SKIATOOK PUBLIC SCHOOLS

Newman Middle School
2000 West Oak
Skiatook, Oklahoma

2026-2027

Excellence in Action

Derek Scheihing
Principal

Brenna Magette
Assistant Principal

Karen Branscum
Cara Paulk
Counselors

NEWMAN MIDDLE SCHOOL STUDENT HANDBOOK
TABLE OF CONTENTS

Welcome	4
Message from the Principal	4
Skiatook Public School's Vision Statement	4
Newman Middle School's Mission Statement	4
Useful Phone Numbers	5
District Website, District and Newman Middle School Facebook Pages	5
School Year Calendar	6
Activities	7
Attendance	8
Awards Assembly	9
Backpacks	9
Bus Discipline Procedures	9
Care of School Property	10
Cell Phones / Devices	10
Cheating	10
Chromebook Usage	11
Class Fees	11
Closed Campus Policy	12
Distribution of Medication	12
Dress and Grooming	12
Drugs/Alcohol	13
Due Process Proceedings	14
Eligibility	14
Emergency Drills	14
Exemptions	16
Food and Drinks	14
Fundraising	14
Grading Scale	15
Guidance / Counselors	15
Leader in Me	15
Lockers	15
Make up Work	15
Restrooms	16
Schedule Changes	16
School Day	16
Semester Tests	16
Students Attendance and Behavior at School Events	17
Students Banned from School Events	17
Student Behavior with Substitutes	17
Student Discipline Policy	17
Student Search and Seizure Policy	19
Suspension Terms	20
Tardy Policy	21
Tobacco Policy	21
Toys	21
Truancy	21
Visitors	22
WIN	22
Withdrawals	22

TITLE I:

Site Parent Compact 23
Site Parental Involvement Policy 24
Parents Right-To-Know 27

DISTRICT:

Accidents 28
Appeal of Suspension 28
Bullying 29
Bus Behavior Code 29
Change of Information 30
Child Find Notice 30
Child Nutrition Program 30
Meal Prices 31
Custodial & Non-Custodial Parental Rights 31
Electronic Device Confiscation and/or Search Policy 31
FERPA Rights 32
Gun-Free Schools 35
Medical Marijuana 35
Nondiscrimination 36
Philosophy of Skiatook Public Schools 37
Proficiency 37
Mandatory Reporting 37
Searches 38
Sexual Harassment 39
Student Health 39
Distribution of Medicine 39
Immunization Requirements 40
Meningococcal Disease & Vaccines 40
Communicable Disease Policy 43
Head lice 43
Illness 43
Pinkeye 43
Scabies 43
Student Internet Usage Policy 43
Weapons and Dangerous Instruments 45
Wellness Policy 45

Welcome

This handbook is an effort by the administration to provide students with guidelines relating to school life and to answer many of the questions which inevitably come to mind regarding school policy, rules, and regulations.

Our school welcomes you, and we hope that you will always be conscious of the traditions and spirit that make Newman Middle School outstanding.

Message from the Principal

Welcome to Newman Middle School. As you can see in our mission statement written below, we are dedicated to ensuring that ALL of our students are prepared for high school and beyond. Our teachers are committed to learning and working together through our professional learning communities process (PLC). This process allows us to coordinate our instruction so that our curriculum is guaranteed and viable across all of our classrooms. We try to base all decisions on data and what is best for the students and the building as a whole.This will allow more specialized learning of individual target areas for each student. We are a Leader in Me school and our students will go through set grade level SEL/leadership instruction throughout the year. Our SRO will be leading our students in D.A.R.E. training during a set time for all 7th graders. As you can see NMS is an all around learning environment and we truly try to prepare our students for high school and beyond. Newman Middle School is an extended family that includes staff, students, families, and the community which comes together to provide a challenging, engaging, and safe environment for everyone. I really enjoy being part of the Skiatook family and I will do my best to make a positive impact on all. Go Bulldogs!

Mr. Scheihing
Principal

Skiatook Public Schools Vision Statement
"Excellence in Action"

Newman Middle School
Mission Statement

Newman Middle School exists to provide a safe learning environment
that prepares all students for high school and beyond.

