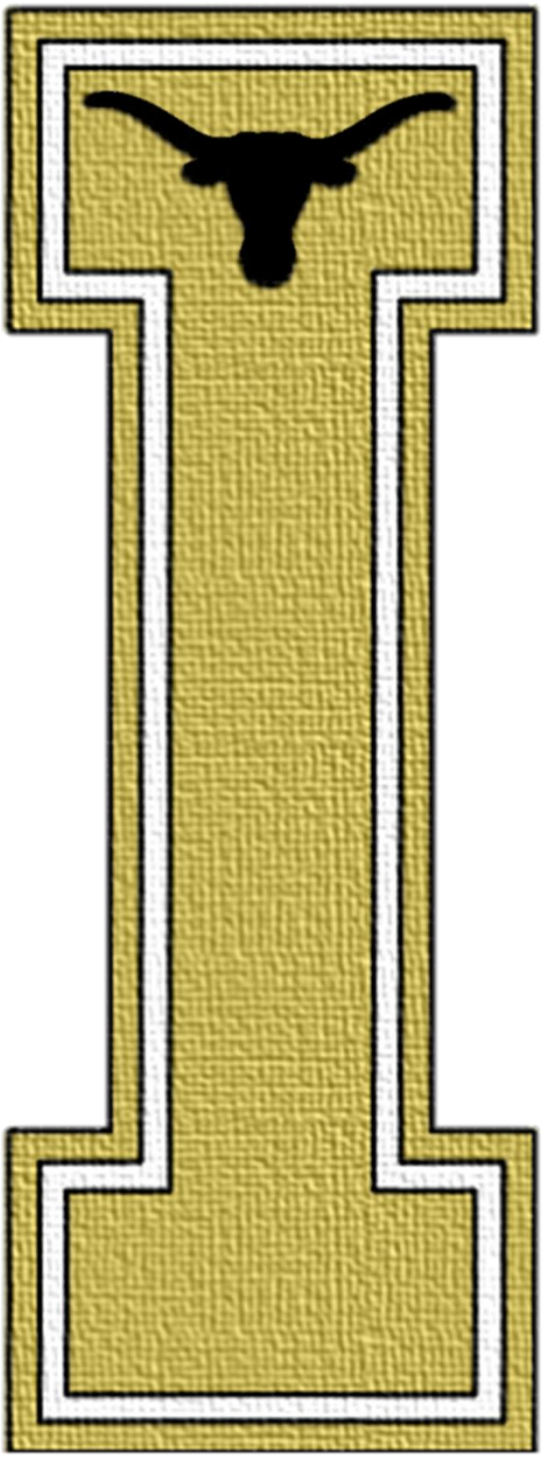
Raising Expectations.
Raising Leaders.
Raising Longhorns.



26 | 27

STUDENT HANDBOOK

INOLA
PUBLIC SCHOOLS

Revised 07.2026

FOREWORD

The primary purpose of this handbook is to serve as a guide for students of Inola Middle School and Inola High School, and to present the opportunities that our school offers. We feel that Inola Public Schools is one of the best, and that you will want to share its achievements and experiences.

This book gives definite information with which each student should be familiar and will serve as a ready reference to regulations and policies.

Parents are asked to use this book to become familiar with and understand the operation of the school.

SCHOOL COLORS

Black and Vegas Gold

SCHOOL EMBLEM

Longhorns

SCHOOL INFORMATION

Inola Elementary School

450 B Street NW

Grades PK – 4

Principal	Mrs. Traci Thomas	918.543.0200
Assistant Principal	Mr. Stephen Dark	918.543.0200

Inola Middle School

803 East Commercial

Grades 5 – 8

Principal	Mr. Patrick Mullen	918.543.0300
Assistant Principal	Mr. Tucker Thompson	918.543.0300

Inola High School

801 East Commercial

Grades 9 – 12

Principal	Mrs. Heather Ellis	918.543.0400
Assistant Principal	Mr. TJ Helling	918.543.0400

Administrative Offices

110 North Broadway

Superintendent	Mr. Jeff Unrau	918.543.0500
Chief Academic Officer	Dr. Sharla Harris	918.543.0504
Chief District Administrator	Mr. Paul Gruenberg	918.543.0500
Special Services Director	Mrs. Tracy Mootry	918.543.0509
Athletic Director	Mr. Brett Thomas	918.543.0501
School Nurse	Lexie Beyer	918.543.0208

INSTRUCTIONAL CALENDAR

To view the instructional calendar, please visit www.inola.k12.ok.us.

NOTICE OF NON-DISCRIMINATION

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

Inola Public Schools will take all necessary steps to ensure that each school and workplace in the District is free from unlawful discrimination or harassment.

The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues, and concerns:

For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Chief Academic Officer, Dr. Sharla Harris, should be contacted at 918.543.0504 or 801 East Commercial, Inola, Oklahoma, 74036.

For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Special Services Director, Mrs. Tracy Mootry, should be contacted at 918.543.0509 or 110 North Broadway, Inola, Oklahoma 74036.

For all student issues related to Title IX of the Educational Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression, or identity), the Title IX Coordinators, Dr. Sharla Harris and Mrs. Heather Ellis, at 918.543.0400 or 801 East Commercial, Inola, Oklahoma, 74036.

For issues related to accessibility to facilities, services, and activities pursuant to the Americans with Disabilities Act, the Special Services Director, Mrs. Tracy Mootry, should be contacted at 918.543.0509 or 110 North Broadway, Inola, Oklahoma 74036.

For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Human Resources Officer, Dr. Sharla Harris, should be contacted at 918.543.0504 or 801 East Commercial, Inola, Oklahoma, 74036.

Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is included below:

Office of Civil Rights, United States Department of Education

One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106

Telephone: 816.268.0550
TTY: 877.521.2172
Fax: 816.823.1404
e-mail: ocr.kansascity@ed.gov

In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

PHILOSOPHY

What We Believe

At Inola Public Schools, we believe every student deserves a learning environment where they are known, supported, and challenged to reach their full potential. We recognize that meaningful learning happens when students feel safe, valued, and engaged in work that matters.

What We Foster

We intentionally develop qualities that will help students thrive both in and beyond the classroom. At the heart of our work is a commitment to nurturing a hunger for knowledge, ownership for learning, resilience during challenges, natural curiosity, and a clear sense of purpose. These attributes are key to building confident, capable, and future-ready learners.

What We Commit To

We are committed to strong relationships, high expectations, and purposeful, student-centered instruction. Our staff work collaboratively to support each learner's journey—academically, socially, and emotionally—knowing that growth is a shared responsibility.

What It Means to be at Inola

Whether a teacher, support staff member, coach, administrator, or someone who works behind the scenes, all roles are essential to our mission. At Inola Public Schools, we believe every adult contributes to creating a safe, supportive, and empowering environment where students can thrive.

By fostering strong relationships, modeling high expectations, and upholding our shared values, students grow into confident, capable individuals. We hold ourselves and our students to high standards—raising expectations, raising leaders, and proudly raising Longhorns—because our collective efforts shape the future of every learner we serve.

Together, we shape confident learners and responsible citizens, ready for whatever comes next.

MISSION STATEMENT

At Inola Public Schools, we equip students to thrive beyond the classroom by building a hunger for knowledge, ownership of learning, resilience during challenges, natural curiosity, and a clear sense of purpose. Through strong relationships and intentional teaching, we prepare every learner to shape their future with confidence.

MOTTO

Raising Expectations. Raising Leaders. Raising Longhorns.

