PURCELL
PUBLIC SCHOOLS



STUDENT HANDBOOK

2026 – 2027



ACADEMICS | CAREER READY | SOCIAL & EMOTIONAL | COLLEGE & POSTSECONDARY

Promoting emotional resilience, intellectual curiosity, physical fitness, and strong social connections.

The **Purcell Public Schools Student/Parent Handbook** contains policies and procedures of the District. Questions about the handbook should be directed to the building principal of the school your child attends. Copies of the **Purcell Public Schools Board of Education Policies and Administrative Regulations** are available at the Administration Building. **Student/Parent Handbooks** are available at each building upon request or online at www.purcellps.org You may reach us at 405-442-0099.

BOARD OF EDUCATION			
Name	Board Seat	Position	Contact
Tracy Folsom	5	President	Boardofed@purcellps.org Board meeting dates and times are located at www.purcellps.org
Kevin Andrews	1	Vice President	
Nicolle Carr	2	Clerk	
Mary Webb	3	Member	
Melissa Madden	4	Member	

ADMINISTRATION			
Name	**Position**	**Location**	**Contact**
Dr. Sheli McAdoo	Superintendent	Admin. BLDG	405-442-0099 mcadoos@purcellps.org
G. Malachi Blaxton	Asst. Supt. Safety Officer Homeless Liaison Title IX Coord.	Admin. BLDG	405-442-0099 blaxtonm@purcellps.org
Carolyn Anyong	Director of Tech. EL Director Federal Programs	Admin. BLDG	405-442-0099 anyongc@purcellps.org
Amanda Fleming	Director of SPED Child Find Medicaid	Admin. BLDG	405-441-0099 fleminga@purcellps.org
Janell Maral	Director of Transportation	Bus Barn	405-442-0099 maralj@purcellps.org
Brian Fitzgerald	District Athletic Director/AP	High School	405-442-0099 Ext. 504 fitzgeraldb@purcellps.org
Jessica Gabbard	Child Nutrition	Admin. Bldg	405-442-0099 Ext. 101 gabbardj@purcellps.org
Ricky Hammer	Principal	High School	405-442-0099 Ext 501 hammerr@purcellps.org
Aaron Dillard	Dean of Students Assist. HS AD	High School	405-442-0099 Ext. 518 dillarda@purcellps.org

Melissa Feroli	Alternative Educ.	High School	405-442-0099 Ext. 521 ferolim@purcellps.org
D. Rowdy Cole	Principal	Junior High	405-442-0099 Ext. 401 coled@purcellps.org
Tiffany Cook	Asst. Principal	Junior High	405-442-0099 Ext. 404 cookt@purcellps.org
Joe Franco	Asst. AD	Junior High	405-442-0099 Francoja@purcellps.org
Tina Swayze	Principal	Intermediate	405-442-0099 Ext. 301 Swayzet@purcellps.org
Cindy Stone	Principal	Elementary	405-442-0099 Ext 201 stonec@purcellps.org
Malia Turner	School Based Family Specialist	Elementary	405-442-0099 turnerm@purcellps.org
Matt Haines	**School Resource Officer**	Junior High	405-442-0099 hainesm@purcellps.org

The Purcell Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, veteran status or gender. We are an equal opportunity institution.

PURCELL PUBLIC SCHOOLS CALL TO ACTION

Purcell Public Schools dedicates itself to cultivate well-rounded students by promoting emotional resilience, intellectual curiosity, physical fitness, and strong social connections.

DISCLAIMER

The policies and regulations of the Purcell Public School's Board of Education, or any changes to the Board policies and regulations after the printing of this guide supersedes all information provided in this handbook. Please confirm current policies on the Purcell Public Schools website at www.purcellps.org .

Important School Information

Purcell Administration 919 ½ N. 9th Avenue Purcell, OK 73080 Hours: 7:30 am - 4:00 pm Phone 405-442-0099 Ext. 101 **www.purcellps.org**	**District website can be found at:** **www.purcellps.org**
Purcell High School- Ricky Hammer, Principal 2020 N. Green Avenue Purcell, OK 73080 School hours: 8:10 am - 3:15 pm Phone: 405-442-0099 Ext.501 **hammerr@purcellps.org**	**Purcell Junior High School- Rowdy Cole, Principal** 2010 N. Green Avenue Purcell, OK 73080 School Hours: 8:15 am - 3:15 pm Phone: 405-442-0099 Ext. 401 **coled@purcellps.org**

Purcell Elementary School- Cindy Stone, Principal 711 N. 9th Avenue Purcell, OK 73080 School Hours: 7:45 - 3:05 pm Phone: 405-442-0099 Ext. 201 stonec@purcellps.org	**Purcell Intermediate School- Tina Swayze, Principal** 809 N. 9th Avenue Purcell, OK 73080 School hours: 7:50 - 3:10 pm Phone: 405-442-0099 Ext.301 swayzet@purcellps.org



SCHOOL SONG

PHS we proudly hail you
Onto glory everyday
This we sing with pride forever
Higher goals we will endeavor
Though the paths of life divide us
Dragon spirit will unite us,
On we go with memories filled
To rally side by side

SCHOOL COLORS

Red and White

SCHOOL MASCOT

Dragons

SCHOOL CALENDAR SY 2026-2027			
August 18	Back to School-Elem/Int	Dec 21-Jan 1- No School	Winter Break
August 20	**First Day of School**	January 4- No School	PD Day
September 7- No School	Labor Day	January 18- No School	Martin Luther King Jr. Day
October 5	P/T Conference-HS/JH	February 15- No School	PD Day
October 6	P/T Conference-Elem/Int	March 9 and 11	P/T Conference- All sites
October 8	P/T Conference- All sites	March 12-19- No School	Spring Break
October 15-19- No School	Fall Break	April-May	State Testing
October 23- No School	PD Day	May 21	HS Graduation
Nov 23-27- No School	Thanksgiving Break	**May 21**	**Last Day of School**

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PUBLIC POLICY

EQUAL OPPORTUNITIES—TITLE IX POLICY NOTIFICATION

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to the Section 504/Title II Coordinator, Special Services Department, 919 ½ North 9th Avenue, Purcell, Oklahoma 73080; 405-442-0099 Ext 109; or the Assistant Superintendent, 919 ½ North 9th Avenue, Purcell, Oklahoma 73080; 405-442-0099 Ext 104.

ACTIVITIES: No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball). Programs and activities provide equal access to Boy Scouts and other designated youth groups. Please contact the Compliance Officer(s) with inquiries regarding nondiscrimination policies. The contact information is listed below.

GRIEVANCE PROCEDURE: The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. **The Director of Special Services, Amanda Fleming, is designated as the Compliance Officer and may be reached at** 919 ½ North 9th Avenue, Purcell, Oklahoma 73080; 405-442-0099 Ext 109.

PRE-FILING PROCEDURES: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

See Board Policy DA and DAA for complete information.

NOTIFICATION OF RIGHTS UNDER FERPA: Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Purcell

Public School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of P11 from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of P11 from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

The Uninterrupted Scholars Act Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of a local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(l)(i)(B)(2) are met. [(§99.31(a)(1)]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of Pll to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(§99.31(a)(4)]
• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(§99.31(a)(5)]
• To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(§99.31(a)(6)]

NOTIFICATION OF RIGHTS: THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Purcell School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Purcell School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint:

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

AHERA NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. PPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the PPS Administration Building. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers, and/or using newspaper public notice statements.

SCHOOL CLOSING

If school is to be closed due to weather or other unexpected reasons, it will be announced on television, social media, by telephone via ThrillShare, and posted on the District website www.purcellps.org. Please check these communications and do not call school officials. Many times a decision cannot be made until the early morning of the school day in question.

LOCKDOWN PROCEDURES

Traditionally, PPS students and staff have been instructed and drilled on fire, tornado and intruder emergencies. In the last five years, schools have added new procedures on lockdowns and hazardous materials. Working in close collaboration with the Purcell Police Department, Purcell Fire Department, state crisis management personnel and public health officials; all Purcell Public School facilities have been evaluated for safety and hazards. All have developed plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school.

Furthermore, each site has staff members trained in basic first aid and CPR. The actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one or more schools may evacuate, lockdown, or initiate a shelter-in-place response; according to the nature of the threat. The main objective is the protection of the students and staff members. School administrators have a variety of "tools" to use and have received training on how to work with each of these. The ability to remain flexible is a key component of each school's plan and of district preparations. Additionally, Purcell Public Schools would follow the direction of public safety officials.

Parents should know that access to schools during any incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on the radio, telephone via ThrillShare, television, and the internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

In the event of a hazmat or world crisis, the Purcell Emergency Manager would break into our cable television, radios, or local television stations to notify the community that "Purcell Schools are in a Lockdown Mode". If school sites are unable to take phone calls from parents during one of these lockdowns, communications would be with the Purcell Administration Office (405)442-0099 or emergency authorities. However, please be mindful when calling to check on the status of a lockdown; phone lines need to remain open during an emergency.

Parents should be advised that during the first hours of the lockdown, their children may be safer remaining at the school rather than leaving the building with the possibility of exposure to the dangerous elements in the air. Your children would be placed in a sealed relocation area inside the building. Neither the school nor parents would want the children, teacher, or staff exposed to harmful agents caused by the opening of this sealed relocation area. Parents are asked to cooperate for the health and safety of all. If you have questions about PPS safety and support responses, please contact your principal. Everyone in the school district will continue to work to make all of our schools safe and secure. Malachi Blaxton, Assistant Superintendent, is the safety coordinator for the district. You may reach him at 405-442-0099 Ext. 104.

PROFESSIONAL QUALIFICATIONS: PARENTAL RIGHT TO KNOW

Parents have the right to request and receive information on the professional qualifications of their children's classroom teachers, including whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Additionally, the District shall provide each parent timely

notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

VERIFICATION OF RESIDENCE

Students within the Purcell School District may be required at any time to show verification of residence. Examples would be a lease agreement, a current utility bill, and/or real estate contract showing your name and address. Along with the above listed items, you may be required to provide a letter from the property manager and/or landlord. The Superintendent or his/her designee shall make final decisions on any questionable residency issues. Those disagreeing with the determination by the administration will be allowed to appeal a residency dispute in accordance with district policy.

SOLICITATION/FUNDRAISING/ADVERTISING

Students, school personnel, and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fundraising, or promoting the interests of any non-school agency, organization, or individual without prior approval of the Superintendent or his designee.

DISTRIBUTION OF MATERIALS ON CAMPUS

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet guidelines as established by the state and federal court systems. All posted items must be approved in advance by the building administration. Most material will be placed on a distribution table where parents and students can elect to pick up. Any material distributed or provided for distribution does not necessarily reflect the opinions of Purcell Public Schools.

DIRECTORY INFORMATION

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

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

• Student's Name • Student's class designation • Student's photograph • Student's achievement awards or honors • Student's extracurricular participation • Student's height and weight if part of an athletic team

The District will disclose any of the above items electronically or otherwise without prior parental consent or the consent of a student age 18 or older, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

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

• To accrediting organizations to carry out their accrediting functions. [(§99.31(a)] • To parents of an eligible student if the student is a dependent for IRS tax purposes. [(§99.31(a)(8)] • To comply with a judicial order or lawfully issued subpoena. [(§99.31(a)(9)] • To appropriate officials in connection with a health or safety emergency subject to §99.36. [(§99.31(a)(10)] • Information the school has designated as "directory information" under §99.37. [(§99.31(a)(11)]

Record of Requests for Disclosure: The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such records shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such a record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

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

Fees for Copies: The District may charge fees, as set forth in the District Policy GBA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records, plus the actual cost of mailing any copies made.

ACTIVITY FUNDS

All money-raising projects by classes, clubs, or any group must be approved in advance by the board of education, then the principal and superintendent. All activity money must be deposited in the Student Activity Fund. All monies collected will have a receipt. These funds may only be used for academic or related school functions. Approved purchases made by organizations will be paid by check from the Activity Fund.

Students will not be dismissed from class to sell or distribute products. **The school will not be responsible for any purchase by students, staff, or other individuals who do not have a properly signed and approved purchase order from the school representing the fundraiser in advance of the purchase.**

Individuals will not be permitted to sell or distribute items for personal gain on school property.

SEXUAL HARASSMENT

The Purcell School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Specific prohibitions which are unwelcome conduct of a sexual nature

- Conduct of a sexual nature may include 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.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.

For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student
- The conduct substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive environment
- A person uses his/her authority to solicit sexual favors or attention from a student when the student's failure to submit will result in adverse treatment, or when the student's acquiescence will result in preferential treatment, or
- A student subjects another student to any unwelcome conduct of a sexual nature.

Report, Investigation, and Sanctions

It is the expressed policy of the Purcell School District to encourage victims of sexual harassment to come forward with such claims.

- Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student's work performance or creates a hostile or offensive working or educational environment.
- 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 sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.
Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

SCHOOL VISITORS

Parents/guardians are always welcome to visit the schools. Protocols will be monitored and adjustments may be necessary to the visitor policy.

Visitation by non-enrolled children is prohibited. The principal/superintendent shall have the authority and power to direct any person to leave the campus or event if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution/field for the purpose of committing an act that interferes with the safety, routine, and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from the Superintendent. [21 O.S. § §1375, 1376]

Bringing pets on campus is prohibited; only service animals as defined by federal law will be allowed on school premises and in school buildings except in classrooms where class pets have been approved by the Superintendent or designee.

TELEPHONE AND ADDRESS CHANGES

Please notify your child's school immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured at school. Parents may also update information online via Parent Portal on Infinite Campus. **Infinite Campus Parent Portal Website Access Link:**
https://purcellok.infinitecampus.org/campus/portal/parents/purcell.jsp

CHECK OUT PROCEDURES

For safety purposes, students will only be released to adults listed in Infinite Campus. The adult must show photo identification before the student will be released to their custody. It is the responsibility of the parent to keep contacts up-to-date at all times.

PARENT ORGANIZATIONS

The Elementary and Intermediate Schools have a parent organization. Each secondary school has parent booster clubs/organizations. These organizations help foster cooperation between parents and teachers in achieving the school's goals. You are encouraged to become an active member by attending meetings and supporting the projects of the organizations. Membership information is available at enrollment and Open House or by contacting the appropriate school office.

PARENT PORTAL

Student attendance and grades may be accessed online through Purcell Public Schools Parent Portal. For more information, please contact your child's school.