#AllmeansALL

Newman Essentials
Be Positive Be Punctual Be Prepared Be Respectful

Useful Phone Numbers

Newman Middle School (918) 396-2307

Derek Scheihing, Principal	ext. 2205
Brenna Magette, Assistant Principal	ext. 2204
Cara Paulk, Counselor	ext. 2207
Karen Branscum, Counselor	ext. 2215
Marcy White, Attendance	ext. 2201
Megan Crase, Chromebooks	ext. 2210
Michelle Case, Secretary/Wengage	ext. 2203
Cathy Garret, Librarian	ext. 2209
Jennie Greggory, School Nurse	ext. 2425
Brandon Foshee, SRO	ext. 2220

For more information on school events visit www.skiatookschools.org and through Facebook on the following pages: Skiatook Public Schools, Newman Middle School, and Newman Middle School PTO.

School Calendar

[26-27 School calendar]

NEWMAN MIDDLE SCHOOL POLICIES

Activities

In order to attend practice or participate in an extracurricular activity, a student must meet all conditions of eligibility.

1) A student who is ineligible in any class may not participate in any extracurricular activity (see Eligibility on page 12),
2) A student must be in attendance 90% of the time. Failure to be in attendance may result in the student being withheld from the activity.

Attendance

According to the STATE LAW ON SCHOOL ATTENDANCE (70-10-105) it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over the age of 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

Student Absences

School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence. Students who miss 10 minutes or more of a class will be considered absent.

In accordance with the Oklahoma School Attendance Compulsory Education Act and the Oklahoma State Department of Education definition of Chronic Absenteeism (a student is considered chronically absent after missing 10% or more of school days), a student may not miss more than 9 days of school per semester per class and still receive credit. On the tenth absence in a period, the student will receive a failing grade in that class. A written appeals procedure is available in each site's attendance school office as needed.

The only absence that will not count toward the student's overall absences are school-sponsored activities.

All absences should be verified by parent contact on the day(s) of absence. Absences can be verified by calling 918-396-2307. Parents can call any time and are encouraged to leave a voicemail if necessary. If a parent/guardian does not call within 24 hours of the absence, the absence is considered unexplained. Repeated absences will lead to a referral to the Skiatook Public Schools Truancy Intervention and Prevention Board.

Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Attendance conferences with the assistant principal as needed

- Letters of notification at 4 absences
- Letters requesting a conference at 6 absences
- Certified Letter for notice of excessive absences and referral to attend Skiatook Public Schools Truancy Intervention and Prevention Board
- Notification to the district attorney's office for violation of Compulsory Education Law

The following absences will count toward the 9 absences allowed each semester:

AE—Explained Absence

Absences are coded as Explained Absences once a parent/guardian contacts the school to approve the absence for their student. Parents must contact the attendance office **within 24 hours** of the absence. Absent students can access work on Google Classroom or by emailing their teacher.

AU—Unexplained Absence

Unexplained Absences are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office.Unexplained Absences are defined as absences from school, a class or an assigned area without the permission of the school or a parent/guardian. Unexplained Absences results in student Truancy. In-School Placement or Out-of-School Suspension may be assigned as a disciplinary action for Unexplained Absences.

AU-Truancy Absence

Truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned class during the designated time. The policy for Truancy is as follows:

a. First Offense: A student who leaves class without permission will be considered truant and will receive 3 days of ISP. A student who leaves campus without permission or is absent without parental knowledge or permission will receive 5 days of ISP.
b. Repeat Offenses: 5 or 10-Day In-School Placement / Out-of-School Suspension / Invitation to Skiatook Public Schools Truancy Intervention and Prevention Board.

The following absences **will not** count toward the 9 absences allowed each semester:

EA—Activity Absence

Activity Absences are documented through the attendance office and pertain to school-sponsored activities, such as field trips, competitions, and sporting events. The maximum number of days for Activity Absences is ten per year.

<u>Attendance Appeals Procedure</u>

Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 9 days must make an attendance appeal before credits can/will be given. All absences after the 9th absence must be explained as defined in section A-G of the appeal procedure and an explanation for the absence must be on file with the attendance officer. School officials determine whether absences will be considered explained based on the District Attendance Policy. This policy states that absences from school may be considered explained for the following reasons:

A. **Death or serious illness** in the immediate family, verified by parents. Immediate family is defined as a parent, sister, brother, grandparent, or other relative residing in the home.
B. **Recognized religious holidays-**Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.
C. **Legal/court appearance**-When mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces.
D. **Hazardous conditions**- When conditions render attendance impossible or hazardous to student health or safety.
E. **Administrative approval**-Verified by the principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be submitted by the due date indicated in the notification letter mailed to the address on file. The attendance appeals committee will consist of at the minimum an administrator, the school counselor, and a designated faculty member.