SCHOOL HOURS

HIGH SCHOOL

Students are encouraged to be at school between 7:40 a.m. and 7:50 a.m. Once on campus, we ask that students not stay in their vehicles, but proceed to the designated areas until the first bell rings. Once you arrive on campus in the mornings, you may not leave. The designated areas for students in the morning and at lunch are as follows: (1) high school cafeteria, (2) the commons area where snack machines are located, or (3) the area between south wing of the building and the new gym. High school students under no circumstance should be around or inside the middle school at any time during the day, unless you have a class in the middle school.

We have a closed campus policy at lunch and students are not allowed in the parking lot during the day without permission from the office.

MIDDLE SCHOOL

Students are not to arrive at school until 7:45 a.m. and then will go directly to the cafeteria for breakfast or their respective hallway. Middle school students are not to be in the high school cafeteria, high school vending machine area or other areas designated for high school. Being in these areas will result in disciplinary action. Students are not to leave campus after arrival without administrative approval. Students are to be off school property at 3:50 p.m. unless they are participating in an extra-curricular activity and are under direct supervision of the sponsor.

Breakfast 7:45

NOON TIME	
A Lunch 11:00-11:25 5th and 6th Grade	B Lunch 11:55-12:20 7th and 8th Grade

All students will report to the cafeteria for lunch and be dismissed by the teacher to the playground.

DAILY SCHEDULING

Grade 5	
1st period	8:10 – 9:05
2nd period	9:10 – 10:00
3rd period	10:05 – 10:55
Lunch A	11:00 – 11:25
4th period	11:30 – 12:20
5th period	12:25 – 1:20
6th period	1:25 – 2:15
Recess	2:15 – 2:35
7th period	2:40 – 3:30

1st Lunch	
1st period	8:10 – 9:05
2nd period	9:10 – 10:00
3rd period	10:05 – 10:55
Lunch A	11:00 – 11:25
4th period	11:30 – 12:20
5th period	12:25 – 1:20
6th period	1:25 – 2:25
7th period	2:30 – 3:30

2nd Lunch	
1st period	8:10 – 9:05
2nd period	9:10 – 10:00
3rd period	10:05 – 10:55
4th period	11:00 – 11:50
Lunch B	11:55 – 12:20
5th period	12:25 – 1:20
6th period	1:25 – 2:25
7th period	2:30 – 3:30

BREAKFAST AND LUNCH

High School Students:	Breakfast – $ 1.25	Lunch – $ 2.75
Middle School Students:	Breakfast – $ 1.25	Lunch – $ 2.75
Adults:	Breakfast – $ 3.25	Lunch – $ 5.50

NOTE: THERE WILL BE NO LUNCH CHARGES.

Inola High School and Inola Middle School students ARE NOT ALLOWED TO CHARGE breakfast or lunch. Students must pre-pay their account or pay as they go.

Persons who feel they are eligible for free or reduced meals are encouraged to fill out an application form, which is available from the principal's office. Only the Food Service Director will review your application, and she will send you notice of approval and disapproval.

The cafeteria is an extension of the classroom. Discipline will be handled accordingly.

NOTE: School breakfast and lunch programs are primarily designed for students. However, state guidelines do recommend that patrons, on an occasional basis, eat at the school cafeteria to see for themselves the quality and quantity of meals we serve.

KEY CARDS/STUDENT IDENTIFICATION

Every middle school/high school student will be issued a key card, to be worn at all times. If the original key card is lost, there will be a $5.00 charge for replacement.

SCHOOL AND BAD WEATHER

If school is to be dismissed due to bad weather conditions, you may get needed information from the following news media: Channel 2, 6, and 8 on TV, an automated notification system, school website, and school social media.

VISITATION POLICY

Classroom visitations without clearance through the principal's office are prohibited. Any person desiring to visit a classroom must check in at the office in advance. This will include parents and relatives of Inola Students.

SCHOOL ANNOUNCEMENTS PROCEDURES

School announcements, including the Pledge of Allegiance and a moment of silence will be made over the intercom during first hour.

ELECTRONIC SURVEILLANCE

All Inola Public School facilities have electronic surveillance on at all times, including on buses.

ELECTRONIC DEVICES

It is the policy of the Inola Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
   a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
   b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Board Policy FNG, updated 27 June 2025

SOCIAL NETWORKING POLICY

As a public institution of education, IPS supports and encourages students' rights to freedom of speech, expression and association, including the use of electronic tools and social networks. Students are responsible for complying with the District's Student Code of Conduct at all times, which includes online activity. Students will be held accountable for the content of their electronic communications, and failure to abide with this and all other policies applicable to students may result in disciplinary action. Electronic communication is prohibited, whether or not the

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.

In addition to those behaviors prohibited in the Student Code of Conduct, making demeaning statements, physical/ emotional threats to another person(s), and engaging in any other behavior that can be considered cyber-bullying is unacceptable. Illegal behavior is subject to punishment as appropriate and available to the District. Students who engage in cyber-bullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by their victim(s) family. Whenever necessary, the District will cooperate with the Cyber Crimes Units of local law enforcement agencies.

APPEARANCE

Clothing worn by all students shall be clean and neat at all times. Students are to groom themselves and wear clothing that does not distract from the learning environment.
Students must wear all of the following:

a) a shirt with fabric in the front, back, over the shoulders, and on the sides under the arms;
b) pants, jeans, skirts, sweatpants, leggings, a dress, shorts or the equivalent should cover down to the upper to mid thighs;
c) ripped jeans are permissible as long as underwear and private parts are not exposed;
d) shoes.

Students are not allowed to wear:

a) any clothing that reveals visible undergarments;
b) swimsuits (except as required in class or athletic practice);
c) clothing with images or language that depict, advertise, or advocate the use of alcohol, tobacco, marijuana, other controlled substances, illegal items, or illegal activity,
d) clothing with images or language that depict pornography, nudity, or sexual acts;
e) clothing with images or language of hate speech or any other language that creates a hostile or intimidating environment (languages or images targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups);
f) clothing that indicates perceived promotion, support, and /or affiliation of gangs;
g) clothing that threatens the health or safety of any other student or staff;
h) clothing with violent images or language (including profanity);
i) accessories that could be considered dangerous or could be used as a weapon;
j) any item that obscures the faces or ears.

Shoes will be worn at all times. House shoes will not be allowed. Clothing bearing suggestive or advertisements for alcohol, tobacco or drugs, will not be allowed. Unacceptable dress will also include see-through clothing, halters, muscle shirts, midriff apparel, pajamas, hoodies (hood is not allowed on in the building), sunglasses, curlers and scarves (except for medical reasons or special events). Blouses and shirts should cover the back and should not allow any midriff skin (front and back) to show when student is standing or sitting in a normal posture. Attachment chains are not acceptable. Belts with extra tag end length should not exceed 6 inches. All issues related to appearance will fall within the discretion of the building administrator.

All school appearance violations: Student will be given the opportunity to correct any dress code violation. If they choose not to or can't, they will then be given a choice of going home to change (which will be an unexcused absence), sent to ISP or given detention.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) will result in the following action:

1st Offense – Administrative Warning
2nd Offense – Counselor Referral
3rd Offense – Subject to Principal's Discretion

Public display of affection (PDA) is defined as holding hands, kissing or any physical contact.

STUDENT LOCKERS AND OTHER SCHOOL PROPERTY

Each high/middle school student will be assigned a locker to use for the year. No other locker will be used other than the one assigned. All lockers are the property of Inola Schools and may not be abused in any fashion. No stickers,

writing, or decorations may be placed on lockers. Inola Schools reserve the right to search lockers, book bags, desks & backpacks by state law**.** Students have no reasonable expectations of privacy in school lockers, desks, or any other school property. These may be searched at any time without notice or reason. Students who want to lock his/her locker will need to provide the lock, and an extra key or the combination to the lock must be turned into the office.