Infinite Campus Parent Portal Website Access Link:
https://purcellok.infinitecampus.org/campus/portal/parents/purcell.jsp

STAFF/STUDENT COMMUNICATIONS (POLICY DHAC)

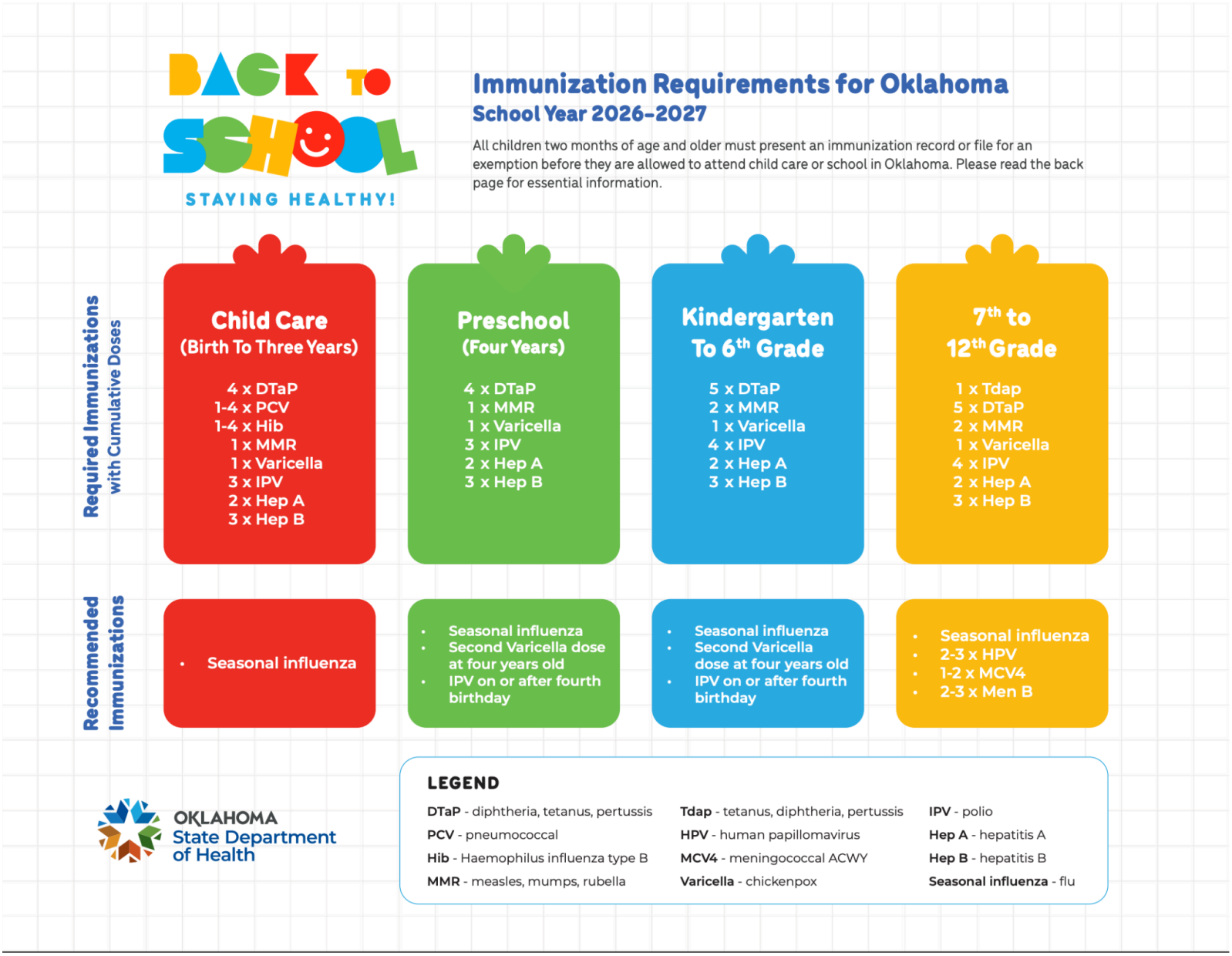
School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. Approved platforms include: Google Suite, Rooms, StopIt, SeeSaw, Clever, RankOne, HUDL and Infinite Campus.

STOPit APP

STOPit Anonymous Reporting System allows individuals to anonymously report safety, misconduct or compliance concerns to help others or connect with trained Crisis Counselors from the Crisis Text Line to help themselves. STOPit notifications are monitored by school and district staff during school hours and by the STOPit Incident Response Center 24/7/365. Should an emergency be reported after school hours, STOPit personnel will contact 911 if warranted. https://appweb.stopitsolutions.com/directory

IMMUNIZATION REQUIREMENTS

You may also contact your local health department for more information. McClain County Health Department located at 919 N. 9th Avenue #3 Purcell, OK 73080 (405) 527-6541. [OK State Dept of Health]



Vaccination Notes

- Doses administered four 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.
- 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 that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care 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.

Varicella	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 dose of varicella must be administered on or after the child's first birthday (or within four days before the birthday) or they will not count toward the immunization requirement and must be repeated.
MMR & Hep A	The first doses of measles, mumps and rubella (MMR) and hepatitis A vaccines must be administered on or after the child's first birthday (or within four days before the birthday) or they will not count toward the immunization requirement and must be repeated.
Hib & PCV	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 child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities. The number of doses of PCV and/or Hib may range from one to four depending on the age of the child, when the first dose was given and type of vaccine used.
DTaP	If the fourth dose of DTaP is administered on or after the child's fourth birthday, then the fifth dose of DTaP is not required.
IPV	If the third dose of IPV is administered on or after the child's fourth birthday, and at least six months from the previous dose, then the fourth dose of IPV is not required.
Hep B	Students ages 11 through 15 years who have not received Hep B vaccine may receive a two dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive three doses of pediatric hepatitis B vaccine.
Tdap	The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 11th birthday even if previously received. An inadvertent dose of DTaP on or after the 11th birthday may be accepted for the seventh grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit oklahoma.gov/health/services/personal-health/immunizations.
The current childhood immunization schedule may be found at cdc.gov/vaccines/schedules/index.html.

Meningococcal Disease:
Meningococcal Disease is an immediately notifiable condition in Oklahoma, meaning it must be reported to the state department of health immediately. Find more information here: OK State Dept of Health

OKLAHOMA State Department of Health

Meningococcal Disease

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

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

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

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

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

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

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

Continued on other side

Updated 8/1/2023

OKLAHOMA State Department of Health

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

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

For more information call Infectious Disease Prevention and Response at 405-426-8710 or visit us online at oklahoma.gov/health/InfectiousDisease.

Updated 8/1/2023

ATTENDANCE

ATTENDANCE POLICY

Students are subject to compulsory school attendance and laws as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school, to neglect or refuse or to cause or compel such a child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. 70 O.S. § 10-105. **All students are required to participate in the four Virtual Instruction Days as part of their regular school attendance. Instructions will be provided for how students are counted as present on the Virtual Instruction Days that are asynchronous in nature.**

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. **Documentation must be submitted annually.**

The board understands that good attendance is required for students to do well in school. Board policy FDC outlines the requirements of attendance and sets the required attendance level at 90% for each semester for any student to receive credit in the courses enrolled.

Students who have a temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. If your child is experiencing symptoms of COVID, flu or strep throat, please keep them home. The District can provide a free COVID test for students and their family members that may have been exposed by the student. Please contact your child's school to schedule an appointment.

To be excused from school, a child must meet guidelines established by state law. It is the responsibility of the parent/guardian to notify the school. Notification should be by telephone at the beginning of each school day in which the absence is to occur. **The parent must call the day the child returns before the student can be excused**.

Excused absences will be granted in compliance with 70 O.S. § 10-105.

- Personal family illness/injury
- Medical/dental appointments
- Legal matters
- Funerals
- Observance of holy days required through religious affiliation. Please provide written notification to the principal one (1) week prior to the holy day.
- Extenuating circumstances deemed necessary by the principal.
- We know that Seniors have the opportunity to visit a college of their choice. We will allow (1) school day for this opportunity where students will be exempt from being absent. Arrangements need to be made with the school counselor at least (2) days prior to going on the visit. Parental slips must be signed and turned in before going. NOTE: Other college visits deemed necessary may be allowed by the principal but will count towards the absence limit.
- Documented participation in four 4-H activities each school year.
- Documented speech therapy occupational therapy, or any other service related to the child's Individualized Education Plan (IEP).

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online login to curriculum programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the students and precludes them from participating in instruction in a traditional school setting and the students are able to progress in instruction via alternative education delivery methods approved by the local board of education.

PRE-K EXPECTATIONS
If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. There is typically a waiting list for students to enter PK and attendance of those students enrolled is important to get the most out of early preparation for kindergarten.

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences. A student may be dismissed for nonattendance after the 10th absence.

KINDERGARTEN - 8th GRADE EXPECTATIONS
Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and regulations of the State Board of Education.

Excused absences will be granted in compliance with 70 O.S. § 10-105. We request documentation be turned in for review within three school days of a student's return.

An ***unexcused absence*** is defined as any absence in which a student is absent from class without approval of the school administrator/policy.

At the beginning of the school day, it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. If a student comes to school more than one hour after the day begins or leaves one hour or more before the end of day, it will count as ½ day absence (PK-5). If the school has not been notified, school personnel will attempt through a phone dialer to notify the parent of the absence.

A student must be present 90% of the semester unless absences occurred due to suspension; approved school sponsored activity, religious holy days, medical/dental appointments, funerals, legal matters, or confirmed illness. If a student is absent more than 10 days of the semester, the following actions will be taken:

1. Grades 6-8 students will receive no grades for the semester. Report cards will reflect **NC (No Credit)** which may be appealed in writing to the principal within one (1) week of posting report cards.
2. A letter will be sent/emailed to the parent or guardian at three (3) absences, seven (7) and a referral made at ten (10) absences for the semester.
3. A referral shall be made to the appropriate authorities.
4. Retention will also be considered by the Attendance Committee for grades K-8. Consideration will be given to written documentation which may include, but not limited to medical information, information of religious holy days, and/or extenuating circumstances that have had a negative impact on the student's attendance. The parent/guardian will be notified of the decision in writing.
5. Any students arriving to class after the bell will be counted tardy. Three (3) tardies equal one (1) absence. An early dismissal is the equivalent of one (1) tardy.

HIGH SCHOOL: 9th - 12th GRADE EXPECTATIONS
A student's responsibility to attend class is a recognized part of the secondary school academics process. The entire academic process is an integral part of each class during each instructional period regardless of whether tests or any other graded work are submitted to the instructor or performed during a particular class. The student is expected to assume the responsibility for maintaining the continuity of learning while they are absent.

EXCUSED ABSENCES (Policy FDC-R1)

Excused absences will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty, grand, or petit jury.
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation
6. Documented participation in four 4-H activities each school year except during the State

assessment window.
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individual Education Program (IEP).

A student will not be considered absent from school if they are participating in a related time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that (Policy FDC-R1 and EIEC):

1. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
2. No school funds other than de minimis administrative costs are expended and no school district personnel,equipment, or resources are involved in providing the instruction;
3. The independent entity maintains attendance and makes the records available to the school district and board of education;
4. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;
5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;
6. The student assumes responsibility for any missed schoolwork; and
7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

For 9-12 grades a No Credit (NC) for the semester will be given to a student who exceeds ten (10) unexcused absences per class during the semester. A student is marked absent if they miss fifteen minutes (15) or more of class.

UNEXCUSED ABSENCES

This is any absence that does not fall into one of the above categories (excused absences or absence by arrangement). Work may be made up. 10 unexcused absences will result in that student not receiving credit in that class for the semester.

The school will provide notification to the parent/guardian any time a student is to receive NC due to attendance. In the event the student's grade is failing, an "F" will be recorded. Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize absenteeism

MAKE UP WORK

When a student is absent for any reason, all work must be made up. It is the responsibility of the student on the day of return to make arrangements to get all needed work. The student is permitted the number of days to make up work equal to the number of days absent, and that work is granted full credit earned. Work shall be due the following day. It is the **STUDENT'S** responsibility to obtain the missed work and the teacher's responsibility to assist the student. Any examination or test announced during the student's presence in class or which is previously or regularly scheduled (e.g. unit, 9-week, or semester test) which is missed by the student due to **ANY** type of absence, shall be made up the day the student returns. Any exception to this timeline can be made only by the building principal, and only for extenuating reasons that can be substantiated. If a student is absent for three (3) or more consecutive days, please call the counselor's office to make arrangements for picking up make-up work or accessing Google Classroom for assignments. Teachers are given 24 hours notice to put together/post necessary make-up work.

Lengthy absences which fall into other categories must be verified by a note or telephone call to the principal from a parent/guardian. The principal will then allow the student to ask his/her teachers for assignments in advance. When it is possible for teachers to produce lessons before the student absences occur, those assignments are due upon the student's return to school. If the student receives the assignments upon their return, they would have one (1) day for each day missed to collectively turn in missed work. Any variance will be at the principal's discretion.

ACTIVITY ABSENCES (FDC-R)

School activity is defined as extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class for more than half of a class period. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the board shall be 10 days per semester. Once a student has 8 activity absences, per semester, from any one class period, the student must be reported to the principal's office for consideration for further absences.

The criterion for continuing beyond the 10 day activity absence limit shall be as follows:
• Students must have a letter grade of "C" or better in the subject he/she wants to miss. • Before a student is given permission to be absent beyond the 10 day limit, even though having a "C: or better, the student's record must show that the grade was not adversely affected by the previous 10 days of absence and the student has turned in all required work missed on previous days out. **Activities excluded from the 10 day rule are: class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.**

*Students missing school for activities must make contact with each of their teachers to obtain the work they will be missing. The teacher shall make arrangements with the student for completion of the work (before school, Advisory Check-in, lunch, etc). Students must make arrangements 24 hours prior to the activity. ****At the latest, assignments/tests must be completed the day the student returns from the activity.**

TARDIES (FDC-R1)

Tardy is defined as arriving (to class) after the class bell rings at the beginning of the school day and at the beginning of each class.

Tardies are disruptive and also have an adverse effect on your child's educational progress. Any student arriving late to school/class will need to report to the office. A student who arrives fifteen (15) minutes late or leaves fifteen (15) minutes before the end of the class period (for Junior High school and high school) is counted absent. A student who arrives at school one (1) hour late or leaves school one (1) hour or more before the end of the school day (PK-5) may be given a half (½) day absence. A student who misses more than one half (½) day is counted absent.