Check-In / Check Out

1. Anytime a student arrives after 8:00 a.m., he/she must be checked in with the attendance office.
2. Anytime a student leaves campus after 8:00 a.m., he/she must check out through the attendance office. Proper identification will be required when checking a student out of school. If a student leaves campus without checking out, he/she will be considered truant.

Reporting Absences

1. Please call the attendance office at 396-2307 Ex. 2201 each day your student is absent. An absence is considered unexplained unless a parent calls the attendance office within 24 hours.
2. If an absence is anticipated, please clear the absence ahead of time with the attendance office.
3. Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and designate the person/persons responsible for clearing their student's absence while they are unavailable.

Awards Assembly

An awards assembly is conducted each spring to acknowledge student achievements. Honor Roll will be calculated using grades from the 1st Semester and the 3rd 9 Weeks.

- Superintendent's Honor Roll: recognizes students earning all A's
- Principal's Honor Roll: recognizes students earning A's and B's

Backpacks

Students will carry their backpacks with them to each class. Backpacks cannot be brought into the restrooms.

Bus Discipline Procedures

A student who rides the bus is expected to follow the rules and behave in the same manner as they do in the classroom. Remember bus transportation is a privilege and does not have to be provided by the school per law. Upon receiving a substantiated bus referral, bus discipline steps are as follows:

1st Referral - Student verbally warned and placed on probation, unless a major offense occurred.
2nd Referral - Bus privileges suspended - 3 days, unless a major offense occurred.
3rd Referral - Bus privileges suspended - 5 days, unless a major offense occurred.
4th Referral - Bus privileges suspended - 10 days, unless a major offense occurred.
5th Referral - Bus privileges revoked.

A major offense is any act that places any person or school property in immediate danger, such as, but not limited to, fighting on the bus, behaving in a manner that may cause the driver to drive unsafely, having an illegal substance, and vandalizing the bus. Major offenses will be handled by the principal or assistant principal.

Care of School Property

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure school facilities are appropriately maintained. Students may be ineligible to participate in after-school non-academic activities until all fines and/or fees have been paid in full. This penalty can be enforced regardless of the academic year the penalties were incurred.

Cell Phones / Electronic Devices, including gaming devices, Bluetooth headphones, earbuds, and Smart watches (According to the new State Law in 2025)

In accordance with the newly passed state legislation, **"Bell to Bell, No Cell,"** Newman Middle School will implement a **cell phone-free environment** during school hours beginning with the 2025-2026 academic year. This includes **all smart communication devices**, such as smartwatches, AirPods, and similar

. **From the time students enter the building until 2:50 pm**, all such devices must remain out of sight in backpacks and unused. This policy applies **throughout the school day**, including during athletics, bus transportation from the high school to Newman for athletics and agriscience, lunch and other non-instructional times.

Policy overview:

- Students who bring a cell phone or smart device to school must keep it **stored in their backpack or locker**–not in their pockets or on their person.
- If a student chooses to store the device in their locker, they must provide their own lock and give the code or a key to the office.
- Devices are **not permitted in classrooms, hallways, the cafeteria/lunch area, or on the buses during school hours.**
- Devices may **not be carried or used** until the student has exited the building at the end of the school day.
- Students have the option to check-in their cell phone/prohibited device to the office when they get to school each day if they are worried about the temptation to use their cell phone/prohibited device.

Disciplinary actions for violations:

- 1st Offense: The student will be sent to the office to visit with an administrator. The student could receive additional consequences including ISP or after school detention.
- 2nd Offense: The device will be secured in the office and must be picked up by a parent or guardian. The student will receive up to one day ISP.
- 3rd Offense: The student will receive up to three days of ISP, and the student could lose the privilege to bring a device to school. A mandatory parent/guardian meeting will be scheduled to review the plan for the remainder of the semester.

NOTE: If your student has a **chronic medical condition** that may require access to a cell phone or smartwatch, please contact the school to schedule a meeting. A case-specific plan and appropriate use contract will be developed in collaboration with school administration.