BOOKBAGS & BACK PACKS

1. All book bags and backpacks must be kept in student lockers. No bags will be allowed in the classrooms.
2. Book bags and/or back packs must fit easily into student lockers. Athletic bags, equipment, and clothing are to be kept in a proper location.

MEDIA CENTER

The media center is organized and maintained to:

1. provide a collection of books that will be helpful in the preparation of class assignments.
2. furnish recreational reading material for leisure moments.
3. give a quiet place to study or to read.

MEDIA CENTER HOURS: Open every school day from 8:10 a.m. to 3:30 p.m.

EMERGENCY SITUATIONS

Fire, tornado, and additional emergency drills will be conducted each school year in accordance with the Oklahoma State Department of Education accreditation standards. Emergency warning signals and procedures will be posted and reviewed regularly.

ENTRANCE REQUIREMENTS

Refer to Board Policy FE. Questions concerning residency or transfers should be addressed to the District Residency Officer – Dr. Sharla Harris at 543-0504.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the student must have a completed withdrawal sheet that has all grades and teacher's signatures. In addition to this all fees and fines must be paid and all school property returned. No credit will be transferred until the student has complied with the preceding requirements. The principal reserves the right to contact parents before official withdrawal is completed.

GRADING SCALE

100-90 = A 89-80 = B 79-70 = C 69-60 = D 59-below = F

This scale is used for college transcripts. Weighted Grading Scale will be found under the heading *'Other General Graduation Requirements and Graduation'* in this section.

TESTING/GRADES

Semester tests will be given in December and May. Student progress is available via Sylogist. Report cards will be available 5-7 days after the end of each semester.

Parents/guardians are encouraged to follow their child's progress throughout the year by using the Parent Portal (oked.sylogist.com/Inola). A password is provided when your child picks up his or her schedule.

Also, with regard to grades in a particular class, the parent/guardian should first contact the teacher. Each teacher has a plan hour and is available before and after school. A call should be made to the office to schedule a meeting or return call from the teacher.

WORKING RELATIONSHIP

Open communication between the home and school is fundamental to student success. Parents should work closely with the teacher when they recognize a need exists for the welfare of their student.

In the event your contacts, visitations, and conferences do not produce satisfactory results, then your next contact person, in order, would be: the principal, superintendent, and then the Board of Education at a scheduled meeting of the Board.

SCHEDULE CHANGES

Any student entering class must have a schedule, which he/she obtains, from the counseling office. If a student wishes a schedule change, the request must be made by the third day of each semester.

ATHLETIC PARTICIPATION POLICY

Students are certainly encouraged to participate in athletics; therefore, if a student goes out for a sport and they decide they don't want to be in that sport, they have until the second competitive contest to withdraw. Once the decision is made, they must have approval from all coaches involved, including the athletic director and they cannot start another sport until the current sport they were in is over. Students dropping out of a sport will be put into either an off-season or study hall class (if available).

HONOR ROLLS

A superintendent's and principal's honor roll will be published each semester for IMS students.

GRADUATION REQUIREMENTS

STANDARD HIGH SCHOOL DIPLOMA

(Requires 26 units for graduation) Students are expected to attempt 7.5 units per year unless concurrently enrolled in courses approved by the administration.

4 - English (I, II, III, IV)
3 - Mathematics (Algebra I plus 2 additional math classes)
3 - Science (Biology I plus 2 additional science classes)
3 - Social Studies (American History, ½ unit American Government, ½ unit Oklahoma History, and 1 additional unit)
1 - Additional Math or Science
1 - The Arts
½ - Financial Literacy
*2 - Foreign Language (the same) or Computer Technology (excluding keyboarding)
Electives to total 26 Units.
* Any non-college / work ready curriculum may exclude

HONORS HIGH SCHOOL DIPLOMA

All classes at Inola High School will be governed by the following policy: The high school principal and counselor will determine those graduating with honors diploma.

Policy through Class of 2029
Requirements for Honors recognition are:

- 3.0 or higher weighted Grade Point Average as of 7-semester transcript,
- 4 years of English,
- 4 years of Science,
- 4 years of mathematics, with at least one mathematics class Algebra 3 or higher,
- 3 years of social studies, and
- 6 weighted semesters during high school.

Policy beginning with the Class of 2030

- 3.5 or higher weighted GPA as of 7-semester transcript,
- No grade less than a 'C' in any class over his/her high school career,
- 4 years of English,
- 4 years of Science,
- 4 years of mathematics with at least one mathematics class Algebra 3 or higher,
- 3 years of social studies, and
- 8 weighted semesters with at least 2 weighted semesters during junior year and 2 weighted semesters during senior year

Students and parents share the responsibility of keeping track and on schedule to graduate as well as the completion of Honors and/or Valedictorian requirements.

VALEDICTORIANS

All classes at Inola High School will be governed by the following policy: The high school principal and counselor will determine those graduating as valedictorian. Any student who meets all of these requirements will be recognized as valedictorian. If more than one student qualifies, all qualifying students will be named valedictorian.

Policy through Class of 2029

- attend Inola schools the entire senior year,
- 4.0 or higher Grade Point Average as of 7-semester transcript,
- No grade less than a 'C' in any class over his/her high school career,
- 4 years of mathematics courses, with at least one mathematics class Algebra 3 or higher,
- 4 years of science courses, and
- 8 weighted semesters with 4 weighted semesters during the junior year and 4 weighted semesters during the senior year.

Policy beginning with the Class of 2030

- attend Inola schools the entire senior year,
- 4.0 or higher Grade Point Average as of 7-semester transcript,
- No grade less than a 'C' in any weighted class over his/her high school career,
- No grade less than a 'B' in any unweighted class over his/her high school career,
- 4 years of mathematics courses, with at least one mathematics class Algebra 3 or higher,
- 4 years of science courses, and
- 10 weighted semesters with at least 4 weighted semesters during the junior year and 4 weighted semesters during the senior year.

Students and parents share the responsibility of keeping track and on schedule to graduate as well as the completion of Honors and/or Valedictorian requirements.

Board Policy EIC-R1, updated 14 March 2025

Other General Graduation Requirements and Information

1. To be considered a sophomore, a student must have 5 units; to be considered a junior, a student must have 12 units; and to be considered a senior, a student must have 19 units.
2. No more than eight units from Athletics will be counted toward graduation. Each semester of athletics will be counted as .5 units.
3. Credits earned from an approved area Career Tech will count toward graduation.
4. Students moving into this school district from non-accredited schools must "Test-Out" on a standardized test to receive credit in a class required for graduation. Consideration will be given to elective classes.
5. Students who do not meet minimum requirements for graduation will NOT be allowed to participate in graduation exercises.
6. Concurrent enrollment in a local college is recommended for those students who have taken all appropriate classes in high school.
7. Juniors or Seniors participating in concurrent enrollment in rigorous classes may count credit earned in college as part of their graduation requirements. The high school counselor will advise the student as to the credits that may be counted.
8. Class rankings will be computed after the conclusion of the second semester only for students participating in the Honors Academic Program. Rankings will be based on weighted grading scale (A=5.0, B= 4.0, C= 3.0, D= 2.0, F= 0.0) for the following classes: All AP classes, Advanced/Honors classes, Chemistry, Anatomy and Physiology, Calculus, Physics, Trigonometry, and concurrent college classes of comparable rigor.
9. Minimum attendance requirements in order to pass any class are: Students must attend 80% of the scheduled school days in order to receive credit for the course. Failure to meet minimum attendance equals 0.0 credits.

SENIOR INFORMATION

To participate in any senior activity a student must have completed 19 units by the beginning of his or her senior year. If a student decides to graduate early, they will not participate in scheduled senior activities except for graduation.

SENIOR CLASS TRIP

No overnight trips will be allowed.