It is the responsibility of the student to arrive on time to class. This is an important life skill that reflects maturity and respect. Students will receive consequences, as listed below, if they exceed 3 tardies, per class, each semester. Tardies are reset at the end of the semester. Each teacher will record tardies on Infinite Campus when they take attendance.

To foster punctuality and minimize disruption to the learning environment. Purcell High School will implement the following policy regarding unexcused tardies:

- Three (3) unexcused tardies accumulated in a class within a single semester will result in one (1) unexcused absence.
- For every additional three (3) unexcused tardies accumulated thereafter within the same semester, one (1) additional unexcused absence will be recorded

HIGH SCHOOL TARDY PROCEDURES

- 1st Tardy: Teacher marks tardy (teacher assigned consequence)
- 2nd Tardy: Teacher marks tardy (teacher assigned consequence)
- 3rd Tardy: Teacher marks tardy (admin assigned lunch detention)
- 4th Tardy: Teacher marks tardy (admin assigned 2 days of lunch detention)
- 5th Tardy: Teacher marks tardy (admin assigned 1 day of ISS / parent notification)
- 6th Tardy: Teacher marks tardy (admin referral and student may be assigned up to 1 week of ISD.)

Student privileges may be revoked including but not limited to off-campus lunch for upper-classmen.

Penalty for missing detention

- 1st missed detention: 2 days of assigned detention or 1 day and community service (outside trash pick-up)
- 2nd missed detention: 1 day of ISD.

JUNIOR HIGH TARDY PROCEDURES

- 1st Tardy- Warning
- 2nd Tardy- Warning
- 3rd Tardy- 20 minutes detention
- 4th Tardy- 40 minutes detention
- 5th Tardy- 60 minutes detention
- 6th Tardy- 2 days ISD
- 7th Tardy- 3 days ISD
- 8th Tardy- 4 days ISD

An alternative placement will be considered above 8 tardies. Students who come to school late must report to the office and sign in before going to class (even if you arrive during a class change). Tardy detentions will be kept separate from regular discipline detentions.Teachers will keep track of all tardies and fill out discipline notices when the student reaches his/her third tardy. Students will be placed on the regular detention list for third, fourth and fifth tardies.

TRUANCY/UNEXCUSED ABSENCE

Truancy/Unexcused absences are a serious matter. It is governed by Oklahoma law and Purcell Public School Board Policy. Truancy may preclude a student from achieving credit.

A student is considered truant/unexcused when absent from the classroom without the knowledge or permission of either the school or the parent for an acceptable reason. **If a student is absent from school four (4) or more days or parts of days within a four (4) week period without a valid excuse or is absent without a valid excuse for ten (10) or more days or parts of days during a semester,** the school principal will notify the parent/guardian of the child and immediately report such absences to the county district attorney for juvenile proceedings pursuant to *Title 10 of the Oklahoma Statutes.*

ABSENCE BY ARRANGEMENT (FDC-R1)

These are absences which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.
1. A student may take up to 3 days of absences by arrangement per semester.
2. A student may make up for all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absence by arrangement will count against a student's exemption for semester tests.

CHRONIC ABSENTEEISM (FDC-R1)

Chronic absenteeism means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life=threatening physical or mental illness, infection, injury, disease or emotional trauma.

Per FDC-P, a Medical Exemption Review Committee will meet to determine what absences meet the definition of significant medical condition. This committee will be appointed by the Superintendent or designee.

ATTENDANCE APPEALS (FDC-R1)

Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as the reason for the absences as well as the attempts by parents to minimize the absenteeism.

ENROLLMENT & TRANSFERS

ENROLLMENT POLICY (FDA)

Persons of age five (5) years on or before September 1 through twenty-one (21) years who reside with parent/guardian within the district may attend Purcell Public Schools. **Proof of residency is required.**

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program. Children, who are at least six (6) on September 1, may enroll in first grade.

Students entering Pre-K, kindergarten, or first grade for the first time in a public school must present their birth certificate, must enroll under their legal name and provide proof of immunizations.

Senate Bill 1105 allows a student denied a diploma to re-enroll in the same district to complete requirements necessary to obtain a diploma.

Students over the age of 21 must be able to provide evidence satisfactory to the board of education that he or she was unable to attend school for a definite period or periods of time by reason whereof it was impossible for him or her to complete the 12th grade before reaching the age of 21.

OUT OF DISTRICT TRANSFERS

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The appropriate application must be completed online at www.purcellps.org Should a parent not have access to the internet, please contact your child's school for assistance. The district will maintain capacities for each grade level on the district's website.

A student granted a Transfer shall be entitled to continue to attend school in the District until notified that the Transfer is revoked. The District shall consider Transfers for the following students:

1. Students who reside in a district that does not offer the grade the child is entitled to pursue; and/or
2. Students who have exhibited no major attendance and/or discipline problems in their resident school as determined by Purcell Public Schools.
3. The district has capacity at the grade level requested. A transfer application is required for each student.

Students meeting the above criteria shall be considered on a first-come, first-served basis.

Special Education Students (Policy FEH) will be considered on capacity and program needed to address disability. Transfers may also be denied if the District does not offer the program the student requires or desires. Appeal procedures are outlined in board policy FEH.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Purcell Public Schools during the school term, he/she should report to the school site's main office the morning of the last day of attendance. Students/parents will need to fill out a withdrawal form and complete requirements set forth by the school. Students will not be withdrawn until contact has been made with a parent/guardian.

It is important to note, whenever a student's records are requested from another district that the student is officially withdrawn from Purcell Public Schools. If that student returns to PPS, he/she will be required to re-enroll. Please be aware of athletic eligibility when withdrawing a student.

ENROLLMENT REQUIREMENTS

To enroll in Purcell Public Schools, regardless of grade, the student's parent/guardian is required to personally enroll the student. Visit Purcell Public Schools online at www.purcellps.org/page/enrollment to find out more about our enrollment process.
PPS has the following requirements:

- Each parent/guardian must provide a photo ID.
- Documentation of residency requires a utility bill in the parent/guardian's name, or a lease

agreement, house deed, mortgage statement, etc. in parent/guardian's name. Along with the above listed items, you may be required to provide a letter from the property manager/landlord.
- Age verification for children who are five (5) years of age on or before September 1 must enroll in kindergarten.
- All students PK-Grade 5 entering PPS for the first time must present their official state-certified birth certificate.
- State law requires that all students PK-12 present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health.
    - If a parent objects to immunizations, the appropriate statutory documentation regarding objection must be provided to the school district prior to enrollment.

K-12 grade placement for students entering PPS from a homeschool setting will be assessed using the NWEA/MAP Assessment Exam. (Placement tests will be administered at each building site). Please contact the appropriate site Counselor for an appointment.

CONCURRENT ENROLLMENT

Purcell High School encourages students to participate in concurrent enrollment at an approved college or university. Information about concurrent enrollment can be found in the counselor's office.

- Students will receive academic credit for those state approved courses.
- Non-approved courses may receive elective credit.
- Students will receive ½ unit for each elective credit hour.
- Approved academic credit courses taken that replace a high school academic credit shall count in the student's GPA.
- Elective credit courses will not count in GPA.
- Students who take concurrent courses for dual credit may choose to retake the equivalent course at PHS. However this would constitute repeating a class and the student would receive elective credit for retaking the course. Both grades will then calculate into the student's GPA.

STUDENT ACADEMICS: GRADING, ELIGIBILITY, & TESTING

GRADING POLICY

The symbols used for grading will be based on grade level and student need.

Grades K-2 Standards Based Report Card

4 - Applies and Extends the Standard
3 - Mastery of the Standard
2 - Progress Being Made
1 - Insufficient Progress Being Made

Report cards are issued in October, January, March and May of each year. Report Cards will also be available through the Parent Portal.

Grades 3-5 Traditional Report Card

A - 90-100
B - 80-89
C - 70-79
D - 60-69
F - 59 and lower

Report cards are issued in January and May of each year. Progress reports will be available through the Parent Portal.

Grades 6-8 Traditional Report Card

A - 90-100
B - 80-89

C - 70-79
D - 60-69
F - 59 and lower (Failing)

Progress reports will be available through the Parent Portal. Junior High school students taking high school classes will be awarded high school credit and have those grades transcripted and counted toward graduation; however, it will not waive the four (4) year math requirement.

Grades 9-12 Traditional Report Card

A - 90-100
B - 80-89
C - 70-79
D - 60-69
F - 59 and lower

Report cards are issued in January and May of each year. Progress reports will be available through the Parent Portal. Official Transcripts are issued through Parchment.

HS GRADING GUIDELINES

Each teacher will develop written guidelines for student grading in their classes. With the availability of the Parent Portal program, it is important that teachers are consistent on their coursework grading. Here are some of the grading criteria to be followed:

- Teachers are responsible for posting all grades weekly to Infinite Campus. All grades should be posted within 5 school days of submission of daily assignment or completion of assessment. This includes grades from PAVE virtual and hybrid learning platforms including Edgenuity and Google Classroom. Each teacher will develop written guidelines for student grading in their class.
- Grades will be categorized either (1) Assessments (2) Other(homework)
  - Assessment= **70%** of student's grade Other= **30%** of student's grade
- Minimum amount of grades. **Assessment/Tests**- (1) assessment must be given every 2 weeks or 10 class periods. **Other/Homework**- (2) other grades must be given every week or 5 class periods.
- No one test score should count for more than 20% of the total grade.
  - (Exception) Semester Test= 20%
- Students final grade will be determined in the following manner:
  - Semester Grade (Assessment and Other)= **80%** Semester or End of Year Test= **20%**
- Makeup on core semester tests will be allowed if the student fails the test and students can retest for up to 80% credit. **(Teachers will determine time and students must do remediation before the test is given).** The higher score will determine the semester grade. *The re-test must be taken in a timely manner as determined by the teacher and principal.
- **Exemptions**: Students may be exempted from their end of the year final if they take the OSTP test in that subject and they make a raw score that the principal/counselor determines is advanced. Students may take the final or they can take the grade they have accumulated up to that point. ❖ Students may be exempted from semester tests on the following basis:
  - 3 absences and a A (per semester)
  - 2 absences and a B
  - 1 absence and a C
  - Teachers are not required to give re-tests. This will be determined by each individual teacher's retest policy.
  - Any student that retakes a course shall have both grades recorded on their transcripts.

HS HONORS COURSES: (Weighted)

The following courses have been designated as Honors Courses and will have weighted grades for those students making an A or B in the course. Points to be figured into weighted GPA: A=5, B=4, C=2, D=1 (Some college and scholarship applications will ask for transcripts that show non-weighted GPA's).

Honor Classes have academic requirements for placement. Check with your counselor.

Honors English I, Spanish III, Chemistry
Honors English II, Spanish IV, AP Physics, AP World History
Honors English Language III, Trigonometry, AP Biology
Honors English Literature IV, Calculus OSSM class at MATC

Note: Students moving into Purcell Schools from an outside district, shall only be given a weighted grade on the subjects that Purcell High School designates as weighted. Otherwise, the student will be given a non-weighted grade.

HS SPECIAL RULES AND REGULATIONS

- Students moving to Oklahoma from another state and enrolling in high school, may graduate without Oklahoma History if they moved during their senior year or due to problems with their class schedule.
- At least 2 units of the last 3 units completed for graduation shall be completed in attendance in the accredited high school from which the individual expects to receive his/her diploma. Any student who moves (**not transfers**) with his/her parents, guardians, or spouse into the Purcell School District, and who is making satisfactory progress in the school previously attended, may be permitted to earn a diploma and graduate from Purcell High School upon recommendation of the school administration.
- A high school correspondence course, an online course, or a summer course shall be taken with administration approval. An online course taken for credit recovery or above and beyond the regular 7-hour school day will pay a tuition fee of $75 per semester course.
- The goal of each student at Purcell High School should be to take courses that will prepare him/her for a productive adult life. The curriculum is designed to address the special needs of Purcell High School students. Students are expected to enroll in courses that match their academic ability.
- Students will not be allowed to enroll in a math, science, english, or social studies course that isn't designed for their academic ability.

HS WORK STUDY PROGRAM

Seniors that can meet graduation requirements by the end of the school year and are enrolled in six(6) solid courses (morning Career-Tech would count as four), may enroll 7th hour in a work release program. Students must show proof of employment and have parental approval. Students will sign out each day and be evaluated for a grade. Students who are engaging in a temporary work arrangement that allows the individual to observe a work environment and gain work experience, are able to do so without the expectation of financial compensation as defined in the Workers' Compensation Act.

ADULT STUDENTS RETURNING FOR HS DIPLOMA (effective 11/1/2025)

An adult student over the age of 21 and under the age 30 who can demonstrate that they were unable to complete the 12th grade due to extenuating circumstances may only enroll in virtual school programming offered by the district to obtain a High School diploma. The student may not participate in any school activities or be on school grounds without permission of the principal.

PROFICIENCY BASED PROMOTION

In compliance with State Department of Education (SDE) guidelines (6/24/1993) the District shall provide a proficiency based promotion system based on the attainment of specified levels of competencies in each area of the core curriculum as identified in 70 O.S. § 11-103.6. Proficiency is not to be used for credit recovery or for competency/placement purposes.

PROFICIENCY TESTING

The student and parent/guardian(s) will make an appointment for Proficiency Based Promotion by contacting the site counselor at the appropriate site.

Site Counselor: Email & Phone

Junior High - Michelle Hall: hallm@purcellps.org 405-442-0099 Ext. 403

Intermediate - Tiffany Cook: cookt@purcellps.org 405-442-0099 Ext. 303

Elementary - Rebecca Franco: francor@purcellps.org 405-442-0099 Ext. 203

K-8
After the student has completed the exam, the student and parent/guardian(s) and school site staff will be notified of the test results. If the student scores 90% or higher in all areas and school officials and parents agree on placement, the student will be promoted.

9-12
The student and parent/guardian(s) will make an appointment for Proficiency Based Promotion by contacting the High School Counselor, Melissa Feroli ferolim@purcellps.org 405-442-0099 Ext. 503.

Once the student has completed the exam, the student, parent/guardian(s) and school site will be notified of the results. If the student scores a 90% or higher, credit-by-exam will be awarded to the student; with a letter grade of **P** posted on the transcript.

AP AND ACCELERATED REQUIREMENTS

AP and Accelerated courses are designed for students who are academically motivated and want to be challenged.