Cheating

Newman Middle School has an established academic honor code/ no-cheating policy to protect the integrity of our coursework and to encourage our students to be diligent in their studies. In order to adhere to the policy, students should avoid the following actions:

- Giving or receiving aid/help on individual assessments
- Giving or receiving aid/help on class work to be used by the teacher as the basis of grading
- Collaborating on work to be used as an individual grade by the teacher
- Representing another person's work as one's own
- Using AI to create or write something that should be created on their own. (Added)
- Using electronic devices to share answers or test documents
- Accessing teacher files, manuals, or answer keys for use in completing assignments
- Accessing teacher gradebooks to edit or alter grades
- Plagiarizing which includes but is not limited to direct quotes, summarizing, and organizing of written work. Using AI to rephrase plagiarized material and failure to cite sources both can be considered as plagiarism.
- Submitting work that is AI-generated as one's own work

"Cheating is unacceptable. Cheating is detrimental to your own education. Always do YOUR very best, not someone else's best."

Violations of the academic honor code/no-cheating policy may be addressed with consequences such as zeros on assignments, loss of classroom privileges, detention, or office assigned discipline.

Chromebook Usage

Newman Middle School encourages the use of Chromebooks for access to school announcements, school alerts, classroom assignments, and educational resources. Students who use Chromebooks in any way that threatens or endangers the school environment may lose their privileges.

Students are not allowed to use Chromebook accessories without the classroom teacher's permission.

Chromebooks issued by Newman Middle School are continuously monitored for student and school safety. Monitoring tools such as Go Guardian and Bark are regularly reviewed for usage violations.

Class Fees

In an effort to reduce the number of fundraisers at Newman Middle School, the school board approved the use of class fees during the April 2025 board meeting. Class fees will be collected by the office staff and used for class events including but not limited to field trips, 8th Grade Promotion, Awards Assemblies, student incentives and 8th Grade Picnic. The class fee requirements includes the following:

- All students in grades 6-8 will be required to participate each new school year
    - 6th grade will pay a $10 class fee
    - 7th grade will pay a $10 class fee
    - 8th grade will pay a $25 class fee (includes a t-shirt)

- Ideally, class fees should be paid by the end of the fall semester to allow proper financial planning.
- Class fees can be paid in person with cash in the exact amount, check, or credit card.
- Any student who does not have class fees updated by the end of the school year will be placed on the debt list.

Closed Campus

The campus at Newman Middle School will be closed from the time a student arrives on campus until the student leaves by bus or is picked up. The parking lot, bus loop, and other unsupervised areas are considered restricted and will be off-limits to students during this time.

Any student in restricted areas during this time will be in violation of the Closed Campus Policy. Whether the student has actually left the campus or not will not be an issue. The punishment for violation of the Closed Campus Policy will be the same as the truancy policy.

Distribution of Medication

In order to distribute medication to students, the office must have on file, a Parental Authorization to Administer Medicine form. All medications are to be turned in to the school office immediately upon the student's arrival to school, a student may not have medications on his/her person during the school day. Discipline consequences will be issued if medications are found on students. Medications will only be distributed by the Principal's office **between classes and during lunch**.

Medications, prescription and over-the-counter, must be in the original container. Any medication not in the original container will not be administered to the student and will be disposed of.

The Following Procedures Will Be Followed Pertaining to the Control and Storage of Student Medication.

1. Medication will be logged in when brought to the school. When medication is brought into the office in its original container, school personnel will inventory the medication with the parent/guardian and student as witnesses to the inventory. A copy of that transaction will be retained by the school.
2. All medication will be kept in original containers in one secure central location at each building site.
3. The medicine cabinet will be inventoried on a regular basis by the nurse and/or office personnel.
4. A log-in sheet will be added to the back of the parental consent form.
5. Keys to the cabinet will only be given to the school nurse and the main office personnel.

Dress and Grooming

The school policies are the result of the cooperative effort of the students, faculty, parents and administration. It is understandable that a policy be established to prohibit extreme styles and designs in clothing that might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events. The following items WILL NOT be worn at school:

1. Clothing or accessories that display: pictures, lettering, or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverage, low-point beer, drugs, drug-related items, or paraphernalia.
2. Crop tops, halter tops, backless dresses or tops, tank tops, or any top which allows undergarments to show, and/or extreme scoop neck tops are not permitted. Shirts or tops may not gap open below the student's arm. Shoulder straps must be at least 3 fingers wide.
3. ~~Shorts, skirts, and dresses must be no more than six inches from the middle of the knee or at least fingertips~~. Shorts, skirts, and dresses must provide adequate coverage and be of an appropriate length for the school environment. Clothing that exposes undergarments or excessively reveals the buttocks or other private areas is not permitted. School administrators reserve the right to determine whether attire is appropriate and consistent with maintaining a safe, respectful, and distraction-free learning environment.
4. ~~Leggings, jeggings, yoga pants, or spandex items may be worn with tops that cover the hip area.~~ Leggings, jeggings, yoga pants, or spandex items may be worn with tops that cover the entire torso when arms are in any position.
5. See-through clothing.
6. Clothing with rips or tears at or above six inches from the knee or above fingertip length unless worn with leggings or tights that cover the legs (Underwear, including boxers, cannot show through holes).
7. Sunglasses, hats, bandanas, bonnets, or caps in the school building. The only exception will be for medical reasons.
8. Chains or studded straps.
9. Any objects that extend from the clothing that might be deemed dangerous.
10. Students are required to wear shoes at all times for health and safety reasons.
11. Dresses, tops, and skirts must be worn in good taste.
12. A school-appropriate shirt must be worn under any Hoodie.
13. Students are not allowed to bring blankets, pillows, or stuffed animals

Those who wear clothes that do not conform to the guidelines may be referred to the office to

- make a phone call to a parent/guardian to bring a change of clothes, and be confined to the ISP classroom until clothing meeting dress codes are brought to school,
- be provided a substitute pair of shorts or a tee shirt for the student to use throughout the day,
- sent home to change clothes,
- Discipline may be assigned for repeat offenders.

In the interpretation of the dress code to all students, the assistant principal and principal will have total authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final until such time that the policy is revised or changed to cover that situation.

Drugs/Alcohol

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, illegal or illicit drugs, other mood-altering substances, and/or paraphernalia or like thereof, at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat the current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances.

Violation of this rule will result in the imposition of the following disciplinary measures. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Suspensions for Drug/Alcohol Related Offenses or Violations of Safe School Policies

Violation of Skiatook's drug or safe school policy may result in the following:

1st offense: 45 days suspension. May be reduced to 20 days with a probation agreement, at the principal's discretion.
2nd offense: 18 weeks out-of-school suspension. May be reduced to 45 days with a probation agreement, at the principal's discretion.

Due Process and Student Suspension Proceedings

Detention, in-school suspension, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures.

Eligibility

Athletes and student competitors should remember that they must maintain passing grades in all of their classes to be eligible to compete. Grades for eligibility are exported from Wengage Online Gradebook at 8:00 am each Thursday for the following week. Only a student who is eligible will be permitted to participate in extracurricular activities and/or represent the school in any capacity. .

**Any student enrolled in athletics whose name appears on at least 80% of the ineligible reports run during a semester, will be removed from athletics during the following semester.

In addition, to be eligible the student must:

- Be a resident of the Skiatook School district or satisfy the transfer rule.
- Not be under any disciplinary action.
- ~~Attend school for one-half day to participate in any school activity on that day.~~ Students must be in compliance with OSSAA attendance guidelines.

Students who fail two or more classes in a semester are ineligible for extracurricular activities for the first six (6) weeks of the subsequent semester.

Emergency Drills

Emergency drills will be conducted on a regular basis. Students should read the rules and regulations for fire and severe weather drills posted in each classroom.

Food and Drinks

No outside food or drinks can be brought unless it is in a lunch box/bag or brought with a parent. No open-cup drinks can be brought in the mornings to school by students. Open items must be thrown away before entering the school. Items brought in the lunch box/bag can only be eaten/drank during lunch unless there is a medical reason or for a special classroom occasion. Students can have a water bottle on them at all times. Restated for clarification: Items such as monsters, energy drinks, and pops can not be brought and drank during the regular school day or in classes.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal and be approved by the Skiatook Public Schools Board of Education before the fundraiser may take place. Except as approved by the Board of Education, fundraising is not permitted on school property.

Grading Scale

In order to have consistency throughout Newman Middle School, a uniform grading scale has been adopted for use in all classes.

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

*The final report card will be mailed if the student brings a self-addressed stamped envelope during the last week of school. All other report cards will be available for pick up in the office.

Guidance and Counseling

The purpose of the guidance and counseling program is to assist you in your decision as to where you are, where you want to be, and the best way you can accomplish that goal. Our office and trained staff are always available to you.

Our department is, in short, solely designed for you, no matter what your area of concern. We want you to feel free to come in any time and get to know us. Remember, if you haven't started planning your future by now, you should be doing some serious thinking about it; let us help. Information regarding all services offered by the counseling department is available on the school website and in the counseling office.