GRADUATION ATTIRE

Only approved cords and sashes will be allowed to be worn with the graduation regalia. Seniors will walk in alphabetical order. This is a formal event.

COLLEGE BOUND JUNIORS AND SENIORS INFORMATION

COLLEGE VISITATION DAY

Juniors and seniors will be allowed two days for college visitation – must have prior approval from the counselor or building principal.

COLLEGE ENTRANCE INFORMATION

The entrance requirements vary from college to college; therefore, it is necessary for each student to study the requirements closely and see that they complete the necessary applications, take the required tests, etc., that apply to the college of their choice. Current college catalogs are available in the counselor's office.

Many colleges accept advance placement credit. Students wishing to examine the possibility of advanced placement should check with the counselor.

SUGGESTIONS

Many classes are sequenced and others have prerequisites. A complete list of all offerings is available at each particular building upon request. Contact the school counselor to discuss planning.

In preparing for college, it is helpful in your sophomore year to secure college/university catalogs and enrollment requirements.

During your junior year, talk with representatives from various colleges/universities. Visit the campus during summer or spring break with your parents. Take the ACT in the spring of your junior year and plan to attend the ACT Prep Program.

No later than the beginning of your senior year, try to narrow your choice of colleges to three. If you need financial help, make necessary application early. See guidance counselor for this information.

The following records are usually requested by the college/university:

1. Your scholastic record from grades nine through twelve and your rank in your graduating class.
2. Your score on standardized tests.
3. Your character and personality traits.
4. Your activities record, including your services and contributions to the welfare of your school and your community.
5. The recommendations of your principal or superintendent.
6. Your ACT or SAT scores.

ALL STUDENT ATHLETES

NCAA ELIGIBILITY REQUIREMENTS

Initial Eligibility Requirements: The NCAA Clearinghouse will verify your eligibility.

Students must graduate from high school with a core curriculum of 16 academic subjects and have a grade point average (GPA) of 2.30 in core curriculum for Division I or 2.20 GPA in core curriculum for Division II.

It is recommended that student athletes should register with the NCAA clearinghouse at the start of their junior year in high school. There is no actual registration deadline, but you must be cleared by the clearinghouse before you can receive a scholarship or compete in your sport.

NCAA Eligibility Center contact information:

web3.ncaa.org
Post Office Box 7110
Indianapolis, Indiana 46206-6222
317.917.6222

The registration fee for the clearinghouse Eligibility Center is $110. This fee can be waived due to financial hardship. If you think you are eligible for a fee waiver, you should contact your guidance counselor.

The higher your GPA, the lower ACT or SAT score is needed. This works both ways of course; the lower your GPA, then the higher your ACT or SAT score must be.

Division I Course Requirements:

4 years of English
3 years of mathematics (Algebra I or higher)
2 years of natural/physical science (one must be a lab science)
1 year of additional science, math or English
2 years of social studies
4 years of additional core courses
they can be from any listed above or from non-doctrinal religion or philosophy or foreign language

Division II Course Requirements:

3 years of English
2 years of mathematics (Algebra I or higher)
2 years of natural/physical science (one must be a lab science)
3 years of additional science, math or English
2 years of social studies
4 years of additional core courses
they can be from any listed above or from non-doctrinal religion or philosophy or foreign language

OKLAHOMA PROFICIENCY TESTING

In 1992, the Oklahoma state legislature enacted House Bill 1017, which states, in part:

"Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.

Students demonstrating proficiency in set competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision [to advance] will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/ acceleration decisions."

CAREER TECH REGULATIONS

Inola Schools will provide transportation for morning and afternoon students. Students who drive to Career Tech must have a permission form on file in the principal's office.

ALTERNATIVE ED

Any student who has failed to complete all requirements for Graduation by their projected graduation year, upon returning for their 5th year of high school will be required to enroll in Inola's Alternative Education program unless exempted by the site principal.

Students who are behind by their Junior year may be required to attend Alternative Ed if it would be impossible for them to graduate on time.

PARENTS RIGHT-TO-KNOW LETTER

In accordance with Every Student Succeeds Act, this is a notification from Inola Public 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 qualification 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 qualifications 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 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 education agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. (ESSA 1112(e)(2)(A))

c) In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. (ESSA 1112(e)(1)(B)(ii))

If you have any questions or concerns, please contact the site principal at:

Elementary School	Traci Thomas	(918) 543-0200
Middle School	Patrick Mullen	(918) 543-0300
High School	Heather Ellis	(918) 543-0400

ATTENDANCE

For a student to be considered present for any class, they must actually be in class for 75% of the class period. Any student with 10 or more excused or unexcused absences in any class may not receive credit for those classes.

5th Absence	Warning/letter sent home
8th Absence	Saturday School
10th Absence	2nd Saturday School
12th Absence	3rd and Final Saturday School
13th Absence	Failing course grade for the semester

EXCUSED ABSENCES

1. In order for any absence (except those pre-arranged) to be excused, we must have a written note or phone call from the parents or legal guardians. When the absence is due to any form of medical reason (doctor, dentist, etc.), it may be necessary to have a signed statement from the attending medical person. The note must be specific as to the nature of the absence. (e.g. "Please excuse Johnny for his absence", is not acceptable.) Note must have a telephone number where note can be verified. Doctor and dentist appointments should be arranged outside school hours whenever possible. It is the parent/guardian/student's responsibility to take care of any absentee situation in the time frame we have allotted. The school should receive a call each day the student is absent. Written verification should be at the school along with the student on the day he or she returns. Schools will only accept written statements by a parent, court documents or doctor notes 48 hours after the absence.
2. Personal illness or disabling injuries. (Excused)
3. Certain other absences may be excused ONLY IF PRE-ARRANGED AND APPROVED IN ADVANCE by the building principal. Students wishing to "pre-arrange" an absence must report to the principal's office to get approval and make arrangements BEFORE the expected absence occurs.
4. Absences for medical reasons of five or more days will require a statement from the attending physician for the student to be re-admitted to school. Any extended absence of this nature should be reported to the building principal by the parents on or soon after the fifth day so that arrangements can be made to continue the student's education by alternative methods.
5. Any student that is truant, SRO will make a house visit and possibly issue a ticket.

NOT COUNTED ABSENT

The following is a list of situations when students are not counted absent.

1. Regular bus riding students when bus is unable to reach the student due to mechanical problems or inclement weather.
2. Students serving as pages for the state legislature.
3. Funerals of relatives in immediate family or classmates.
4. Certain special *religious* holidays.

UNEXCUSED ABSENCES

All absences other than those previously described will be unexcused absences. Students can be considered truant if not in their designated location during the school day.

ABSENTEE POLICY

1. A parent/guardian will be contacted on the day a student is absent by an automated calling system. Therefore, to avoid being called at home or work, the school must be contacted by 9:00 a.m. each time your child is absent.
2. Documentation from a physician is recommended. In cases of excessive absenteeism, physician documentation will be required.
3. It is the responsibility of the student to contact his/her teachers for all assignments missed during his/her absences. School work will be provided through Google Classroom.
4. Activity absences do not affect the allowable absences per semester. These absences are school sponsored; such as athletics, FFA, Band, Choir, etc.
5. A reminder that four tardies equals one unexcused absence in any class.

MAKE-UP WORK

All class work missed during an excused absence must be made up. **It is the student's responsibility for make up work.** Students will have only **one (1) day** per excused absence to receive credit for make-up work.

TARDIES

1st and 2nd Tardies	Handled by the Teacher	On #2, Student receives Tardy Notice
3rd Tardy	Sent to Office	Detention
4th Tardy	Sent to Office	2 Days Detention
5 Tardies or more	In School Suspension	In School Suspension – 2 Day Minimum

LEAVING THE SCHOOL GROUNDS

No student may leave the school grounds during school hours except by permission of the school principal and being properly signed out. **Students leaving school grounds without permission will be considered truant and disciplinary action will be taken.** Students must check out through the office. Students must also check in through the main office if they arrive late.

