos grupos de personas tienen mayor riesgo de contraer la enfermedad meningocócica, como los estudiantes universitarios de primer año que viven en residencias estudiantiles o los nuevos reclutas militares que viven en barracones. Otras personas con mayor riesgo incluyen contactos domiciliarios de una persona que ha tenido esta enfermedad, personas inmunocomprometidas, personas sin bazo y personas que viajan a partes del mundo donde la enfermedad meningocócica es más común. La exposición al humo del tabaco y tener una infección respiratoria alta al mismo tiempo también aumentan el riesgo. Los bebés tienen el mayor riesgo, pero las tasas disminuyen después de la infancia y aumentan nuevamente en la adolescencia y adultez joven.

¿Cuáles son los síntomas?

Se cree que el 10% o más de las personas portan *Neisseria meningitidis* en la nariz y la garganta sin estar enfermas, lo que se conoce como "portador asintomático". De estas personas, aproximadamente el 1% puede desarrollar la enfermedad, que puede ser meningitis o una infección de la sangre llamada septicemia o meningococcemia. Como se describió anteriormente, algunas personas pueden portar la bacteria sin enfermarse nunca. Los signos de enfermedad pueden incluir fiebre, dolor de cabeza intenso, náuseas, vómitos y sarpullido. Las personas que desarrollan meningitis pueden presentar fiebre, dolor de cabeza intenso, náuseas, vómitos, rigidez en el cuello y sensibilidad extrema a la luz. Es importante buscar atención médica lo antes posible si aparecen estos síntomas. La enfermedad meningocócica tiene un riesgo de muerte del 15% si no se trata de manera oportuna.

¿Cuánto tiempo después de la infección aparecen los síntomas?

Los síntomas pueden aparecer entre dos y diez días después de la infección, pero usualmente dentro de tres a cuatro días.

¿Cuál es el tratamiento para la enfermedad meningocócica?

Se utilizan antibióticos como la penicilina o una cefalosporina como la ceftriaxona para tratar la enfermedad meningocócica.

¿Deben recibir tratamiento las personas que han estado cerca de alguien infectado con enfermedad meningocócica?

Cuando ocurre un caso de enfermedad meningocócica, solo se recomienda que reciban antibióticos las personas que hayan tenido contacto cercano reciente con las secreciones respiratorias de la persona infectada. Esto incluye a miembros del hogar, contactos íntimos, personal de salud que haya realizado resucitación boca a boca, compañeros de juego en guarderías, etc. A estas personas se les suele recomendar obtener una receta de un antibiótico específico (rifampina, ciprofloxacina, ceftriaxona o azitromicina) de su médico.

El departamento de salud se comunicará con las personas a las que se recomienda recibir antibióticos y les informará sobre las opciones para obtenerlos. Los contactos casuales, como compañeros de clase, de trabajo o de fábrica, no tienen un mayor riesgo de contraer la enfermedad cuando solo una persona ha enfermado. Cuando se presentan brotes o grupos de casos, el departamento de salud puede ampliar las recomendaciones sobre quiénes deben recibir antibióticos para prevenir la posible propagación. Los antibióticos no protegen contra exposiciones futuras a *Neisseria meningitidis*.

¿Existe una vacuna para prevenir la enfermedad meningocócica?

Hay tres tipos de vacunas meningocócicas disponibles en los Estados Unidos. Son efectivas contra cuatro de los cinco tipos más comunes que causan la enfermedad: A, C, Y y W-135. También está disponible una vacuna adicional que protege contra el serogrupo B, pero actualmente solo está autorizada para personas mayores de 10 años con mayor riesgo de contraer la enfermedad. Consulte con su proveedor de salud o con el departamento de salud local sobre la posibilidad de recibir la vacuna.

Para más información, comuníquese con Prevención y Respuesta a Enfermedades Infecciosas al (405) 426-8710 o visite nuestro sitio web en oklahoma.gov/health/InfectiousDisease.

ARDMORE TIGERS
ATHLETIC DEPT

CLEAR BAG GUIDELINES

PROHIBITED BAGS


BACKPACK


PURSE


CLEAR BACKPACK


TINTED PLASTIC TOTE


PRINTED PATTERN PLASTIC BAG


OVERSIZED TOTE


MESH BAG


CAMERA BAG

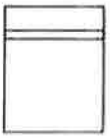

BINOCULAR CASE


FANNY PACK

APPROVED BAGS


CLEAR TOTE
12" x 6" X 12"


SMALL CLEAR CLUTCH BAG
4.5" X 6.5"


PLASTIC FREEZER BAG
1 GALLON

ALL CARRIED ITEMS ARE SUBJECT TO SEARCH. ALL PROHIBITED ITEMS MUST BE RETURNED TO THE OWNER'S CAR OR DISCARDED.

Name of Student	School Site	Grade Level	Date

Suspension Start Date: _____ Suspension End Date: _____

Total Days Suspended: _____ Student May Return to School On: _____

School Violation or Violations Resulting in Suspension

- ☐ Academic Dishonesty
- ☐ Alcohol
- ☐ Arson
- ☐ Attendance Policy Violation
- ☐ Bullying | Harassment
- ☐ Burglary | Breaking & Entering
- ☐ Bus Incident
- ☐ Cell Phone Violation
- ☐ Disruption of School
- ☐ Dress Code Violation
- ☐ False Reporting | Lying
- ☐ Fighting | Mutual Altercation
- ☐ Gang-Related Behavior | Action
- ☐ Hate Crime
- ☐ Hazing
- ☐ Horseplay [hitting/pushing/tripping]
- ☐ Illegal Drugs
- ☐ Inappropriate Physical Contact
- ☐ Internet | Technology Violation
- ☐ Medication Violation
- ☐ Obscene Behavior
- ☐ School Threats
- ☐ Theft | Robbery
- ☐ Threat | Intimidation
- ☐ Tobacco | Vaping
- ☐ Vandalism
- ☐ Weapons Possession
- ☐ Possession of dangerous instruments
- ☐ General school violations to include but not limited to: failure to follow instructions/school rules, inappropriate language, insubordination, profanity, disruptive behavior, disorderly conduct, disrespectful behavior, defiance, & abusive language.