Accelerated and AP classes require more of a student which may include time commitment, including summer assignments. The Advanced Placement curriculum is designed to prepare our students for post-secondary education.

Note: Students moving into Purcell Schools from an outside district, shall only be given a weighted grade on the subjects that Purcell High Schools designates as weighted. Otherwise, the student will be given a non-weighted grade.

PROCEDURES FOR DROPPING AN AP COURSE

1. Once enrolled in an Accelerated or AP course the student is expected to remain in that course for the school year.
2. Students may drop Accelerated or AP courses by making a request to their counselors after enrollment but before the end of the preceding school year.
3. Once the Accelerated or AP class has begun, students may only drop the class by providing a written request to an appeal committee within the first ten (10) days of the fall semester. The decision of the committee is final. This committee consists of the Principal or Assistant Principal, high school counselor, and department chair of the course content area.

SEMESTER TESTS AND EXEMPTIONS

- Students final grade will be determined in the following manner:
  - Semester Grade (Assessment and Other)= **80%** Semester or End of Year Test= **20%**
- Semester or End of Year Tests: Semester tests will count 20% of final grade.
- Makeup on core semester tests will be allowed if the student fails the test and students can retest for up to 80% credit. **(Teachers will determine time and students must do remediation before the test is given).** The higher score will determine the semester grade. *The re-test must be taken in a timely manner as determined by the teacher and principal.
- **Exemptions**: Students may be exempted from their end of the year final if they take the OSTP test in that subject and they make a raw score that the principal/counselor determines is advanced. Students may take the final or they can take the grade they have accumulated up to that point.
- Students will be exempted from Semester Tests in individual courses based on the following criteria of grades and attendance:
  - A and 3 absences or less
  - B and 2 absences or less
  - C and 1 absence or less
- All absences, excused and unexcused, except for activity absences and principal excused absences,

count against the absence/grade exemption policy.

- ❖ Absences occurring from an injury resulting from participation in a school activity will NOT count against the absence/grade exemption policy.
- ❖ Classroom teachers will notify the students in the class on their exemption status regarding the semester test based on the absence and grade requirements listed above. Irregular circumstances or situations can be directed to the HS Dean of Students or the HS Principal for assistance.
- ❖ Students who receive either an in-school suspension and/or an out-of-school suspension during a semester will not be exempted from Semester tests regardless of their grade or attendance status.
- ❖ Students exempted from semester tests are not required to attend class on the day of the semester test. This applies only to classes in which the student is exempted from the test.
- ❖ Teachers are no longer required to give re-tests. This will be determined by each individual teacher's retest policy.

ACT/SAT TESTS

All juniors take the ACT exam on campus during the spring semester. Additionally, national test dates are set on Saturdays. Students may go to www.act.org for dates and information or see a PHS counselor. Residual ACT tests are frequently offered from local colleges. Please check with your school counselor for more information.

ASVAB

HS students will be afforded the opportunity to take the ASVAB test and visit with a military recruiter at least once per year.

UNITED STATES CITIZENSHIP TEST

All students must pass the U.S. Citizenship Test with 60% accuracy to graduate high school. The test may be given beginning in the 8th grade. The student may take the test as many times as necessary to reach the minimum score of 60%.

OKLAHOMA PROMISE (OHLAP)

Please visit Oklahoma Regents for Higher Education for more information and application. There are expanded opportunities for students, please see your counselor for more details.

TESTING SECURITY

Responsible measures will be taken to ensure the security of all district testing. Students should adhere to the following prohibitions:

- Never copy, reproduce, or use in any manner inconsistent with test security rules, all or any portion of any test material
- Never share questions/answers with other examinees in any way
- Never fail to follow security rules before, during, and after testing
- Never participate in, direct, aid, counsel, or encourage any of the acts prohibited in this section.
- Never take photos of assessments.

Any student found to be in violation of these prohibitions shall be subject to disciplinary action.

ELIGIBILITY FOR ACTIVITIES

Each honor, office, and activity has rules of eligibility which students must meet. Extracurricular activity eligibility generally conforms to the OSSAA regulations as listed below. Students must maintain eligibility for participation.

When a Student is NOT Eligible

A student will lose their OSSAA eligibility if they meet any of the following criteria:

- Age Limits: The student turns 19 years old before September 1st for athletic competition (or turns 21 years old before September 1st for non-athletic activities).
- Semester Academic Failure: The student did not receive a passing grade in at least five graduation-eligible subjects during the preceding semester.
    - After the first six (6) weeks of the following semester, a student may achieve eligibility by achieving passing grades in all subjects at the end of the first six (6) week period.

- Weekly Academic Failure: The student is failing one or more classes for two consecutive weeks during the current semester. (The first failing check puts the student on probation; a second consecutive failing check makes them ineligible for the following week).
    - Eligibility runs Monday through Sunday and is in effect for the entire week and may not be changed mid-week for any reason.
    - If the ineligible student is overlooked by the coach/sponsor, it is the student's responsibility to inform the coach/sponsor of the ineligibility.
- Attendance Issues: The student has not attended classes at least 90% of the time during the current semester.
- Disciplinary Action: The student is currently dismissed from school, under school discipline, suspended, or has a character/conduct reflection that discredits the school.
- Game Ejections: The student is ejected from a contest for flagrant or unsportsmanlike conduct. (Ejection causes an automatic suspension from the next game; a second offense disqualifies them for the rest of the season).
- Extended Enrollment: The student has already attended school for eight semesters in grades 9 through 12, or has participated in interscholastic sports for more than four academic years.
- Amateur Status Violations: The student has used their athletic knowledge or skill for financial gain, or competed under an assumed name.
- Missing Documentation: The student does not have a current sports physical and a signed parent consent certificate on file.

The Transfer Rule (Rule 8) & Gaining Eligibility

Under OSSAA Rule 8, if a student changes schools without their parents making a bona fide physical move into the new school district, the student must typically sit out of varsity athletic competition for **one calendar year.**

However, a student can gain immediate athletic eligibility after a transfer through the following methods:

1. The "One-Time" Free Transfer

Under updated OSSAA policy, student-athletes are granted one free transfer after establishing athletic eligibility at their initial high school. This allows the student to change schools one time without sitting out a year, provided the student submitted for a transfer before the annual July 15th deadline.

2. A Bona Fide Resident Move

If the student's parents or legal guardians make a permanent, documented physical move into the new school district, the student gains immediate eligibility.

3. Hardship Waiver Approval
If a student transfers after the July 15th deadline or has already used their one free transfer, they will be subject to the one-year sit-out period unless the school applies for and is granted an OSSAA Hardship Waiver. To be considered for a hardship waiver:

- The student must have left their previous school in good standing (academically eligible, not under suspension/discipline, and with no fees owed or unreturned equipment).
- The family must prove an unavoidable, severe hardship necessitated the school change (and that the transfer was not for athletic or recruiting purposes).

SPECIAL PROVISIONS FOR ELIGIBILITY

- A 12th grade student (senior) may maintain eligibility if he/she is passing the classes required for graduation.
- A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four (4) high school units that are accepted by the Oklahoma State Department of Education (OKSDE) (physical education and athletics cannot be included in the four requirements).
    - An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of 15 calendar days..
    - Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision

(Rule 3, Section 3-C) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family, and natural disaster).
    - One summer school credit earned in an OKSDE accreditation program may be used to meet the requirements of Rule 3, Section 1-A for the end of the spring semester.
    - The school may choose to run eligibility checks on any day of the week; however, ineligibility will always begin on the following Monday.
    - Students participating in school activities will not be allowed to participate in these activities after missing any class more than ten (10) times during the school year. Participation in district, regional, state, or national sanctioned OSSAA competition (and some non OSSAA) does not count towards the ten (10) days.

GRADUATION ELIGIBILITY: SPECIAL RULES AND REGULATIONS

- Students moving to Oklahoma from another state and enrolling in high school, may graduate without Oklahoma History if they moved during their senior year or due to problems with their class schedule.
- At least 2 units of the last 3 units completed for graduation shall be completed in attendance in the accredited high school from which the individual expects to receive his/her diploma. Any student who moves (**not transfers**) with his/her parents, guardians, or spouse into the Purcell School District, and who is making satisfactory progress in the school previously attended, may be permitted to earn a diploma and graduate from Purcell High School upon recommendation of the school administration.
- A high school correspondence course, an online course, or a summer course shall be taken with administration approval.
- The goal of each student at Purcell High School should be to take courses that will prepare him/her for a productive adult life. The curriculum is designed to address the special needs of Purcell High School students. Students are expected to enroll in courses that match their academic ability. Students will not be allowed to enroll in a math, science, english, or social studies course that isn't designed for their academic ability.
- Any student that retakes a course shall have both grades recorded on their transcripts.

PROMOTION & RETENTION OF STUDENTS

I. ELEMENTARY and INTERMEDIATE RETENTION

At the elementary level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss student's progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team meeting (i.e. staffing) is held, and the teachers of the student and an administrator make a final recommendation for retention.

The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

STRONG READERS ACT- POLICY EKBA

To identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle and end of each school year. Any student who is assessed and found not to be mentioned through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by their parent or guardian, teacher, counselor, speech language pathologist, or school psychologist.

II. JUNIOR HIGH RETENTION

At the JH school level, one criterion considered when determining retention is failing grades (F's) for any semester in two or more core classes and or attendance. Other information used to determine retention includes (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e)

previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

During the Parent/Teacher Conference, parents should come to discuss their student's progress. Additional conferences with the parents may be conducted at the request of the parents/guardians or school personnel. At the end of the fourth nine weeks, the school staff will make a recommendation about retention. Parents will be informed in writing of the team's recommendation and parent's options.

RETENTION APPEALS PROCESS

A parent may appeal a school's decision to retain/not retain a student by taking the following steps:

- Request review to principal in writing within five (5) days of receipt of notification or decision is final. (Level I)
- Request review to superintendent or his/her designee of principal's decision within five (5) days of receipt of notification or decision is final. (Level II)
- Request review of the superintendent's decision in writing to the superintendent or clerk of the Board of Education within five (5) days of the notification or decision is final.
    - Parents will be notified in writing of the date, time, and place of Board hearing. The decision of the board of education is final and unappealable as per state law. If parents still disagree, they may write a statement for the reasons for disagreement which will be placed in and become part of the student's permanent cumulative records.

III. HIGH SCHOOL RETENTION

Purcell High School College and Career Readiness Curriculum Plan requires 25 total units for graduation. Students must have completed the following number of units to advance to the next grade classification. For example: students must complete a minimum of 4 units their freshman year, 11 units by the end of their sophomore year and 18 units by the end of their junior year to remain on track to graduate.

- Freshman = 4 Units
- Sophomores = 11 Units
- Juniors = 18 Units

By the end of senior year, students must have earned at least 25 Units to graduate.

VIRTUAL SCHOOL

Purcell Public Schools offers a fully internet-based instructional program (Virtual School) for grades Sixth to Twelve (12). See site counselors for information. You may find the PAVE (Purcell Alternative Virtual Experience) on the district website at www.purcellps.org

ELEMENTARY/INTERMEDIATE

In order to be considered for the virtual education program, all prospective candidates must:

- Be enrolled in Purcell Public School System
- Apply to the virtual academy via the online application located on our district website at purcellps.org
- Obtain the approval of the site principal
- Attend a mandatory orientation:
    - Both parent(s)/guardian and the prospective virtual student must attend.
    - Parents must participate in a mandatory training to review virtual
    - Parents must participate in a mandatory training to review virtual learning platforms, progress monitoring, and parent-family communication expectations.
    - Students must participate in a mandatory orientation to meet their virtual instructor, learn to log into their virtual platforms and utilize their device.
    - Time in the orientation will also be devoted to learning how to be self-motivated, self-disciplined, organized, and goal-oriented.
    - The parent/learning coach plays an important role in monitoring and guiding their child, playing an active role in holding their child accountable to keeping their designated pace and keeping contact with instructors.

ACCEPTED PACE & FAILURE TO COMPLETE POLICY

- Accepted pace will be communicated by the instructor for each individual student.
- Pace will be based on required weekly assignments.
- Students who fall behind on their required weekly percentage will be REQUIRED to meet with the

instructor at least 1 day per week or as needed. Students who fall behind the previous week will be required to attend in person for 2 days under the supervision of the virtual instructor the next week. Students who continue to remain off pace will be required to attend all 4 days. A student who has 15 or more days spent in person with the virtual instructor due to being off pace during the semester will be required to return to the traditional path the following semester.

ATTENDANCE POLICY

Students participating in the virtual education program will be considered as being in attendance if the students are meeting the following criteria.

- Daily attendance will be recorded by student's daily completion of a daily attendance log AND evidence of students working on course work on that day.
- Students who fail to complete the attendance log and/or fail to work on their coursework for 10 consecutive school days can be dropped from Purcell Public Schools.
- Students must remain on pace to finish the assigned courses by the prescribed finish date. If a student gets behind they must attend in-person learning as described in the previous student expectations.

For information on the following:

- **Graduation Requirements https://www.purcellps.org or go to the Appendix in this book**
- **Oklahoma Academic Scholar**
- **Oklahoma Promise**
- **Mid-America Technology Center/Programs or Courses**
- **Advanced Placement Courses**

Please consult a high school counselor or the Course Description Guide which can be found on the Purcell Public Schools website.

CHEATING/ACADEMIC DISHONESTY/ARTIFICIAL INTELLIGENCE (EFEA)

Dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy any information from another student (unless allowed to do so by a teacher).
- To plagiarize- plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare for the cheating in advance. Such action involves
    - having in your possession a copy of a test or assignment to be given or having been given by a teacher,
    - using the textbook or notes during a test or exam,
    - talking while taking quizzes, tests, etc.,
    - looking over and copying work during tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in seat, etc.)
- To furnish another student information which can be used to cheat.
- Academic Dishonesty is a serious offense. If caught cheating, the student(s) will be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating.
- Certain Assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. **Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited and may be treated as cheating.**
- **The use of AI glasses during the school day is prohibited.**

COMMENCEMENT POLICY (Policy EMC)

The annual commencement ceremony is a formal celebration of a student's accomplishments. Graduating seniors are asked to display appropriate and controlled behavior during the speaker's presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the commencement ceremony proceeds in an atmosphere of pride and dignity. The Board of Education approves the following policies for participants in commencement:

- A student shall be a graduate of PHS and be entitled to a high school diploma when the student is in

good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

- Students participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Handbook. Tribal regalia will be governed by board policy and will include things such as traditional garments, jewelry, eagle feather, eagle plume, a beaded cape, stole or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm, other weapon, or any object that is otherwise prohibited by federal law.
- Students will not engage in disruptive activities which interfere with the graduation process or infringes on the rights of graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

CLASS RANKING CRITERIA

Class rankings are determined by calculating both weighted and unweighted G.P.A. Top 10 percent honors are determined based on weighted G.P.A. although limited to 8 weighted courses (see below). Colleges use unweighted G.P.A. for scholarships and award recognitions.