POLICY ON STUDENT BEHAVIOR

The Board of Education of the Inola School District adopts the following policy and procedures dealing with student conduct and behavior:

GENERAL EXPECTATIONS

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

The district believes that every instance of wrongdoing and conflict is an opportunity for learning. The district supports the concept that discipline for violation of a school policy, rule, or regulation should not detract from the learning experience for the student when possible. Before the student is removed from school or the classroom for violation of a school policy, rule, or regulation, alternative discipline such as loss of privileges, closed campus, loss of computer access, loss of parking privileges, after-school detention, and Saturday school may be used. However, the use of

out-of-school and/or in-school placement options may be used even for a student's first offense or violation. Corporal punishment may be administered as a method to correct student behavior or to maintain order and discipline in the school.

DISCIPLINE CODE

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

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

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting
13. Forgery
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity (see page 22);
17. Immorality;
18. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);

30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions); in today's society, if you say it, we have to believe you. "I was just joking" is not a valid excuse for a threat;
36. Truancy;
37. Use or possession of tobacco in any form;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Vandalism;
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
42. Vulgarity;
43. Willful damage to school property;
44. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Hanging signs, banners, or flags at the school without administrative approval may result in disciplinary action.

Board Policy FO, updated 14 March 2025

THE SCHOOL BULLYING PREVENTION ACT

(70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

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

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

According to the National Center Against Bullying:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

What Bullying is not:

- Single incidents and conflicts or fights between equals, whether in person or online, are not defined as bullying
- Single episodes of social rejection or dislike.
- Single episode acts of nastiness or spite.
- Random acts of aggression or intimidation.
- Mutual arguments, disagreements, or fights.

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 the 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, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

Board Policy FNCD, updated 14 March 2025

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

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

Board Policy FNCC, updated 14 March 2025

BULLYING REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the board of education to encourage student victims of bullying to come forward with such claims. This may be done through the grievance policy.
   a. Students who feel that other students are subjecting them to bullying are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
   b. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of bullying.
2. In determining whether alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal has the responsibility of investigating and resolving complaints of bullying.
3. Any student found to have engaged in bullying of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

More information is available in Board Policy FNCD-R.

SAMPLE DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT

Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher at the specified time with class work to be studied. Detention may be assigned on a week-day before / after school or on Saturday, as deemed appropriate.

Board Policy FOC, updated 14 March 2025

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Corporal Punishment

It is the policy of the Inola Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody be administered corporal punishment.

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

2. Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses. The report is to be signed by the staff member involved and the witness.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

Student Suspensions

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, (See policy FNCE)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
   - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
   - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case by case basis.
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s)or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Students suspended for a violent offense directed toward a classroom teacher or bus driver shall not be allowed to return to the teacher's classroom or bus without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom or bus, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

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 intervention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

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

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the superintendent. The following procedures shall govern the appellate process:
   A. The student, or the student's parent(s), shall notify the superintendent within three (3) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
   B. Upon receiving notice of a student's intent to appeal, the superintendent shall hear the appeal within three (3) days from the date the notice of intent is filed. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
   C. During the hearing of the appeal before the superintendent, 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 superintendent shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) day of the decision.
   E. Decisions of the superintendent may not be appealed to the board of education. The decision of the superintendent shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
   A. The student, or the student's parent(s), shall notify the superintendent within three (3) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within three (3) days from the

date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

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

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within three (3) days of the decision. The decision of the board of education or hearing officer shall be final.

Board Policy FOD-R, updated 14 March 2025

SCHOOL DISTRICT'S OBLIGATION
APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

Alternative In-School Placements

Before the School District's designated representatives, building principal or assistant principal, recommend out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

Due Process

The student has

- The opportunity to know these policies or any other school regulations or procedures.
- Been informed of the policy, rule, or regulations allegedly violated.
- Sufficient opportunity to give his/her version of the alleged violation.
- The right to a conference with the principal.
- The right to appeal suspension of 10 days or less to the superintendent and, if over 10 days, board of education.

SPECIAL NOTICE: A disabled student and his/her parent/guardian are entitled to the procedural protection of Section 504 and/or IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook titled "Discipline of Handicapped Students in Elementary and Secondary Schools," supplied by the US Department of Education, Office of Civil Rights, Washington, DC.

APPEAL

The student suspended out-of-school shall have the right to appeal the principal's suspension action by the following procedures outlined below:

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS:

1. A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to the superintendent.
2. Within three (3) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the superintendent.
3. The superintendent will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time, and place of the hearing not less than 24 hours in advance of the hearing.
4. The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses to support their position. Either party wishing to have legal counsel present must give the other party 24 hours advance notice or he/she may not have counsel present. The superintendent will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
5. The superintendent will sustain, rescind, or modify the out-of-school suspension action. **The decision of the superintendent will be final and non-appealable.**

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

1. A student and/or parent/guardian may appeal the out-of-school suspension decision to the superintendent of schools and the board of education.
2. Within three (3) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the superintendent.
3. The superintendent will schedule a hearing as soon as possible; notify the parent/guardian of the date, time, and place of the hearing at least 24 hours prior to the hearing; and notify the parent/guardian that the student and parent/guardian have a right to be present at the hearing.
4. The superintendent will review the facts; determine the guilt or innocence of the student and the reasonableness of the term of the suspensions; and decide to sustain, rescind, or to modify the out-of-school suspension. The superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.
5. If the student and/or parent/guardian is/are not satisfied with the action of the committee, the student and/or parent/guardian may appeal that decision to the board of education by written notice to the superintendent or board clerk within three (3) days after the superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time, and place of the board of education hearing at least 24 hours prior to the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their positions and to be represented by legal counsel. The board of education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The board will sustain, rescind, or modify the out-of-school suspension action. **The decision of the board of education will be final and non-appealable.**

All appeal hearings are based on the following criteria:

- Is the student guilty or innocent of the violation of a school rule, policy, or regulation?
- Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

Board Policy FOD-E1, updated 14 March 2025

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Adopted this 8th day of March, 2004.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, VAPING OR CONTROLLED DANGEROUS SUBSTANCES

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

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

Board Policy FNCE, updated 14 March 2025

STUDENT POSSESSION OF DANGEROUS WEAPON

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

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

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

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

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

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

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

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

> Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

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.

Board policy FNCGA, updated 14 March 2025

SEXUAL HARASSMENT POLICY

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

1. Sexual Harassment 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 email, 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.

2. Specific Prohibitions
   A. Administrators and Supervisors
      1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
      2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
      3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. 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.

5. Grievance Procedure.
   A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent)will be treated equitably by the school district.
   B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
   C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
   D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
   E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
   F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
   G. Standard of Review. The school district will utilize a clear and convincing evidence standard to determine responsibility.
   H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
   A. Notice of the grievance process, including any informal resolution process;
   B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
   C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
   D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
   E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

   If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.
   A. The burden of proof and of gathering evidence remains on the school district.
   B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
   C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
   D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
   E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
   F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
   G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.
8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.
9. Determination of Responsibility. A decision-maker, who is not the Title IX coordinator or the investigator, will apply a clear and convincing evidence standard to determine responsibility, and will issue a written determination of responsibility that:

   A. Identifies the allegations that potentially constitute sexual harassment;
   B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
   C. Includes findings of fact to support the determination;
   D. Includes conclusions regarding applicants of the discipline code to the facts;
   E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
   F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:
    A. A procedural error affected the outcome.
    B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
    C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

    If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision-maker. The appeal decision-maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision-maker will receive training as mandated by law. The decision of the appeal decision-maker will be final and non-appealable. The written

decision of the appeal decision-maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

    The district will also post the training materials used to train Title IX coordinators, investigators, and decision-makers on the district website at: www.inola.k12.ok.us. These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

    Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

Board Policy FB, updated 14 March 2025

STUDENT SEARCHES

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 searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above -shall include, but not 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.