Leader In Me

All Newman Middle School students will participate in the Leader In Me curriculum through their TEAMs time twice a week. Through the curriculum, the students will become familiar with, practice, and develop leadership skills that are essential for each student to reach their potential.

Lockers

Lockers are school property; therefore, a student should not assume any right to privacy in the contents of the locker. Locker rules are the following:

- Lockers are not to be banged or kicked. The student will pay for excessive damage.
- Signs and stickers should not be put on lockers, inside or outside, without permission from the principal. They must be easily removed without damage to the locker.
- A student should place a lock on his/her locker. The office must have the combination or a copy of the key.
- A student should not share a locker. Each student is responsible for the contents of his/her locker.

Make-Up Work

Schoolwork missed because of an absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, or an activity trip, must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in on or before the specified time. Upon returning to school after an explained absence, a student is allowed one day to make up work for each day missed. Note: Activity absences do not fall under the day for day policy because it is preplanned and the students/athletes know school comes first. This is situational based and No late work will be accepted beyond the end of the quarter. Any late work turned in within the quarter will receive a grade based on the classroom teacher's late work policy. If work is requested from the office, it will be available 24 hours after the request is made.

Restrooms

Restrooms are located in the main hallways and the cafeteria. Students are not to bring in their backpacks when entering the restroom. Bags can be left in the classroom or left in the hall outside the bathroom door. Students are not allowed to share stalls while in the bathrooms, there should only be one student in a stall at a time. Students should not loiter in the bathrooms. All violations of these expectations will result in consequences including after school detention and/or ISP.

Schedule Changes

Once courses are selected, adjustments will be made on a limited basis. The principal's approval is required for any change. Schedules may be adjusted if any of the following qualifications are met and space is available:

- Incomplete schedule or error in schedule
- Prerequisite for a course has not been completed
- Dropping PE for band or athletics
- Taking a more challenging course

Schedules will not be adjusted for the following conditions:

- Preference for a different teacher, period, or semester
- Preference to be with friends in class
- Change of mind about taking the course
- Failing or poor grade in course
- Fear of failure in course
- Difficulty in or not keeping up with work

School Day

The school doors will be open at 7:30. Students are dismissed from the cafeteria/commons area at 7:53 and are expected to be in class before the 8:00 a.m. (tardy) bell rings. School is dismissed at 2:50 p.m. Students are not to have food or drink, with the exception of water, in the halls, classrooms, or offices at any time. Due to time constraints, we do not accept deliveries of outside food. Parents are welcome to bring food and eat with their children in the cafeteria.

**** The school will provide supervision from 20 minutes before school until 20 minutes after school (7:40 to 3:10). The building will be opened at 7:30 am for students to enter the building. All students should be picked up prior to 3:30 pm.****

Semester Tests

Semester tests are mandatory. Semester tests are usually given on the last two days of each semester. The test schedule is announced approximately one month prior to the tests. If a student is absent on a semester test day, he/she must make up the test(s) on the day he/she returns to school. For an explained absence at the end of the school year semester, the student will have ten school/business days to make up semester test(s) and turn in any school make-up work not completed due to absences. This extension of time must be approved in advance by the principal. Semester tests will not be administered prior to the actual test day.

Students may earn exemptions from the 2nd-semester finals. Semester test exemptions will be earned based on Attendance, Discipline, Grades, LIM data tracker, and NWEA test scores.

- NWEA: Students who meet or exceed their growth target on their Math, Science, Reading NWEA tests or meet grade level
    - (2 tests passed = 1st day of testing. 3 tests passed = 1st and 2nd day of testing)
- Attendance: Students must have no more than ~~14~~ 10 absences for the entire school year, prior to semester tests. No more than ~~8~~ 5 Spring semester. School absences don't count.
- ~~Grades: Students must have a 60 or better in all classes~~ Grades: Students must be passing all classes.
- Discipline: Students who have been assigned no more than 5 days of In-School Placement or more than 1 day of Out of School Suspension at any time during the school year will not qualify to be exempt.

Students will be notified of semester test exemptions by the principal or the assistant principal.

Student Attendance and Behavior at School Events

Any Newman Middle School, Skiatook Intermediate, Skiatook Elementary and Marrs Elementary student attending a school event must be accompanied by an adult who will be responsible for that student's whereabouts and behavior throughout the entirety of the event. In the event a student is asked to leave, the responsible adult will be required to leave the event as well. All Newman Middle School students attending should sit with an adult or in the designated student section. Any Skiatook Intermediate, Skiatook Elementary or Marrs Elementary student attending a school event must remain with their responsible adult throughout the duration of the event.