Incident Narrative:

Special Services | 504 Plan

Does this student have an IEP? ☐ Yes* ☐ No Does this student have a 504? ☐ Yes* ☐ No

If "Yes" to either question, contact the district Special Services Department at 580.221.3001 extension 1550

Parent/Guardian Suspension Notification

By Phone: ____ In Person: ____ Date of Notification: _____ Time of Notification: _____

Comments:

Conference With Parent | Guardian

☐ A conference IS NOT requested with parent/guardian for this suspension.

☐ A conference MUST BE HELD before the student may return to school.

☐ A conference IS REQUIRED with parent/guardian for this suspension.

____ At the beginning of the suspension period

____ At the end of the suspension period

____ Other

It is the district policy that the student and/or parent(s) have the right to an appeal hearing on the suspension. Should you have any questions about the policy and its implementation, contact this office for further explanation. District policy also states that when a student is suspended, the student and parent/guardian (if the student is under 18 years of age) will be required to sign a due process and procedure statement indicating that they have hear the charges, have been given a copy of the district policy on suspension, and have been offered an explanation of their rights under law.

_____ Phone: _____

Principal/Administrator in Charge

AS A REMINDER:

A suspended student cannot be in attendance at or participate in any school activities during the suspension period.

Name of Student: _____

Due Process & Procedure Statement

By Signing below, I signify:

- ✓ I have been informed of the suspension
- ✓ I have been given a copy of the district's suspension policy [Admin Proc FD-B.1]
- ✓ I have been given information regarding my rights of appeal of suspension as shown below and included in [Admin Proc FD-B.1]

I understand, as the parent/guardian, I may request an appeal hearing as follows:

- For suspensions of 1-5 days, I may appeal to the **principal only.**
- For suspensions of 6-10 days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee is final.
- For suspensions of 11+ days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee can be appealed to the Board of Education.
- As outlined in Administrative Procedure FD-B.1, Category III: Suspension of more than 10 Days, Paragraph B; services are provided by your school through Google Classroom at the secondary level, Seesaw at the primary level or other programs deemed appropriate by the site administrator.

Date: _____/ Time: _____

_____
Student

_____
Parent/Guardian

To schedule an appeal hearing,
Contact Mr. Chase Henson, Hearing Officer at 580-221-3000 extension 9702

APPEAL HEARING WAIVER

The parent/guardian (or student if he/she is 18 years of age or older) may signify their desire to waive their right to appeal by checking the statement below and by signing on the line(s) below.

___ I hereby state that **I do not** desire an appeal hearing and I waive the right to such hearing.

_____ _____

Student (If 18 or over) Parent/Guardian

Bullying

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

> As used in the School Bullying Prevention Act, bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. *Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.*

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

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

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

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

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

The superintendent shall develop procedures providing for:

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

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

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

Reference: *21 O.S. Section 850.0 & 70 O.S. Section 24-100.2*

Harassment/Bullying Form for Staff, Students & Parents

Date: _____ Time: _____ Location: _____

Student(s) Initiating Bullying/Harassment:

Name	Grade	Class	School

Student Affected:

Name	Grade	Class	School

Type of Harassment Alleged:

Racial	Sexual	Religious	Other (Describe)

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

- ☐ Name Calling
- ☐ Stalking
- ☐ Inappropriate Gesturing
- ☐ Staring/Leering
- ☐ Writing/Graffiti
- ☐ Threatening
- ☐ Cyberbullying
- ☐ Taunting/Ridiculing
- ☐ Inappropriate Touching
- ☐ Spitting
- ☐ Demeaning Comments
- ☐ Stealing
- ☐ Other (List)
- ☐ Other (List)
- ☐ Shoving/Pushing
- ☐ Hitting/Kicking
- ☐ Flashing a Weapon
- ☐ Intimidation/Extortion
- ☐ Damaging Property

Describe the Incident: _____

_____

_____

_____

☐ Yes, the incident involved physical injury. ☐ No, physical injury was not involved.

Names of witnesses and, if not students or district employees, any address or phone number if you know:

_____

_____

Physical Evidence

- ☐ Graffiti
- ☐ Notes
- ☐ Video/Audio Tape
- ☐ Other (List) _____
- ☐ E-Mail
- ☐ Web Sites
- ☐ Other (List) _____
- ☐ Other (List) _____

Staff Reporting an Incident

Signature of Staff Member Reporting Incident: _____

Parent(s) contacted: Date: _____ Time: _____

Administrative Response Taken

_____

_____

_____

_____

_____

_____

Parent/Student Reporting an Incident

_____

Signature of Student (In presence of the Investigating Officer) Date

_____

Signature of Investigating Officer Date

Administrative Response Taken

_____

_____

_____

_____

_____

_____

Notice: You are cautioned that any reporting of false allegations will be considered a form of harassment and insubordination and shall be grounds for disciplinary action. You must also realize that failure to substantiate your allegations does not in and of itself indicate that you are reporting false allegations and should not be the basis of retaliation, provided you do not take the situation outside of the bounds of this procedure. Remember, you do not have a right to malign or defame without evidence the good name of another individual especially to advance your own personal interests.