Board Policy FNF-R, updated 14 March 2025

FLAG FLYING

It is the policy of the Inola Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

The school day will begin with the Pledge of Allegiance. However, participation in the pledge shall not be required. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

Board Policy EMDB, updated 14 March 2025

BUS RIDER RULES

NO BALLOONS ARE ALLOWED ON ANY BUS

STUDENTS MUST MAKE OTHER TRANSPORTATION ARRANGEMENTS IF THEY GET BALLOONS AT SCHOOL.

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

Prior to loading, students should:

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

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

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

NOTE: *Failure of students to obey bus-riding rules will result in the suspension of bus riding privileges.*

Board Policy CN-A2, updated 14 March 2025

USE OF STUDENT VEHICLES

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.
2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.
3. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day.
4. Students may not sit in, or upon, or congregate around vehicles at any time during school.
5. Vehicles shall not be driven on any grass area, around the junior high school, or upon or into any area not designated as a driveway or parking area.
6. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed, or culture are prohibited.
7. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
8. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.

Board Policy FFFD-R, updated 14 March 2025

NOTE: Any student operating a motor driven vehicle must have a valid driver's permit. Motorcycle riders and passengers must wear an approved helmet on school property.

<u>No skateboards or roller blades</u> will be allowed on campus due to requirements placed on the school district by our insurance carriers.

ACTIVITIES AND TRIPS

Students participating in school-sponsored activities and trips are required to travel both to and from the event on transportation provided by the school. The school will provide sponsors and/or chaperones.

Students attending activities (not participating) on school transportation will also be required to travel both to and from the event on the school provided transportation. The school will provide sponsors and/or chaperones.

In both instances listed above, students using school provided transportation may be released from the trip to **PARENTS ONLY**. No exceptions to this other than prearranged situations. (Proxy Parent Form)

The building principal and sponsor may prohibit any student from participating or attending any activity at any time. Regular bus rider rules apply on activity trips.

In the event a parent feels there is a need to prearrange alternate transportation for their son or daughter, the parent or legal guardian will need to meet with the respective building principal, the proxy adult (21 years or older) providing the alternate transportation, the student to be transported, and the activity sponsor. This meeting should be in the office of the principal at least 24 hours prior to the special event occurring. Appropriate forms will be provided and must be signed by all parties mentioned above.

SCHOOL FUNCTIONS

The following policy pertaining to school sponsored functions which take place on Inola Public Schools property after normal school hours is to ensure the safety and security of students and school property.

1. It is the responsibility of the parent or guardian to deliver and pick-up students for all school functions. Parents or guardians are responsible to insure that the student is dressed in accordance with school dress policy, is eligible to attend the function, has sufficient money for the function, and is aware of and willing to comply with all school rules and regulations.

2. Further, the parent or guardian is responsible to insure that the student is actually admitted to the event (not simply dropped off in the parking lot), that arrangements have been made to pick up the student after the event, and that the student has an emergency telephone number where parents or guardian may be reached should a problem occur during the event.
3. After being admitted to an event, if a student is required by a school administrator, or certified teacher event sponsor, to leave an event before the stated event ending time, then that school administrator/sponsor will telephone the parent/guardian who will be requested to pick the student up at the event entrance gate as soon as possible. If the student is a legal driver and has driven to the event, the administrator/sponsor will require the student to drive off from school property and the parents will be telephoned as above.
4. If the parent/guardian cannot be contacted, and the student is not a legal driver who has driven to the event, then the student will be required to sit quietly at a location designated by the school administrator/sponsor until the stated ending time of the event, at which time the student will leave the event. The parent/guardian will then be contacted during the next regular school day and be informed of the problem at the event, the fact that the emergency telephone number was not usable, and that the student will not be allowed to attend the next similar event.
5. The parent or guardian is responsible if a student voluntarily leaves an event. Students will not be allowed to congregate or wander around outside of the area designated for the event; they will be required to leave the school property. Students will not be allowed to re-enter an event once they have left.

Board Policy FMDA, updated 14 March 2025

ELIGIBILITY FOR COMPETITIVE EXTRA CURRICULAR ACTIVITIES

Eligibility requirements for inter-school activities correspond with those set by the Oklahoma High School Athletic Association Administrators Handbook (pg. 10 & 11). The principal must report the eligibility of each contestant before each contest. If you want to participate, stay eligible.

1. In order for any student to participate in extra curricular events, the student must have been in attendance at least 3 consecutive periods on the day the particular event or activity is scheduled. We feel if a student is too ill to attend school, then he or she should not participate in extra curricular activities.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organizations, which removes any student from the classroom shall be ten for any one-class period for each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. (The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.)
3. Scholastic Rule for Semester Schedules
   a. Eligibility starts at the end of the third week of each semester and proceeds each week after that. Students failing a class at the end of the third week will be placed on probation. If still failing a class the fourth week (which could be a different class), then that student becomes ineligible. Only when passing all classes may a student regain eligibility. Note: A student that is ineligible can still practice, but may not participate in any game or contest.
   b. If a student does not meet the minimum scholastic standard at the end of each semester, then he/she will be ineligible for the first six weeks of the next semester.
   c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
   d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.

(A 12th grade student must be passing the classes required for graduation.)

EXTRA-CURRICULAR ACTIVITIES

Band 5-12	Football 7 -12	Future Farmers of America
Academic Team 5-12	Baseball 7-12	FCCLA
Student Council 5-12	Soccer 9-12	National Honor Society
Vocal Music 7-12	Softball 7-12	Wrestling 7-12
Cheerleading 7-12	Track 7-12	Golf 9-12
Basketball 7-12	Volleyball 9-12	Fellowship of Christian Athletes

ORGANIZATIONAL MEETINGS

Any meetings or student activities, which involve students of Inola High and/or Middle School, must be scheduled and approved through the principal's office.

STUDENT COUNCIL

The Student Council is an organization of students elected by the student body to coordinate the activities of the student body and to assist the faculty in the improvement of the school activities and the general program.

Candidates for membership must have not lower than a "B" average for the preceding semester. Failing students will not be permitted to serve as council members. A semester (12 week) failing grade of "F" will automatically terminate membership on the council.

The president, vice-president, secretary and parliamentarian are elected from the junior and senior classes by popular vote after registering and meeting qualifications. Each class 9 -12 will be allowed a minimum of two representatives to serve on the student council. Election of all officers will be held in May. Each student is allowed one vote and the candidate receiving the majority will be declared elected. Officers will take office in August.

The principal will appoint a faculty sponsor to guide the activities of the council and assist them with their work.

Board Policy FMCB, updated 14 March 2025

FUND RAISING PROGRAMS

All classes or organizations planning to organize money-raising programs must be submitted to the office have them approved by the school board (including online fundraisers). No soliciting or selling will be done in the school without the approval of the administration.

HEALTH/MEDICAL RECORDS

The District may seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The District will comply with HIPAA's electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the District has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing. Individuals involved in the Medicaid billing process for the District shall be trained on the privacy procedures. Discipline shall be imposed up to and including discharge, for staff that wrongfully uses or discloses protected health information.

MEDICATION

Nurse Office Personnel or designated person(s) by administration will administer non-prescription drugs or prescription drugs which have physician's directions and are in the original containers to students with signed parental permission forms on file.