ACADEMIC HONORS

TOP 10 PERCENT

Purcell High School will honor the top 10% of the graduating seniors. Each will be honored and given the opportunity to speak at graduation ceremonies. Speeches must be approved by senior sponsors and the high school principal.

Guidelines and Requirements for Top 10 Percent eligibility:

- The top 10% will be determined at mid-term of the 2nd semester (3 ¾ years of their high school careers).
- Class rankings will be determined on an equal # of credit hours. The school will calculate class rankings during the student's senior year.
- Top 10% final calculations will be reviewed by a committee consisting of Principal, High School Counselor, Assistant Principal, High School Registrar, and Chairperson of the High School Curriculum Team.
- The maximum number of weighted courses to be used in determining rankings is 8.
- Beginning with students entering 9th grade during the 2021-2022 school year (class of 2025), eligibility for Top 10% will require enrollment in and successful completion of the Honors Curriculum Plan. Please refer to Graduation Requirements for more information regarding the Honors Curriculum Plan.

ACADEMIC LETTER "P" AWARD

The first three quarter grades are averaged each year. Those students earning a 3.75 or better-weighted GPA for that period are awarded the Letter "P" Award. (1st semester grades will count as 2/3 and 3rd Nine-Weeks grade will count as 1/3).

NATIONAL HONOR SOCIETY

Membership in the Purcell High School Chapter of the National Honor Society is based upon four qualities: Scholarship, Leadership, Service, and Character. All members must carry a combined grade point average of 3.50 or better. Scholarship is based on a student's cumulative grade point average. The average will be based on a student's total academic performance starting when a student enters high school as a freshman through the first semester of the current school year. (NHS is open to 10th & 11th grade students).

OKLAHOMA HONOR SOCIETY

Membership in the State Honor Society is limited to the top 10% of the student body based upon work done during the first term of the current year and the second term of the preceding high school year. Each student must meet the rigor and competencies as specified in the OAS (Oklahoma Academic Standards), as set forth by the Oklahoma State Board of Education.

SCHOOL HONOR ROLLS

Purcell students will be recognized on the Superintendent's Honor Roll- GPA of 4.0 or greater and no grade lower than a B or the Principal's Honor Roll- GPA of 3.0-3.9 with no grade lower than a B. **(Weighted grades will be used to determine honor rolls).

STUDENT OF THE MONTH

Each month from September through May, the faculty shall select an eligible senior as the high school student of the month. *To be eligible for selection, a senior must maintain a (3.0) GPA. The criteria that the faculty will use for selection include the following: scholarship, citizenship, extra-curricular activities participation, sportsmanship, attitude, character, community service, and any other features that make this person an outstanding student and future leader. Each month's winner is eligible for nomination for the Faculty Scholarship presented at the end of the year. Teachers will vote and choose two winners from the list of nominees.

NCAA ELIGIBILITY

The NCAA has its own set of policies and regulations for high school athletes wishing to compete at the college level. For a Quick Reference Guide please view the NCAA website: www.eligibilitycenter.org

DIPLOMAS

A student has earned a diploma when he/she has completed all the requirements for graduation from high school as prescribed by the Oklahoma State Department of Education and the Purcell Board of Education.

ICAP: INDIVIDUAL CAREER & ACADEMIC PLAN

ICAP is a college and career navigational tool for students 6th grade through 12th.

ICAP Vision: Facilitate a student-driven process that enables ALL students to engage in academic and career planning activities that builds resilience in students and strengthens relationships between students and teachers. Our ICAP team has focused on the two concepts of relationships and resilience as a cornerstone of our ICAP process. This is an intentional strategy to emphasize a student-centered approach that seeks to build and strengthen relationships between students and staff. Furthermore the creation of our student advisory program, to be fully implemented in the fall of 2021 will support this collaborative partnership between students and teachers. We believe strong relationships between students and a trusted adult to be paramount to student success. Furthermore our Student Advisory Program will seek to incorporate a systemic and whole school approach to student college and career readiness. This approach is holistic in nature and emphasizes social and emotional learning for all students.

CAMPUS LIFE AND GENERAL INFORMATION

VISITORS

School sites or offices have secure entries that require visitors to request access by microphone or push-button tone. All visitors will be required to sign in and checkout through the main office. Visitors must maintain their badge or name tag until they check out of the office. Visitors requesting contact or signing out students must remain in the office while the student is retrieved from class by staff. Items dropped off will be given to the student by office staff at the next appropriate opportunity. This policy is in place for the safety of your children and our staff. Visitation by "non-enrolled" children is not permitted. The principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, or security of staff or students. A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six (6) months without contacting and obtaining permission from the superintendent (21 O.S. § 1376).

MEDIA CENTERS/LIBRARY

Books, reference materials, career guidance, audiovisual material, computers and other resource materials helpful to students are available for student use. Students may check out books for three weeks and magazines or reference materials overnight. Students with overdue materials may not check out materials. The library

may charge for damaged and /or lost books or materials.

CELL PHONES/PERSONAL ELECTRONIC DEVICES:
Policy FNG-Personal Electronic Devices

Grades PreK-2

Students are prohibited from bringing cellphones to school. The phone will be confiscated and only released to the parent/guardian. Repeated violation of this policy will result in other consequences. School phones are available to students only in emergencies deemed justifiable by the principal/designee. After school arrangements and transportation should be made prior to the school day.

Grades 3-12

It is the policy of the 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 superintendent's designee. Personal electronic device means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. This includes, but is not limited to, smart watches, smart headphones, smart glasses, laptops, and tablets. 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 the policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing personal electronic devices while on the campus of Purcell Public Schools from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones which 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 documented 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 for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

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 constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Students violating this rule will be disallowed from carrying any wireless communication device following the incident unless the device is utilized to monitor a documented health condition.

Students found to be using a personal electronic device in violation of the shares shall be subject to disciplinary action under the student discipline policy.

INTERMEDIATE SCHOOL CELL PHONE STEP PLAN

- 1st Offense - Student given a warning - Parent notified
- 2nd Offense - Parents notified, students can pick up after school, and receive 30 minutes of detention at either before or after school.
- 3rd Offense - Parent notified, student can pick up after school, and a minimum of 2 days of ISS.
- 4th Offense - Parent notified, student can pick up after school, and student will be required to check their phone into the office each morning and pick up at the end of the day for the rest of the semester.

JUNIOR HIGH SCHOOL CELL PHONE STEP PLAN

Students may possess wireless telecommunications devices (cell phones) while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. **Use of wireless devices is prohibited during the school day.**

- 1st Offense- Students can pick up after school and 20 minutes detention.
- 2nd Offense- Parents notified, student can pick up after school and 60 minutes detention.
- 3rd Offense- Parent notified, student can pick up after school and a minimum of 2 days of ISD.
- 4th Offense-Phone must be checked in to the office each day or student must leave his/her phone at home.
- Local authorities will be notified if reasonable suspicion exists that sexually explicit photos, videos or content are on the phone.

A minimum of 2 days ISD will be assigned to any student who has his/her phone out while in locker rooms or restrooms.

HIGH SCHOOL CELL PHONE STEP PLAN

- **First Step:** 1 Day ISD
- **Second Step:** 2 Day ISD
- **Third Step:** Admin Discretion

Additional cell phone violations will be treated the same as the third violation or a more severe disciplinary action may be imposed. Cell phones are prohibited during all state testing sessions. **PPS assumes no responsibility for lost or stolen cell phones or devices including headphones/wireless accessories that are in the custody of the student. Wireless speakers are not allowed during the school day.**

OFFICE TELEPHONES

Office phones are for conducting business. Students will not be able to use these phones during class; however, students that are ill must use these phones to contact a parent or guardian. All other uses of the office phones must be approved by the Principal or designee. All phone calls should be kept to a minimum.

DRESS CODE/EXPECTATIONS

Educational consideration is given to grooming and dress which must not constitute a material or substantial distraction to the educational process. With ever-changing styles, additional guidelines are established to help maintain high standards.

These standards are provided so clothing does not distract from the education process.

- Shoes must be worn at all times - no house shoes/ slippers allowed
- No clothing with derogatory or suggestive pictures or phrases
- No advertising or suggestions of drugs, alcohol, or tobacco
- Clothing and grooming must not constitute a health or safety hazard
- Skirts, dresses, and shorts must be no more than 8 inches above the bottom of the knee in length.
    - Pants with holes/frays above the knee, where skin is visible, are not permitted.
    - All pants must be worn at the waistline and all belts are to be buckled.
    - Pants and jeans must be high enough to cover undergarments when seated. “Sagging” is never permitted.
- Appropriate undergarments should be worn and all items and be in good taste (modesty is key). Undergarments must not be worn as outer garments. Any attire exposing undergarments is not permitted.
- Hats or ball caps are permitted inside the high school including the commons and hallways. Hats may not obscure or conceal the face. Hoodies or any other head coverings that obscure or conceal the face are prohibited throughout the entire building. Teachers have the authority to prohibit hats, ball caps, or other head coverings in their individual classrooms. Exceptions will be made for religious or medical reasons. The principal retains the right to determine the appropriateness of any hat, ball cap, or other head coverings.
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless tops are not appropriate school attire. Dresses are held to the same standard.
- Clothing/accessories deemed to be gang related by the principal and/or law enforcement will not be permitted.
- Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings.
- Clothing worn when participating in a school-sponsored extracurricular activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team, and band uniforms, etc. Teams are encouraged to wear spirit wear during the school day that meets the dress code.

There may be changes, interpretation, or exceptions to the dress code as deemed necessary by administrators. **These changes or interpretations will be dependent upon safety conditions or other types of situations that develop.**

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

The judgment of the principal concerning appropriateness is final.

BACKPACKS-JUNIOR HIGH

BOOK BAGS OR BACKPACKS WILL BE ALLOWED IN THE HALLS BUT MUST FIT INSIDE THE STUDENT'S LOCKER (11.5" W X 10" D X 35" H) BOOKBAGS/BACKPACKS MAY BE ALLOWED INSIDE THE CLASSROOM AT THE TEACHER'S DISCRETION.

Student athletes may use a bag only large enough to carry practice clothing to and from school as is necessary. Athletic bags should be stored in the student's locker or coaches' classroom.

Physically challenged students may be allowed to carry a bag approved by the building principal.

GUIDANCE COUNSELORS

Guidance services are available on all campuses. These services include assistance with educational planning; interpretation of test scores, study tips, career information, help with home, school, and/or social concerns, or any question a student may feel he/she would like to discuss with the counselor.

SCHEDULE CHANGES

Elementary/Intermediate School

Changes will be made in a student's schedule only for legitimate reasons. These would include the necessity of change based on law (student qualifies for a program, i.e. IDEA) or an oversight occurred (failed to place a qualified student in G/T), or improper grade level. Students schedules will not change based upon teacher assignment nor solely for the purpose of changing lunch times.

High School/Junior High

Students desiring to drop a course or to change their schedule must make an appointment with the counselor to get approved. A cut-off date within the first (5) days of the semester will be established where no schedule changes can be made except in the case of an unusual circumstance or a request by the teacher. (**Principal approved**)

CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. Students that must leave early will be called to the office to meet the parent(s) upon their arrival. **A student who fails to check out when leaving school anytime during the school day will be disciplined for truancy.** No student will be allowed to leave school unless a parent has been contacted. High school registered drivers will be permitted to leave with parental permission. **Only names provided by parents and currently in the data system will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person. It is important that parents keep information up to date in Infinite Campus in case there is severe weather and you need another person to check out your child.**

Students returning to campus the same day after being checked out must sign back into school in the office.

ASSEMBLIES

Assemblies will be held occasionally throughout the school year. Students are expected to demonstrate courtesy, cooperation, and respect at all assemblies held at the school. All assemblies will either be educational in nature or will be held to develop school pride and spirit. Therefore, all students and teachers are required to attend all assemblies. Students attending Career Tech during the day will be given instructions on assemblies. Students will need to sit in the designated area with their class.

CITATIONS/TICKETS/CONTRABAND

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations).

Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons, or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

CARS & MOTORCYCLES

Students who have been issued a valid driver's license by the State of Oklahoma may drive to school. A registration form must be picked up from the school office, signed by the student's parents and placed on file with the principal. Failure to abide by the signed agreement could result in the loss of driving privileges.

DETENTION

School staff use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework or study materials to detention.

The High School will require students assigned detention to remain on campus for the duration of the lunch period on the days detention is served..

Failure to attend detention at the appointed time or comply with detention expectations may result in further action by an administrator.

PUBLIC DISPLAY OF AFFECTION

Couples must conduct themselves in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

TRESPASSING

Students are not allowed on any district or other district campus, other than their home school, without permission from that site's principal. To do so is trespassing and the student is subject to disciplinary action. Once permission is received, the visiting student must immediately report to that site's main office.

Under Oklahoma law, a superintendent, principal, or other person in charge of a school has the right to order any person out of school buildings, off school property, and away from off campus activities when it appears that the presence of the person is a threat to the peaceful conduct of school business, school classes, and/or school activities. **Citations may be given for trespassing.** [O.S. § 24-131]

LOCKERS (Grades 3-12)

Lockers are provided at some sites to students and are subject to the following:

- Lockers are school property and as such students have no expectation of privacy with regard to items kept in school lockers.
- Locks may be brought from, but the office will need access into the locker.
- Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids or lunches.
- Students shall not use lockers to store contraband - meaning illegal or unauthorized items in violation of Board Policy or any other items reasonably determined by the principal to be a potential threat to the safety, well-being, or security of others.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students nor divulge locker combinations to other students unless authorized by the school principal.
- Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance, and provide security for students and personnel. Accordingly, the Board authorizes the school principal/ designee to search lockers and contents at any time on random basis without notice, without parental or guardianship approval, without student approval, and without reasonable suspicion of the presence of contraband.
- In addition to conducting random searches, the principal/designee may conduct a search of any

locker at any time. As per Oklahoma law, students have no legitimate expectation of privacy in lockers or other school property. School owned property may be searched at any time.