Student banned from School Events

Students in ISP (In-School Placement) or OSS (Out of School Suspension) are not allowed to attend any school events or be on school grounds after school hours.

If a student is removed from a school event or it is found later that they have caused a major disruption, they will lose the privilege to attend the current sports events for the remainder of the season. If students have multiple issues or one major safety issue, they can be banned from all events for the remainder of that school year.

Student Behavior with Substitutes

From time to time it is necessary for a substitute to be in classrooms. Students who misbehave with a substitute teacher in the classroom may be assigned 2 days of detention or ISP, depending on the type of disruption and/or the number of times a student is disruptive in a substitute's presence.

Student Discipline Policy

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. As a part of the total educational process, the school will assist the student in the development of self-discipline. In the process, sometimes it becomes necessary to impose negative consequences on students for behaviors that interfere with the educational process.

The following are methods by which discipline problems will be handled:

- **Counseling** – May involve the classroom teacher, counselor, or administrator.
- **Detention –** Students will be required to make up time during lunch (3=1 B or A) or after school. Students who skip assigned detentions may be assigned to ISP.
- **Extra Work Assignments –** Teachers may assign additional work within a curriculum area.
- **Revocation of Privileges** - Any student with excessive disciplinary actions or issues may be excluded from any school function at the discretion of the principal.
- **Restitution** - Students may be ineligible to participate in after-school non-academic activities until all fines and/or fees have been paid in full. This penalty can be enforced regardless of the academic year the penalties were incurred.
- **In-School Placement (ISP) –** Students assigned to ISP will be allowed to come to school but may not be allowed to use school transportation to and from school if the placement is for acts of violence. Students will be allowed to come to school, however, the student will be restricted from the main flow of the daily routine.
- **Out-of-School Suspension (OSS) –** Students will not be allowed to come to school. Out-of-School suspension is NOT expulsion. A student will still be able to get assignments and turn in for full credit. Suspensions from one to ten days are considered short-term suspensions. Suspensions resulting in more than ten days are considered long-term. Students that are under suspension will still receive all academic coursework during the duration of the suspension.

See district policy for more details. The principal shall have the authority to assign in-school placement or suspend out-of-school any student who engages in the following behavior at school, while on school vehicles, or going to or from or attending school events:

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.

- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcasted, published or distributed, any message or material.
- Attendance policy violation, sleeping, eating or refusing to work in class;
- Altering or attempting to alter another individual's food or beverage
- Assault (whether physical or verbal) and/or battery
- Bullying
- Cell Phone/Device policy violation
- Cheating
- Conduct that threatens or jeopardizes the safety of others
- Damage/Destruction of school property
- Disrupting class
- Disruption of the educational process or operation of the school
- Dress Code Violation
- Excessive Tardies
- Extortion
- Failure to attend assigned detention, alternative educational placement, or other disciplinary assignment without approval
- Failure to comply with state immunization records
- False reports, false calls, or forged documents
- Fighting
- Gambling
- Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts;
- Hazing (initiations) in connection with any school activity
- Inappropriate attire, behavior or gestures
- Inappropriate/disruptive behavior
- Inappropriate use of technology/Inappropriate online activity (activity flagged by online monitoring software)
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) and (b);
- Obscene, vulgar, or profane language
- Physical or verbal abuse
- Possession of a caustic substance
- Possession of obscene materials
- Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, beer, and /or controlled substances, and/or paraphernalia
- Public Display of Affection
- Sexual or other harassment of individuals including, but not limited to, students, school employees, or volunteers
- Threatening behavior (whether involving written, verbal, or physical actions)
- Truancy
- Possession, use, distribution, sale, conspiracy to sell or posses or being in the chain of sale or distribution of tobacco in any form or vapor products and/or paraphernalia
- Theft, use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

- Using racial, ethnic, or sexual epithets
- Vandalism
- Violation of the Board of Education policies, rules or regulations, or violation of school rules and regulations
- Willful damage to school property
- Willful disobedience of a directive of any school official
- Willful failure to respect authority

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options, out-of-school suspension, or suspension of attendance in school activities. This includes but is not limited to electronic communication, 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.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