Please remember that OFFICE PERSONNEL are not certified to administer breathing treatments or services of this type. The Nurse will make arrangements with the parent for treatment if he/she is unavailable to give treatment.

Parents must transport student medicines to and from school; at no time should medicines be on a school bus. Parents must pick up all medicines at the end of the school year or the medicines will be disposed of by school personnel. Prescription medications specified by a doctor to be given during school hours of 8:00am to 3:35pm will be given by school personnel. Parents are asked to administer medications prescribed three times a day during home hours (not school hours).

Routine medications used for care in the nursing office: antibiotic ointment, anti-itch creams or gel, lotion, aloe or sunburn spray, Oragel, Bio-freeze, Vasoline, cough drops, sweet oil, Liquid New Skin, 2nd Skin Squares, and diaper rash cream.

HEAD LICE POLICY

If a student has brown nits, the student will be removed from the classroom and a letter will be sent home to the parent/guardian stating that the nits must be removed before the student can be readmitted to school. The parent/guardian must bring the student to the office. The student will not be allowed to ride the bus to school

or be readmitted to school until a health officer checks the student's head. If the student is free and clear of lice, the student may return to class.

If the student is sent to the office with live bugs, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The parent must bring the student the next day to the office. The student will not be allowed to ride the bus to school or be readmitted to school until a health officer checks the student's head. If the student is free and clear of bugs, the student may return to class.

House Bill #1550, passed by the Oklahoma Legislature on May 7, 1984, provides that "any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may enter school, certification from a health professional …. or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice." **Parent needs to bring evidence that treatment was done.** Before being re-admitted to the classrooms, the child must present the above stated certification to the building principal, stating that the child is now free of head lice. During periods of infestation, all children are subject to check. During periods of heavy infestation, as determined by the building principal, efforts will be made to disinfect the classrooms.

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 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 upon the circumstances of the case, youth and family services or other local Department of Human Services personnel may be contacted to assist the family. In case 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 school.

Packets with treatment information will be available from the school nurse.

ALL NITS MUST BE REMOVED BEFORE THE STUDENT CAN RETURN TO SCHOOL. IF THERE ARE A FEW NITS, THE PARENT MUST REMOVE THEM.

Board Policy FFA-R, updated 14 March 2025

COMMUNICABLE DISEASE

The Inola Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

The board of education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease. Children may be excluded from school when the board believes exclusion is necessary to promote the safety and well-being of students and staff.

The superintendent, school principal, teacher, school nurse or other official in charge of any school may **EXCLUDE ANY CHILD EXHIBITING THE FOLLOWING SYMPTOMS:**

- FEVER 100.5 OR ABOVE
- SORE THROAT OR TONSILLITIS OR STREP THROAT
- ANY ERUPTION OF THE SKIN OR RASH
- ANY NASAL DISCHARGE ACCOMPANIED BY FEVER
- A SEVERE COUGH, PRODUCTIVE SPUTUM
- ANY INFLATION OF THE EYES OR LIDS
- DIARRHEA
- VOMITING

Board Policy FFAA, updated 14 March 2025

A child must be free of temperature for 24 hours without medication and significantly improved before returning to school.

There are numerous communicable diseases that may affect a school age population and/or staff. Rogers County Health Department and individual physicians will be used as some of the resources for consultation regarding communicable disease questions or outbreaks.

SELF-ADMINISTERED MEDICATION

Medications will be kept in the school nurse's office. Students may not carry prescriptive or non-prescriptive medications on their person (exceptions will be determined by the school nurse and the Individual Health Plan).

If it is determined to be a medical necessity for the child, the following occurs:

- The health issue is discussed with parents and an Individual Plan is determined.
- We obtain an order from the Physician stating that the student carry that medication with them.
- The teachers of that student, parents, nurse, and each appropriate office get a copy of the IHP. If warranted or parents request, an IHP meeting is held with all involved.
- Students are reviewed on their IHP. They are instructed to always let an adult know that they are having health problems and they took their medication. This allows us to know the student is having difficulty and we can also monitor the student's condition.

This policy must be signed and updated yearly according to State law.

OKLAHOMA SCHOOL IMMUNIZATION REQUIREMENTS

Age/Grade	Required immunizations with cumulative doses required		Recommended immunizations
4K	4 DTaP (diphtheria, tetanus, pertussis)	3 IPV (polio)	Seasonal influenza (flu)
	1 MMR (measles, mumps, rubella)	2 Hepatitis A	2nd varicella at 4 years old
	1 Varicella (chickenpox)	3 Hepatitis B	Polio on or after 4th birthday
5K – 6th	5 DTaP (diphtheria, tetanus, pertussis) ◘	4 IPV (polio) ◄	Seasonal influenza (flu)
	2 MMR (measles, mumps, rubella)	2 Hepatitis A	2nd varicella at 4 years old
	1 Varicella (chickenpox)	3 Hepatitis B	Polio on or after 4th birthday
7th - 12th	1 Tdap (tetanus, diphtheria, pertussis) ◆	4 IPV (polio) ◄	Seasonal influenza (flu)
	5 DTaP (diphtheria, tetanus, pertussis) ◘	2 Hepatitis A	2-3 HPV (human papillomavirus)
	2 MMR (measles, mumps, rubella)	3 Hepatitis B ■	1-2 MCV4 (meningococcal ACWY)
	1 Varicella (chickenpox)		2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at https://www.cdc.gov/vaccines/schedules/index.html.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series which are administered after the due date do not affect final immunity.
- Children may be allowed to attend childcare and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed childcare facility. Hib and PCV vaccines are required for children attending licensed childcare facilities.

◘ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.

◘ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.

◄ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.

■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

◆ The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report

the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

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

"Child Abuse and Neglect" shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

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

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

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court order as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

ASBESTOS POLICY

The Inola Public Schools has inspected all classrooms for asbestos and each building has a management plan on file. There is a plan for all of the schools on file in the superintendent's office located at 110 North Broadway. The asbestos management plans are open for public inspection upon request to each building representative.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

Students and parents will have access to their school records. Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

The school will notify parents and adult students annually of the following:

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

If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Inola School District will arrange for the parent or eligible student to obtain copies of the record

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

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

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

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

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

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

Board Policy FL, updated 14 March 2025

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

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

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

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

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

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

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

Personal Identifier

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

ANNUAL NOTIFICATION

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

The notice will include the following:

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

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

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

STATEMENT OF RIGHTS

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

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

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

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	ES/MS/HS Principal's Office	Principal
Cumulative School Records (Former Students)	Administration Office	Superintendent
Health Records	ES/MS/HS Nurse's Office	School Nurse
School Transportation Records	Administration Office	Transportation Director
Speech Therapy Records	Administration Office	Special Education Director
Psychological Records	Administration Office	Special Education Director

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

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

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

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

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

FEES FOR COPIES OF RECORDS

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

1. The student has an unpaid financial obligation to the school.

2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

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

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

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

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":
1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
4. The student's extracurricular participation;
5. The student's achievement awards or honors;
6. The student's weight and height if a member of an athletic team;
7. The student's photograph;
8. The student's electronic mail address;

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

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

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

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:
1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

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

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

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

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

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

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

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record will include at least:

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

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

The record will not include:
1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

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

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

First Level Decision

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

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:
1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

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

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

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

Third Level Decision

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

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

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

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

Fourth Level Decision

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

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

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

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

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
    A. The school district's decision that the record is correct and will not be changed;
    B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Board Policy FL-R, updated 14 March 2025

FEDERAL COMPLIANCE ASSURANCES

Inola Public Schools hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also, assures and certifies:

Inola Public Schools will comply with the following Federal Acts:

1. It will comply with Title VI of Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title IV of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
4. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 (et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal Financial assistance.
5. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 (et seq.), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (p.o. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
7. It will comply with the Family Education Rights and Privacy Act of 1974 (FERPA).
8. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
9. It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
10. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
11. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
12. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.O. 93-234, 87 Stat. 1974, approved December 31, 1976. Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance' includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
13. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a01 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CRF Part 800.8) by the activity, and notifying the Federal grantor

agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

14. Parent Bill of Rights – The school district is in compliance with the Parents' Bill of Rights. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. (25 O.S. Section 2001)

EMERGENCY EVACUATION PROCEDURE

In case of a bomb threat or any other major emergency, the school building(s) will be totally evacuated. The alarm will be the same as for a fire alarm. Students will then remain with their individual instructors and follow their directions. Appropriate legal authorities will be immediately notified and the building(s) checked by professional personnel. No person shall re-enter the building until cleared to do so by the authorities. Teachers are to stay with their students and take a second head count after the building is evacuated.