- When conducting locker searches, the **principal may seize** any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the minor child, or the student if he/she is 18 years or older, shall be notified by the school official of items removed from the locker.
- Vandalism to the locker including writing or damage of any kind will result in disciplinary action.
- Under no circumstance should money be kept in a locker.
- Disappearance of materials, including textbooks from a locker, is the sole responsibility of the student.
- The locker is to be clean of any writing and/or posters before the student is cleared at the end of the school year or upon withdrawal. Do not place stickers on the inside or outside of the locker.

LOST AND FOUND

The Lost and Found is maintained in the school's offices. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the office. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria, or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by the last day of school or the announced final pick up date will be donated to charity.

PARTIES (Elementary & Intermediate ONLY)

There will be two (2) school parties - Winter (Christmas) and Valentine's. Costumes will be allowed in the Fall for Red Ribbon Week.

Refreshments for birthday parties require prior approval from the teacher/principal. **Invitations to private parties will not be distributed at school.**

SCHOOL DELIVERIES (Valentine's or Birthdays)

Please limit deliveries to the schools as much as possible. Balloons and large stuffed animals will not be permitted on school buses due to safety hazards and limited seating. All deliveries must be scheduled after 1 P. M.

ACTIVITY/FIELD TRIPS

ELEMENTARY & INTERMEDIATE

Policies concerning Field Trips:

- Must be outgrowth of curriculum
- **Limited to a distance of fifty (50) miles.** Special exceptions may be granted by the principal.
- Sack lunches may be taken when it appears that the group cannot meet the school lunch schedule.
- Students will have the opportunity to participate in field trips when they meet academic and behavior expectations.
- School age siblings cannot attend.

NOTE: An administrator can deny student participation in field trips when necessary.

SECONDARY

The principal must approve all field trips. A parent or teacher is required to be in each school vehicle utilized for the trip for the safety and welfare of students. With permission from the coach or advisor, a student may ride to or from a school-sponsored event with only his/her parent/guardian. Arrangements must be made in advance, and students will be dismissed by the sponsor/ coach directly to the parent/guardian. **It is PPS Board policy that no student is permitted to ride with another parent to or from a school sponsored event in which he/she is representing the school. Students are not permitted to drive a vehicle to or from a school-sponsored event in which they are representing the school.**

Students riding buses will return on the same bus, unless directed otherwise by the sponsor. Conduct on all trips will be in accordance with school rules and regulations. *Students are to follow the directions of the adults in charge **and to follow the directions of the bus driver** while on board.* No food or drink will be permitted on bus routes or trips. If two (2) sponsors are on the bus, one will sit in the rear and one in the middle of the bus. The

sponsor/coach and driver will check the bus after returning from the activity or field trip.

STUDENT COUNCIL (Grades 5-12)

Student Council serves as a training experience for both leaders and followers, promotes the common good and gives students a share in the management of the school. It also develops high standards of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to school administration. The Student Council shall be composed of representatives from each classification of student (grade level). The High School will follow the confines of the Student Council Constitution.

CLASS OFFICERS

Serving as a class officer is both a privilege and a responsibility. A class officer is expected to set a good example and to be a student in good standing.

ELECTIONS

Before an election is held, sponsors must submit election qualifications, election rules and election dates to the principal for approval. A copy of the written rules may be obtained from the sponsor. Ballots are tabulated electronically under the supervision of the sponsors. No student can be elected president of two or more school organizations. Candidates for any office including queen/king or attendants must meet these qualifications:

- 2.5 GPA with no failing grades through the last full semester
- Good attendance
- No serious/chronic disciplinary reports within the previous two semesters
- Not be a queen/king of any other organization or activity
- May be selected king or queen once per school year
- Forfeiture of office automatically if served with OSS

*NOTE: In the event Purcell is eligible to have an All-State Queen, a committee consisting of the principal, athletic director, and the coach of the sport involved will be responsible for determining the criteria for the selection of the representative.

OFFICE/TEACHER AIDES

Generally, students must be in credited classes for six/seven class periods per school day (high school/Junior High school). However, under certain circumstances, students may elect to serve as office or teacher aides. Aides may work in the library, main office, and counseling office. A student may qualify for being an aide if he/she meets the following criteria:

- Students must have a minimum 2.0 GPA on a 4.0 scale and be approved by the receiving supervisor.
- Students must have no serious discipline record (i.e. ISD, OSS), and if such occurs it is grounds for removal.
- Students must agree to follow the directions of the supervising staff and abide by the tardy and attendance policy.
- Students may serve only one (1) period during the day.

TEXTBOOKS (Grades 3-12)

Students are encouraged to take textbooks home to study when they are checked out to them. In the event a book is lost, stolen, or damaged; the student will be expected to replace it. The school is authorized to withhold transcripts or other records if a textbook is not returned. [70 O.S. § 16-121] It is a good idea for students to cover textbooks to minimize damage. We urge students to keep textbooks in their lockers, backpacks, or with them at all times.

VARSITY SPORTS

PHS participates in a wide variety of varsity sports for both men and women as a Class 3A/4A school. Students who are selected must comply with. **OSSAA Rules** Senate Bill 840 Established a Student Name, Image, and Likeness (NIL) Rights Act. It defines “student athlete”. For additional information, access the Oklahoma Secondary Schools Activity Association (OSSAA) Guidelines regarding NIL at OSSAA NIL Guidelines.

INTERNET

Since the Internet constitutes an unregulated collection of resources which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of material a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual

students and what they are accessing. Students and other users will refrain from accessing and/or downloading any text, picture or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger/ or will cause the commission or unlawful acts or the violation of lawful school regulations. Users will be courteous and polite. Messengers will be concise and not abusive in content or language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. Users of the service will respect all copyright and license agreements. Copyrighted software, pictures or music will not be downloaded for use that violates copyrights. All users must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.

Violation of the Internet Use Policy Agreement found in the appendix may result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

DEVICES

PPS's 1:1 initiative leads the way in our efforts to prepare 21st century learners for a technology rich world. Students enrolled in Purcell Public Schools will have access to a District-Owned Device. Devices are the property of PPS; the District will purchase and retain full ownership of all devices. By accepting a device, parents and students agree to be responsible for the proper care of the device as listed in PPS's Acceptable Use Policy.

To assist families with the potential costs associated with using district-owned devices, PPS will offer a Device Protection Plan. Families are encouraged but not required to participate in the voluntary protection plan. The Annual Premium is a fee that will cover the initial cost and/or repair associated with accidental damage or verified, Police reported theft of a PPS device. For more information on the Purcell Public Schools' Device Protection Plan, visit our website at www.purcellps.org/page/technology.

VIDEOGRAPHY

PPS possesses the ability to videotape students on school property and to videotape students (including audiotape) while on its school buses. At the discretion of the superintendent or his/her designee, video may be used for disciplinary purposes. When video or audio recordings are used in an investigation, the information is protected by FERPA.

ANNOUNCEMENTS

ELEMENTARY

Each day announcements will be made with the public address system. Approval for all announcements must be given by the principal. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

INTERMEDIATE

Each day announcements will be made with the public address system. Approval for all announcements must be given by the principal. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

JUNIOR HIGH

Each day announcements will be made with the public address system. Approval for all announcements must be given by the principal. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

HIGH SCHOOL

Announcements are distributed through email to all classrooms. Only those announcements approved by the principal and submitted by 2 p.m. on the previous day will be included in the daily bulletin. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

OUTSIDE FOOD AND DRINKS

JUNIOR HIGH

Food and drink will not be allowed in any part of the school, with the exception of the cafeteria. Water is

allowed in the classrooms and hallways. Gum is not allowed on the school campus.

HIGH SCHOOL
Food and drink is permitted in the commons area. Teachers have the discretion to establish food and drink policy within their classrooms.

PARKING LOT/STUDENT VEHICLES (PHS)-(Board Policy FFFD)

Students are NOT permitted to sit in parked cars at any time during the school day. Students are allowed to drive cars off-campus for lunch. Only students in grades 10-12 are permitted off-campus. Students are to park in designated student parking and are to drive in a reasonable and proper fashion. Even though the parking lot is monitored, it is strongly suggested that your cars remain locked at all times. When enrolling, students shall give their license # and make and model the vehicle to be driven. *Students not following the vehicle rules may have their driving privileges taken away. Students must have their license to drive to school. Students violating driving laws shall be reported to local law enforcement.

All vehicles brought onto PPS campuses are subject to random searches. Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

Students must park in one designated parking space and may only purchase one space when available to decorate.

STUDENT SEARCHES (Board Policy FNF and FNF-R)

A student suspected of holding contraband may be subject to a search by administration.

CONDUCT FOR EXTRACURRICULAR ACTIVITIES

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Purcell School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials [21 O.S. § 643, 21 O.S. § 650 and 650.1, 21 O.S. § 844, 21 O.S. § 1363, 70 O.S. § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

TOBACCO

State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities.

This includes but is not limited to - cigarettes, vapor-atomizers, e-juice, “trippy stix”, dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense -Up to 3 days detention plus parental contact and completion of vaping online education program*
- 2nd Offense - In School Detention*
- 3rd Offense - Out of School Suspension*

*Law enforcement will be contacted if circumstances warrant and a citation may be issued. The District also reserves the right to install Vape detectors in restrooms as necessary to detect use of vapes in these areas.

All Campuses and District Facilities are tobacco, smoke and vape free.

ACCIDENT OR ILLNESS

If a student develops an illness or injury after reaching school, an attempt will be made to notify a parent/guardian. It is important that the school be given the current telephone number for parents, and a person to call in an emergency if a parent cannot be reached. Regular attendance is important; however, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept home if he/she is running a fever of 100 degrees F or higher, or shows signs of illness, or a persistent cough. Keep the student home until he/she has been fever free for 24 hours without the use of anti-fever medications. If a student has diarrhea or any vomiting, please keep your child home until he/she is vomit and diarrhea-free for 24 hours

without the use of medication. There are different rules for when a student may return to school for other health conditions such as contagious rashes, eye/skin infection, cough, sore throat and communicable illnesses. Please speak to your health care provider for guidance and talk to a school administrator. The school will administer only minimum first aid in case of injury. In case of apparent internal injury, broken bones, or the appearance of serious injury; parents and/or paramedics will be notified immediately.

HEAD LICE

A student will be sent home from school when inspection of the scalp or hair reveals live lice. The student should be picked up from school as soon as possible and be treated with lice killing shampoo per package directions. Before re-entry to school, the student must be inspected by the non-health professional designated by the principal. A student may return to school when treatment has been completed and no live lice are present. In order to prevent re-infestation, it is important to remove all nits (eggs), wash combs, brushes, head gear, and linens in hot water. Carpet, sofas and mattresses must be vacuumed.

BED BUGS

Any student found with bed bugs on their person or property will receive parental notification with recommendations on eradicating the pest. No student will be sent home because of bed bugs. A school official will inspect the student and their belongings for signs of infestation.

PLAYGROUND

All elementary and intermediate students will be sent outside for play periods (recess) unless they have been sick and have permission to stay inside. Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining,extremely cold or extremely hot.)

- Students are expected to remain in the designated playground area at all times
- Students are encouraged to dress in layers for winter weather.
- Students should not throw objects that might injure others or participate in any activity that is dangerous.
- In the event of inclement weather, recess will be held in a designated area inside the building.

SAFETY DRILLS

In accordance with state and district laws and policies; all schools will have tornado, fire, school choice drills, and security drills. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures. (70 O.S. § 5-148-149)

SPECIAL NOTICES

Oklahoma law mandates the State Department of Health and State Department of Education to jointly develop materials that inform students participating in or desiring to participate in an athletic activity, and their parents and their coaches about the nature of warning signs of sudden cardiac arrest. (70 O.S. § 24-156)

Oklahoma law also requires removal from play of a student exhibiting signs of sudden cardiac arrest.

Oklahoma law amends current law to provide that no education employee or school volunteer is liable for the use of reasonable force to control or discipline a student while the student is in attendance at school, or during school transit to school or authorized events. (70 O.S. § 149.7)

NUTRITION, TRANSPORTATION, & SAFETY

LUNCH PROGRAM

It is the desire of the Purcell School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal. The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action.
- Students who have exceeded the charge allotment and have no alternative to eat will be given a meal.
- No charging will be allowed during the last two (2) weeks of school.
- Students/parents may pay in cash or by depositing funds into their student's Infinite Campus Portal account.

- Purcell Schools is happy to provide parents a convenient, easy, and secure online prepayment service to deposit money into their student's Infinite Campus Portal account.

ONLINE FREE & REDUCED BREAKFAST/LUNCH APPLICATIONS:
Child Nutrition will offer these applications online. Fill out the application in the privacy of your home. Faster processing time occurs with the online form. If you do not have internet at home, we recommend going to the public library should you wish to fill the form out online. Printed applications are available at the school office and cafeterias. Only one application is necessary for the entire family. The link to the application can be found at www.purcellsp.org and by clicking on *Child Nutrition* on the first page of the website. Please call the Child Nutrition Secretary if you need assistance of any kind (405)442-0099.

FREE & REDUCED LUNCH BENEFITS (PHS)
ACT: Students receive a total of two (2) free ACT fee waivers for the junior/senior years. The student may use them at any time during their junior or senior year for regular registration.

- **A fee waiver may not be used for late registration.** (See your high school counselor for more information).
- **AP Exams:** A student on a free/reduced lunch program may pay a reduced fee per AP exam.
- **PSAT:** Purcell High School is awarded fee waivers based on the number of students on Free & Reduced lunches.
- **SAT:** Students can receive up to four (4) fee waiver cards - two (2) for the SAT and two (2) for subject tests. This covers both junior and senior years. Fee waivers cover the test fee only. Each **subject test** fee waiver card covers up to three (3) **subject tests** for each registration. All Juniors will take a district provided ACT for state accountability purposes.
- **College Application Fee Waivers:** Counselors can write a letter to the college to request a waiver for the application fee. It is not guaranteed, but it is highly likely.

MEAL PRICES SY27

School/Adult	Breakfast	Lunch	Reduced
Elementary	$2.45	$3.65	Breakfast- 30 cents Lunch-40 cents
Intermediate	$2.45	$3.65	Breakfast- 30 cents Lunch-40 cents
Junior High	$2.45	$3.90	Breakfast- 30 cents Lunch-40 cents
High School	$2.45	$3.90	Breakfast- 30 cents Lunch-40 cents
Adults	$3.09	$5.40	N/A

LUNCHROOM EXPECTATIONS

Elementary & Intermediate

- Students will not be permitted to share drinks/food for safety reasons.
- Please do not send glass containers.
- Candy may be eaten with lunch, but no gum is permitted at any time.
- Students are not permitted to leave the building during the school day without being checked out by a parent, guardian, or person on the checkout list.
- Each building principal has devised a method of scheduling and getting students to the lunch room.

Junior High School

- Any food brought by a parent should have the students name on it and left in the cart that is located just inside the front door. Parents may bring food for their child only.
- Students will not be permitted to share drinks/food for safety reasons.
- Students are responsible for putting their debris into trash containers.

- Students may enjoy the outdoor common area after they have eaten (weather permitting).
- Junior High students are not permitted to leave campus without being signed out by parent/guardian.

High School

- Ninth graders are **not** permitted to leave campus for lunch. Leaving campus may be considered a truancy and will be treated as such.
- Students are responsible for cleaning up and picking up after themselves and act orderly.
- When students finish eating, they will remain seated in the cafeteria, or they may go outside in the courtyard area. Students must remain in the courtyard area.
- Students are asked to help us keep the cafeteria and courtyard clean and attractive.
- Parents wishing their student to be released must check their student out through the office in person.
- Parents may check their students out for lunch.

BUS POLICY

The school may legally provide transportation to and from school for those students who live more than one and one/half (1½) miles from school. Individual bus routes and time schedules can be obtained from each site (405)442-0099. Bus routes are established to give the best possible service to all individuals in according to state laws and regulations. Purcell Public Schools will not provide transportation for transfer students. Bus transportation is a privilege and not guaranteed.

The school bus driver is the sole authority for the passengers on the bus. Any misbehavior that distracts the driver and jeopardizes the safety of everyone is a **very serious violation**. A bus with students "out of control" may return to school so the principal may take immediate, appropriate action. The Purcell School District disciplinary program is a reflection of its interest in the safety of all children who ride the bus; therefore, the following procedures will be implemented:

- Teachers/Principal will review bus rules and procedures with students.
- Drivers will remind students and sponsors of the "No eating and drinking (including candy)" while riding.
- Elementary and Intermediate School students will only be allowed to be a "guest rider" with a parental written request to the administration. Permission is subject to bus space availability and a principal's pass to ride. No pass/no ride.
- Drivers will assign seats whenever the safety and well-being of the passengers are involved.
- Students are allowed one (1) bag, i.e. book bag, backpack, etc.
- Safety of all students demands that no person including parents be allowed on a bus for any reason.

Students will be cited for the following:

- ❖ Refusal to obey driver
- ❖ Failure to remain seated
- ❖ Use of tobacco
- ❖ Profanity, spitting, vandalism
- ❖ Fighting
- ❖ Inappropriate use of cell phones or other electronics
- ❖ As a result of allergies and asthma, no cologne/ perfume spraying
- ❖ Throwing objects
- ❖ Hanging out the window
- ❖ Possession of controlled and/or dangerous substances
- ❖ Eating or drinking on the bus
- ❖ Walking in front of the bus without the driver's permission
- ❖ Bullying, intimidation, or harassment of students or staff
- ❖ Threats made to any individual
- ❖ Possession of contraband
- ❖ Laser pointers strictly prohibited
- ❖ No athletic equipment, flag poles, or large band instruments permitted due to room availability
- ❖ No skateboards or any item prohibited in the schools

List is not intended to be all inclusive.

CONSEQUENCES FOR A BUS VIOLATION

If a student is reported in violation for any reason, the principal may take the following actions:

- 1st Offense: A conference with the student and a report to the parent.
- 2nd Offense: May deny riding privileges and a conference with parents.
- 3rd Offense: Denial of riding privileges for an appropriate period of time and a conference with the parents.
- 4th Offense: May result in Denial of riding privileges for an extended period of time..

Special Note- Any student creating a potentially dangerous situation by throwing any object out a bus window will be suspended from the bus for a period of time.

ANONYMITY (REFUSAL TO IDENTIFY SELF)

School personnel have the right to know the identity of all persons on the school premises. Students must identify themselves upon request of school personnel or duly assigned and identified monitors on school premises, to and from school during school hours which would include bus drivers, or during the time of school sponsored or authorized functions. **Upon entering any school, visitors must immediately report to the office and follow any safety protocols that are required.** The principal or any faculty member, after establishing that a person is (1) not a student or employee of the school or (2) has no proper business at the school, will direct the person to leave immediately.

INVESTIGATIONS

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way which does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action. Principals and their designees shall determine when the necessity exists to contact law enforcement officers.
Examples of primary cause would be:

- When the behavior of persons jeopardizes the safety of students, school, staff, or property.
- When behavior interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

CARE OF SCHOOL PROPERTY/VANDALISM

All students should guard against marking on buildings, desks, books, and equipment. Students are not to vandalize cars or other student's property, i.e. shoe polishing, dumping of any liquid or papering of cars while on school grounds during or after school (not intended to be all inclusive). Students are responsible for books and electronic devices issued to them and shall pay for any book lost, damaged,or stolen. Each student shall pay for all damages he/she does to school property unless special arrangements are made for deferred payments with the principal.

MEDICATION

For medications that will be taken at school, a parent or legal guardian must transport the medication to the school in person, and sign a PPS Medication Consent Form prior to medication administration. **Students are not allowed to transport medication to or from school on the bus, or in person; and medication will not be sent home with students for safety reasons. The only exception to this rule is STRICTLY LIMITED to students who have rescue inhalers, epinephrine injectors, pancreatic enzymes or diabetes supplies, AND have SIGNED PERMISSION from the prescribing physician and parent or legal guardian on the PPS Medication Consent Form.** Each prescription medication must be in the original pharmacy container, with a current pharmacy label showing the student's name, medication, strength, dosage, prescribing physician, and pharmacy name. If you need to check in over-the-counter medication for your student, it must be in a new, unopened container, with age appropriate dosing instructions.

For information regarding Purcell Public School's Medical Marijuana policy please reference Board Policy FFACD.

SCHOOL DISTRICT PRESCRIBE INHALERS (POLICY FFACA)

The school district will inform the parent of each student that a school employee trained by a healthcare professional may administer an inhaler to a student whom the trained employee in good faith believes is having respiratory distress. The parent will be notified after the administration of the inhaler.

BULLYING

According to Title 70. Schools Chapter 1 - School Code of 1971 Article XXIV Section 24-100.3 Purcell Public Schools Bullying Policy can be found in the Appendix of this handbook.

1. "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;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or is isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Nothing in this act shall be construed to impose a specific liability on any school district.

This policy is in effect while the students are on school grounds, in school transportation, or attending school sponsored activities or school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare with your student regarding the appropriate actions by the school and/or criminal charges.

DIGITAL CITIZENSHIP (CYBERBULLYING/SEXTING)

Any electronic resources provided to or owned by students will be used in accordance with PPS District Policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, images, the internet, online bulletin boards and blogs. When using an electronic resource, students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos, videos, and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity.
- Violate copyright, trademark, and fair use laws
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, lewd, or advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**

Activities commonly associated with computer hacking are not allowed and are subject to staff interpretation and disciplinary consequences. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyberbullying are unacceptable.

SEXTING is the sending, forwarding, displaying, posting, storing, or receiving of sexually explicit or sexually suggestive images or video via chat. Not only is sexting socially inappropriate, it could result in disciplinary action and legal implications

STALKING

A person commits stalking when he or she transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement, or restraint, and in furtherance of the threat knowingly does any one or more of the following acts:

- Follows the person, other than within the residence of the defendant
- Places the person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person or residence other than the residence of the defendant

Out of school suspension, parent conference and possible police referral could result for such actions.

DEROGATORY LANGUAGE/SYMBOLS

Derogatory racial, ethnic, profane, obscene, indecent, or sexual language, verbal or nonverbal, intended to offend or abuse or not is not allowed and subject to disciplinary action.

Antisemitism, as other forms of racial discrimination will not be tolerated and is subject to the code of conduct consequences. Antisemitism is defined as certain perceptions of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Students engaged in extracurricular activities are representing the Purcell Public School District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the Principal.

WEAPONS

It is the policy of the Board of Education [Policy FNCGA] that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension.

IN SCHOOL DETENTION (ISD) (3-12 Grade)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISD is in lieu of the regular day. For a student to be placed in ISD, parental contact will be made. Failure to follow the policies of ISD may result in further disciplinary action. **Any student placed in ISD will not be allowed to participate in any school activity including practice until their consequence has been fully served. ISD will result in the loss of all semester test exemptions**

OUT OF SCHOOL SUSPENSION (OSS)

An administrator shall determine the suspension of a student due to violation of school rules, and parents shall be notified immediately. Parents will be provided a written notification of suspension through email or direct mail. Parents will also be notified of their rights to appeal

A student may be suspended for violation of school at/or in route to school, a school activity whether on the Purcell campus or at a campus where Purcell is participating. A suspended student is not eligible to attend or participate in any school activity and is not to be on any Purcell campuses during the period of the suspension. OSS will result in the loss of all semester test exemptions.

The following are some reasons for which a student may be suspended:

- Possession or use of any dangerous weapon including replicas
- Possession, consumption, or being under the influence of any alcoholic beverage, narcotic drug, and stimulant controlled substance, barbiturate, or paraphernalia
- Possession or use of tobacco or nicotine delivery devices (vapes)
- Threatening behavior whether verbal, written, or electronic in nature
- Fighting (mutual) and/or assault & battery of another student or staff member • Inciting, encouraging, promoting, or participation in attempts to interfere with the normal educational process or safety of others
- Gambling [O.S. 21 § 941]
- Engaging in lewd, vulgar or immoral acts
- Possession of vulgar or obscene material
- Inappropriate public display of affection (PDA)
- Vandalism of any kind
- Computer tampering, hacking, social networking, or Electronic Device Policy violation
- Theft
- Cheating
- Hazing [O.S. 21 § 1190]
- Adjudication as a delinquent
- Violations of District Transportation Policy

NOTE: ***This is not meant to be all inclusive***

APPELLATE PROCEDURES
The suspended student shall have the right to appeal the decision of the principal to the designated hearing officer and may appeal a suspension (short term - 10 days of less or long term - more than 10 days) to the Superintendent in writing. If the parent/student is not satisfied with the outcome of the Superintendent's Appeals Committee hearing, an appeal may then be made in writing to the Board of Education. The Board's decision to uphold or alter the terms of the suspension shall be final.

SUSPENSION APPEALS COMMITTEE
A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

APPELLATE STEPS
1.Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

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

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

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

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

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

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

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend or 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 ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her

discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

STUDENTS LONG TERM SUSPENDED (PJHS & PHS)
Any student suspended from school for more than ten (10) days for any reason other than a violent offense will attend the PAVE (Purcell Alternative Virtual Experience)Program. A student assigned to PAVE and who does not attend will be turned over to the District Attorney for truancy.

DRUG/ALCOHOL POSSESSION (POLICY FNCE)

It is the policy of the Purcell 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, law enforcement, 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.

Illicit drug definition:

- Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*
- Any prescription drug possessed in violation of school policy
- Any nonprescription drug possessed in violation of school policy
- Any substance which is represented to be a prescription or nonprescription drug.
- Any inhalant.
- Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student
- Anabolic steroids

Alcohol Definition:

- Any intoxicating beverages as defined by Oklahoma law
- Any low-point beer as defined by Oklahoma law
- Any non-intoxicating beverage as defined by Oklahoma law

Drug Paraphernalia Definition:

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63.*

USE OR POSSESSION OF ILLICIT SUBSTANCES ON SCHOOL PROPERTY DURING THE SCHOOL DAY OR SCHOOL SPONSORED ACTIVITY
Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

FIRST OFFENSE

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension for not less than the current and succeeding school semester.

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, or if the student refuses to take the test; the

full term of the suspension will be reinstated. If the urine sample is diluted another sample may be requested. If the student/parent/guardian disagrees with the result, he/she may request, at their expense, that this urine specimen be tested by another certified laboratory. If a different result is obtained, then the appeal may be made to the administration within five (5) school days of notice of the second test finding. Administration will determine if the original finding was justified.

SECOND OFFENSE

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If the second offense occurs after twelve (12) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
- Costs shall be borne by the individual/ parent/ guardian.
- The random urinalysis will be required throughout the term of suspension (a minimum of once per month). These tests will be conducted on school premises by the certified laboratory conducting the Purcell Public Schools activity drug tests. The random urinalysis will begin thirty (30) calendar days after the first day of suspension.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.
-

REASONABLE SUSPICION

If a student exhibits and/or appears to evidence of intoxication by alcohol, illicit drugs, or over-the-counter medication at school or at a school sponsored event; the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify the superintendent or designee and the student's parent/guardian.

SALE OR DISTRIBUTION

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the- counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

EXTRACURRICULAR ACTIVITY RANDOM DRUG TESTING-Policy FNCFD

The Purcell Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other student of the Purcell Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed and dated by the the student, parent/guardian, and coach/sponsor before a student shall be eligible to practice in an extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specification to assure chain

of custody of the specimens, proper laboratory control and scientific testing.

The student may list any medication taken or is taking or other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 234 hours following any drug test. The medication list shall be submitted to the label in a sealed and confidential envelope.

An activity student that is absent when he/she is randomly selected for a drug test will have to provide a urine sample at the next possible opportunity as deemed by the school principal or athletic director.

CONSEQUENCES

1. First positive test. The student will be suspended from participation in all extracurricular activities for two weeks (14 calendar days). The parent/guardian will be contacted immediately, and a private conference will be scheduled to present the test results to the parent/guardian. In order to continue participation in extracurricular activities after the suspension period, the activity student and parent/guardian must, within the fourteen days of the joint meeting, show proof that the activity student has received at least (4) hours of drug counseling from a qualified drug treatment program or counseling entity. The activity student will not be allowed to practice or work-out with their organization during this fourteen day period except what is done in a regular enrolled class during normal class time. Additionally, the activity student must voluntarily submit to a second drug test to be administered within four (4) weeks in accordance with the testing provisions of this policy. If the student's fourteen (14) day suspension carries over into the next school year, a student cannot participate in any competitive activities involving other schools during the summer. If the student has a negative test after 4 weeks from the original test, the student will then be tested for 4 consecutive months during the normally conducted random tests.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for 88 school days and show proof of successfully completing eight (8) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity. The activity student may not participate in any practices, scrimmages, competitions, or off-season programs during this period. If a student is enrolled in a class that is the facilitating measure for that student being in an extracurricular activity, the activity student will be given an alternative assignment by the instructor if a practice for competition is the class assignment for that period. If the activity student is in an athletic period, that student will have an alternative placement, determined by the building principal for the (88) school days. If a student's 88 day suspension carries over into the next school year, a student cannot participate in an organized school extracurricular activity of any kind during the summer. Additionally, the activity student must voluntarily submit to a second drug test to be administered within four (4) weeks in accordance with the testing provisions of this policy. If the student has a negative test after 4 weeks from the second positive test, the student will then be tested for 4 consecutive months during the normally conducted random tests. To resume participation, the athlete must have a negative drug test on all tests since their second positive test and have a negative test at the conclusion of the 88 day suspension period. These restrictions and requirements shall begin immediately consecutively in nature, unless a review appeal is filed following receipt of a positive test.