PERTINENT INFORMATION

1. It is imperative that each instructor has in his or her possession the class roll or grade book.
2. If the evacuation occurs during inclement weather, the following procedures will be followed: Grades 5-12 – Middle and High School Campus - Students will be directed to report to the First Baptist Church just South of the campus. Instructors will receive directions from the building Principal and this process will be conducted in an orderly fashion and as a group endeavor.
3. All personnel must remain calm and be reassuring.
4. All personnel who are responsible for answering incoming telephone calls shall be required to use the prescribed form if a bomb threat is received.
5. All threats must be regarded as being real.

POLICY STATEMENT: Any instructional time, which is missed due to a bomb threat will be made up.

POLICY, TERMS AND CONDITIONS FOR USE OF INTERNET

Inola Public Schools provides network and Internet access for educational purposes only. Users of the network not only agree to follow this policy, but also to take responsibility for appropriate and lawful use. All users should report any policy violations to an appropriate staff member. Throughout this policy, "district account" or "district password" refers to the user's username and password used to login to computers, district email, or the district's student information system.

Inappropriate Use for All Users

In using the network and Internet, the following situations or activities are considered inappropriate use and constitute a violation of this policy, regardless of whether the individual engaging in such activities is a student, a school district employee, or any other individual:

- Sharing passwords, using another's account, or impersonating another user. Exceptions:
  - Students are allowed to share their passwords with their parents/guardians, teachers, or district technology department staff upon request.
  - Upon superintendent or designee approval, district staff may share accounts (excluding the district account) to access systems that have technical or other limitations that hamper individual user accounts.
  - For troubleshooting purposes only, district technology department staff may access systems as another user. Such access will be documented.
- Using the network or Internet to:
  - Violate the law or encourage others to violate the law.
  - Gain or attempt to gain unauthorized access to data or systems.
  - Jeopardize the security of others' access or data.
  - Cause harm to others, including disrupting network access or capacity.
  - Invade others' privacy.
  - Sell or promote the use of any substance prohibited by district policy.
  - View or transmit material that is obscene, pornographic, child pornography, or harmful to minors.
  - Disrupt others' access or data.
  - Promote or conduct personal commercial activities or use district email, software, or systems to conduct personal business.
  - Promote a specific political entity.

- Cyberbullying is when one or more person(s) intentionally harm, harass, intimidate, or reject another person using technology. Cyberbullying will not be tolerated under any circumstances. This includes, but is not limited to, the following:
  - Sending mean, embarrassing, or threatening messages via e-mail, instant messaging, text messages, apps, social media, or other tools.
  - Using another person's login and password to send mean, embarrassing, or threatening messages from his/her account.
  - Spreading rumors about others through e-mail, instant messaging, text messages, apps, social media, or other tools.
  - Using a website or social-networking account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cellular device or the Internet.

Inappropriate Use for Non-Student Users

In addition to "Inappropriate Use for All Users", non-student users should not:

- Share their district password. The district password should not be shared with anyone, including other nonstudent users or the district technology department staff.
- Reuse their district password with other websites or services. Non-student users are encouraged to use a secure digital password manager. Two factor authentication may be required to access systems storing confidential data. Efforts by district technology department staff to reduce the number of unique passwords needed by a user via password synchronization or other technologies is allowed and encouraged.

Inappropriate Use for Students

In addition to "Inappropriate Use for All Users", students should not:

- Reveal personal information such as their home address or phone number to other Internet users.
- Use their real name or any other information which might allow a person to locate the student without first obtaining the permission of a supervising teacher.
- Arrange a face-to-face meeting with someone "met" on the network or Internet.
- Buy or sell anything over the Internet excluding board approved fundraisers outside of class time.

Student Use and Filtering

Student access to the network and Internet is needed for achieving certain district teaching and learning outcomes. All student users and their parents/guardians are advised that access to the network and Internet may include the potential for access to materials inappropriate for school-aged students. Teachers and staff will take appropriate measures to monitor the online activities of students and to supervise student use of network and Internet access, but they must have student cooperation.

The district utilizes multiple Internet filtering systems to prevent users from accessing websites with visual depictions that are obscene; pornographic; or, with respect to student use, harmful to minors. The district also prevents students from accessing other material that is inappropriate for school-aged students (as determined by district staff and school principals). Filtering systems have limitations and cannot be expected to be 100% effective. Filtering works with web browsing and email (not messaging) on equipment connected to the district networks. Devices connected to outside networks (such as student mobile phones with cellular Internet) cannot be filtered. Students will receive education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Email Accounts and Archiving

The district will provide email system accounts for qualifying students, qualifying staff, and school board members to access the district's email system. Email access for non-employee users will be determined by their board approved contract or the superintendent or designee. Messages on the system will be retained in an archived state for a minimum of three years for non-student users and one school year for students. A canceled account may not retain its email.

Student Email

Students are provided with district computer and Google accounts. Access to functionality and services may be restricted by grade level. For example, elementary students may only be allowed to email other students and district staff.

Student email is disabled on summer break excluding: (1) exceptions for special education students as determined by the district special education director, (2) if needed for summer school students while summer school is in session, and (3) exceptions as determined by superintendent or designee(s).

Student email may be disabled on academic breaks such as winter break. Student email may be monitored by a third-party to alert the district to policy or safety concerns, but issues may only be addressed by district employees on days that school is in session from the hours of 8am to 4:30pm. The district encourages and supports parents/guardians to monitor their child's email account and their communications, but not to communicate using their child's account.

Guest Wireless Access

- The district may provide guest wireless access for qualifying non-student and student personal portable devices.
- Instructions for access will be made available on the district's website.
- Technical support for personal devices is limited and access for all devices is not guaranteed.

Failure to Follow Policy

Users that violate this policy may lose access to the network or Internet in addition to other disciplinary actions in accordance with the district's policies. Technical restrictions may also be employed such as limiting functionality or removing access to services. For students, these restrictions could create the need for alternate classwork assignments. In addition, violators and their parents/guardians may be subject to civil and criminal penalties as specified by Oklahoma and federal law.

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 networks, software, systems, devices, or the Internet provided under this policy. The district and all staff 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/her parents/guardians) arising out of the use of its networks, software, systems, devices, or the Internet under this policy. Users agree to indemnify and hold the school, the school district, the network or Internet provider, and all staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to the network, software, systems, devices, or 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/guardians of a minor student agree to cooperate with the district in the event of an investigation of a user's network, software, system, device, or Internet use, whether that use is on a school device or on a device outside the school district's network. Any expense incurred to access the district's network, servers, services, or software from a remote location, such as a home, is the responsibility of the user.

Privacy

The district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the network, software, systems, devices, accounts, or Internet and any and all information transmitted or received in connection with such usage. All such data shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. Information may be used with third-party services to create accounts or reports for educational purposes, but only when approved by the superintendent or designee(s). Any data shared with third-parties will be the minimum required.