3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity while at Purcell Public Schools. Students in grades 9-12 (high school students) that have their third positive drug test will be suspended from all extra-curricular interscholastic activities while at Purcell Public Schools. Students in grade 7 & 8 (junior high students) that have a third positive drug test will be given consideration due to their maturity level and will be suspended under the guidelines of the second offense (listed above), but the suspension for the third offense will be for one calendar year. It will be considered their second offense for cumulative purposes.

Under this policy, the number of offenses will be cumulative beginning with the start of the acidity student's 7th grade year, or the first year that the students participates in extra-curricular activities at Purcell Schools. The number of offenses will not start over at the beginning of each school year.

Suspension will begin immediately after the meeting is held between the activity student, their guardian and the principal or his/her designee to notify the parent of the positive test. The days of suspension will begin to be counted the day after the meeting as day one (1). The student is eligible for participation on day fifteen (15) or day eight-nine (89) for whichever offense the student is serving.

Activity students that end a school year still owing time on a positive drug suspension will finish that time at the start of the next school year. Those activity students will be

required to take a drug test during the first normally conducted random drug test of the school year and again each month as is required by the suspension that they are
currently on.

REFUSAL TO SUBMIT TO A DRUG TEST
If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

APPEAL
Astudent who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in the policy, during which time the student will remain eligible to participate in any extracurricular activities. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and unappealable.

DANGEROUS WEAPONS (Board Policy FNCGA)

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of a pupil when said pupil is on school premises or while in transit under the authority of the school, or while attending any function sponsored by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. [70 O.S. § 24-102]

STUDENTS WHO POSE A THREAT TO SCHOOL

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school.

SUICIDE PREVENTION

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit:
http://sde.ok.gov/sde/suicide-prevention Students are encouraged to call 988 if they need someone to talk with after school hours.

THREATENING BEHAVIOR

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

SUNSCREEN

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Sunscreen is limited to lotions only, no aerosols. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Students shall not be allowed to share or apply sunscreen with other students.



APPENDIX

SCHEDULES, CLUBS & BOARD POLICIES

SCHOOL BELL SCHEDULES

High School REGULAR BELL SCHEDULE		High School FLEX SCHEDULE Advisory & Assemblies	
8:05	First Bell	8:05	First Bell
8:10-9:00	1st Period	8:10-8:55	1st Period
9:05-9:55	2nd Period	9:00-9:45	2nd Period
10:00-10:50	3rd Period	9:50-10:35	3rd Period
10:55-11:45	4th Period	10:40-11:25	4th Period
11:45-12:00 12:00-12:30	Advisory Check-In Lunch	11:25-12:10	Lunch
12:35-1:25	5th Period	12:15-1:00	5th Period
1:30-2:20	6th Period	1:05-1:50	6th Period
2:25-3:15	7th Period	1:55-2:25	Advisory/Assembly
		2:30-3:15	7th Period

Junior High School REGULAR BELL SCHEDULE		Junior High School ADVISORY SCHEDULE	
8:10 AM	First Bell	8:10 AM	First Bell
8:15-9:09	1st Hour	8:15-9:03	1st Hour
9:13 - 10:08	2nd Hour	9:07 - 9:37	Advisory
10:12 - 11:03	3rd Hour	9:41 - 10:26	2nd Hour
11:07 - 11:33	1st Lunch	10:30 - 11:15	3rd Hour
11:37 - 12:28	1st Lunch-4th Hour	11:19 - 11:45	1st Lunch
11:07 - 11:58	2nd Lunch 4th Hour	11:49 - 12:37	1st Lunch-4th Hour
12:02- 12:28	2nd Lunch	11:19 - 12:07	2nd Lunch 4th Hour
12:32 - 1:23	5th Hour	12:11- 12:37	2nd Lunch
1:27 - 2:18	6th Hour	12:41 - 1:29	5th Hour
2:22 - 3:15	7th Hour	1:33 - 2:21 2:25 - 3:15	6th Hour 7th Hour

SCHOOL START & END TIMES

Elementary	Intermediate	Education Station	After School Program
7:30 a.m. Doors Open 7:45 a.m. Class Begins 3:05 p.m. Class Ends	7:30 a.m. Doors Open 7:50 a.m. Class Begins 3:10 p.m. Class Ends	7:15 a.m Open 5:30 p.m. Close	3:05 p.m. - Open 5:30 p.m. - Close

PURCELL HIGH SCHOOL CLUBS AND SPONSORS

SENIOR SPONSORS	*Michael O'Neal, *Amber Findley, *David Hilger, Scott, Allen-Price *Permanent Sponsors
JUNIOR SPONSORS	*Jasmine Quinonez, *Samantha Resendiz, *Irma Calixto, Sharp, Trumbo, Lohn
SOPHOMORE SPONSORS	*Lynn Bayless, *Candy Clark, Donaldson, Samford, Beal
FRESHMAN SPONSORS	*Bryan Young, *Stefanie Renfro, Cindy Donaldson, Jason Tompkins, Krysta Matthews, Kurt Gray

*Permanent Sponsors

Academic Team	Jasmine Quinonez
Band	David Hilger, Jacob Willing
Baseball	Cole Sharp
Basketball-Boys	Matt Lohn
Basketball-Girls	Toney Cooper
Cheerleading	Hailee Smith
Choir	Cindy Donaldson
Boys and Girls Cross Country	Ray Samford
Esports	April Trumbo
Fastpitch Softball	Jason Tompkins
Football	Aaron Dillard
FCCLA (Family and Consumer Science)	Stefanie Renfro
FFA (Future Farmers of America)	Erica Keen
Golf	Mike Gowens
Key Club	Jenny Allen-Price
National Honor Society	Samantha Resendiz
Prom	Leigh Ann McGregor, Irma Calixto-Narvaez
Science Club	Jack McNeely
Slowpitch Softball	Jason Tompkins
Soccer-Girls	Diego De Leon
Soccer-Boys	Diego De Leon

Spanish Club	Mayra Munoz
Student Council	Amy Stone
Tennis	Kelton Clary
TSA (Technology Student Association)	Corrynn Breidinger/Jason Tompkins
Track-Boys	Ray Samford
Track-Girls	Ray Samford
YAHL (Youth Action for Health Leadership)	Lauren Masters
Yearbook	Leigh Ann McGregor

Purcell Junior High School Clubs and Sponsors

Academic Team	Michelle Hall/Kasi Snow/Breidinger
Band	Jacob Willing
Baseball	Joe Franco
Basketball-Boys	Ethan Scott/Matt Lohn
Basketball-Girls	Clay/Skinner
Cheerleading	Angie Wren
Choir	Cindy Donaldson
Cross Country-Boys and Girls	Ray Samford
Fastpitch Softball	Joe Franco
Football	Aaron Dillard
FCCLA (Family and Consumer Science)	Laney Wren
FFA (Future Farmers of America)	Erica Keen
Golf	Dunshie/Clay
Robotics	Corryn Breidinger
Slowpitch Softball	Cody Tutwiler
Student Council	Kenzie Cunnius
TSA (Technology Student Association)	Corryn Breidinger
Track- Boys	Payton Broome
Track-Girls	Matt Lohn
Yearbook	Ashley Howell

Purcell Public Schools Requirements for High School Graduation

Subject	Core Curriculum	College Prep	Honors Curriculum
English	**4 total credits** Eng 1 / Honors Eng 1 Eng 2 / Honors Eng 2 Eng 3 / Honors Eng 3 Eng 4 / Honors Eng 4 / Comp I & II	**4 total credits** Eng 1 / Honors Eng 1 Eng 2 / Honors Eng 2 Eng 3 / Honors Eng 3 Eng 4 / Honors Eng 4 / Comp I & II	**4 total credits** Eng 1 / Honors Eng 1 Eng 2 / Honors Eng 2 Honors Eng 3* Honors Eng 4* / Comp I & II
Math	**3 total credits (min)** 1 Credit Algebra 1 1 Credit Geometry 1 additional Math (may include Math of Finance)	**3 total credits (min)** 1 Credit Algebra 1 1 Credit Geometry 1 Credit Algebra 2 (3 credits must occur in high school.)	**4 total credits** 1 Credit Algebra 1 1 Credit Geometry 1 Credit Algebra 2 1 Credit Trigonometry* 1 Credit Calculus* (3 credits must occur in high school)
Science	**3 total credits (min)** 1 credit Biology 1 credit Physical Science, Chemistry, or Physics 1 credit of the following: Chemistry, Physical Science, Botany, Anatomy/Zoology, AP Physics	**3 total credits (min)** 1 credit Biology 1 credit Physical Science, Chemistry, or Physics 1 credit of the following: Chemistry, Physical Science, Botany, Anatomy/Zoology, AP Physics	**4 total credits** 1 credit Biology 1 credit Physical Science, Chemistry*, or Physics 2 credit of the following which haven't been taken: Chemistry, Physical Science, Botany, Anatomy/Zoology, AP Physics*
Social Studies	**3 Total Credits** .5 Oklahoma History ..5 Government 1 credit U.S. History 1 credit World History	**3 Total Credits** .5 Oklahoma History .5 Government 1 credit U.S. History 1 credit World History/AP World History	**3 Total Credits** .5 Oklahoma History 1 World History /AP World History 1 U.S. History .5 Government
Additional Core		One Additional core from above, tech, or Spanish	One additional core from above, tech, or Spanish
Fine Arts	**1 credit**	**1 credit**	**1 credit**
Foreign Language or Computer Science	**1 tech**	**2 Total Credits** 2 years of the same language or 2 credits of Technology courses	**2 Total Credits** 2 years of the same language or 2 credits of Technology courses
electives	**10 electives**	**8 electives**	**8 electives**
Total credits	**25 total credits**	**25 total credit**	**27 total credits**

Honors courses: GPA weighted for students making a B or above. Concurrent courses count towards minimum honors course requirements for obtaining a Honors diploma but are not weighted towards grade point average (G.P.A.)

PURCELL BOARD OF EDUCATION	FNCC

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 suspension for students and employment termination for employees.

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

REFERENCE: 21 O.S. §1190

THIS POLICY REQUIRED BY LAW.

Adoption Date: May 11, 2020	*Revision Date(s):*	*Page 1 of 1*

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BULLYING

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

As used in the School 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. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

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

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

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

HARASSMENT (Cont.)

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.

The superintendent shall develop procedures providing for:

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

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

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

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

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

HARASSMENT (Cont.)

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW

STUDENT RECRUITMENT
ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Purcell Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

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

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

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

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

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;

2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

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

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)
20 U.S.C. §7908

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

A POLICY ON THIS TOPIC IS REQUIRED BY FEDERAL LAW

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Jerry Swayze as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 405-442-0099 and via email to swayzej@purcellps.org . This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

No individual shall be retaliated against for (1) filing a complaint; ~~or~~ (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-158**
State Accreditation Standard 210:10-1-23

A POLICY ON THIS ISSUE IS REQUIRED BY THE STANDARDS OF ACCREDITATION FOR OKLAHOMA SCHOOLS

GRADUATION REQUIREMENTS

The Purcell Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 25 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 25 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

5 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 25 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

GRADUATION REQUIREMENTS (Cont.)

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts
4 units or sets of competencies
- 1 unit of Grammar and Composition
  and
- 3 units which may include
  - American Literature
  - English Literature
  - World Literature
  - Advanced English Courses
  - Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies
3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

GRADUATION REQUIREMENTS (Cont.)

Mathematics
3 units or sets of competencies
- 1 unit of Algebra I [1]
  and
- 2 units which may include:
  - Algebra II
  - Geometry [1]
  - Trigonometry
  - Math Analysis or Precalculus
  - Statistics and/or Probability
  - Calculus
  - Computer Science I and II
  - Intermediate Algebra
  - Mathematics of Finance
  - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other mathematics courses with content and/or rigor equal to or above Algebra I
  - A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education
1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Science
3 units or sets of competencies of laboratory science approved for college admission requirements:
- 1 unit or set of competencies of life science, meeting the standards for Biology I:
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Electives
8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

GRADUATION REQUIREMENTS (Cont.)

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

GRADUATION REQUIREMENTS (Cont.)

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

REFERENCE: 70 O.S. § 11-101.3
70 O.S. § 11-103.2c
70 O.S. § 11-103.6
70 O.S. § 1210.199
70 O.S. § 1210.508

PURCELL BOARD OF EDUCATION	FB

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Purcell 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

   For the purpose of this policy, sexual harassment includes:

   A. 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.

   B. 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.

   C. 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.

   D. Any of the aforementioned conduct that effectively deprives a student of 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 school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. 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.

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SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. Report, Investigation, and Sanctions

   A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

      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.

      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. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

   C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

   D. Any student found to have engaged in sexual harassment 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.

   E. A copy of this Sexual Harassment policy will be provided to students and parents each year.

   F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

PURCELL BOARD OF EDUCATION	EFBCA

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

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

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

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

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

Personal Responsibility

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

Term of the Permitted Use

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

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

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

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

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

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

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

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

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

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

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

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

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

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

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

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

Internet Safety

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

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

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

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Relay for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

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

   - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

   - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

   - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

Privacy

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

Failure to Follow Policy

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

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

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

Updates

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

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

THIS POLICY REQUIRED BY LAW.

PERSONAL ELECTRONIC DEVICES

It is the policy of the 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 prior written 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 are 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 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 electronic device that is confiscated will be returned to the student at the end of the day. Students violating this rule will 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.

PURCELL BOARD OF EDUCATION	FNG

REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102
70 O.S. §1-126

THIS POLICY REQUIRED BY LAW.

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