Student Search and Seizure Policy

Pursuant to Okla. Stat. Tit. 70, S24-102 (2001), the Board of Education of the Skiatook School District has adopted a student search and seizure policy. The policy authorizes the school principal or a designee to detain and search any student and any property in the student's possession in which a reasonable suspicion of a violation of the law or school rules has occurred or is occurring. In addition, school personnel may open and search school lockers, desks, and other school property at any time. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

Students who drive automobiles onto school property, by doing so, subject any such automobiles to a search upon reasonable suspicion. An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

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 authorized 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 of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. Student and campus safety is of the utmost importance. For this reason, students failing to comply with safety searches due to reasonable suspicion may be subject to school consequences and law enforcement notification.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student. Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester *(Meaning 2 Succeeding Semesters), except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy. Short-term suspensions are those suspensions of ten (10) or fewer school days.

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

In-School Placement

When an administrator determines that a student's conduct warrants assignment to In-School Placement, the student will sign an agreement that includes but is not limited to the following expectations:

- Students will immediately report to the ISP supervisor upon arrival at school and with all supplies required for each day. Breakfast may be taken to the ISP room.
- Students should not be in the main areas of the school or in the restrooms before, during, or after school, without administrator approval.
- Students will be given restroom breaks during 2nd hour, at lunchtime and during 6th hour.
- Students will check in any cell phones or other electronic devices to the school secretary in a secured location until the end of the day.
- Communication with other students or any distracting behavior will not be allowed. This includes, but is not limited to face-to-face, digital communication, or passing notes.
- Students must raise their hands and wait for acknowledgement by the supervisor before having permission to speak or ask a question.
- Students are required to work and complete academic assignments and activities on a daily basis during their ISP assignment
- No food, drink, gum, or candy will be allowed (other than that brought for lunch time only).
- Students will spend the entire school day in ISP and will be responsible to keep their assigned area clean.
- Students will not be permitted to sleep or lay their heads down.
- Permission must be sought by any student and granted by the supervising teacher for any unassigned activity
- Students will be escorted between lunches to the cafeteria and then back to the ISP room to eat lunch in silence.
- Students assigned ISP will not be permitted to participate in or attend extracurricular practices, activities or events for the duration of their ISP assignment.
- Days absent from ISP will not count toward completion of total days assigned to ISP.

Students who violate ISP rules, cause distractions, or do not report to ISP as assigned may be issued further office assigned discipline.

Tardies (by Semester)

Students are released at 7:53 to go to their first hour. A student is considered tardy if they are not in the class at the time class is scheduled to begin. The number of tardies is counted on a per-student basis and not based on individual classes. Beginning with tardy four (4), students will be assigned discipline as follows:

a.	Tardies one-three (1-3)	No penalty
b.	Tardy four (4)	One hour of Detention
c.	Tardy Five (5)	Two hours of Detention
d.	Tardy Six (6)	One day in ISP

e. Tardies Seven and over (7+) 3 days in ISP

Excessive tardiness (over ten) may result in the student being considered truant.

Tobacco Policy

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles (buses), or on the school campus. Violation of this policy will result in disciplinary action.

Tobacco will be defined as any form of tobacco, including electronic cigarettes "Vapes" and/or paraphernalia being on a student's person or in his/her locker, or bag/purse.

Possession or Use:

First Offense	10-day in-school suspension, extra educational class, and contact from Skiatook Police Department
Subsequent Offenses	10-day suspension, extra educational class, and contact from Skiatook Police Department

Toys

Students may not bring personal toys, electronic games, squishies, or trading cards to school. These items cause distractions in the classroom and can easily be lost or damaged. The school is not responsible for any lost, stolen, or broken personal items. If a student brings a toy for a specific activity like a class assignment, it must remain in their backpack until that activity begins.

Truancy

Truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned class during the designated time. The policy for truancy is as follows:

c. First Offense: A student who leaves class without permission will be considered truant and will receive 3 days of ISP. A student who leaves campus without approval, or is absent without parent knowledge or permission will receive 5 days of ISP.
d. Repeat Offenses or Off Campus Offense: 5 or 10 Day In School Placement (ISP) / out-of-school suspension / Invitation to Osage County Truancy Intervention and Prevention Board

Visitors

To preserve the confidentiality of all students, visitors are not permitted in any classroom unless their visit is related to a school activity. All visitors must present a government-issued ID. A parent needing to see his/her child during the school day should report to the office, and the student will be called to the office. Should anyone other than an authorized person request to see a student, the parent will be notified in order to grant permission.

WIN (Note WIN time might not be used this school year. We are going to see if more time in class is more effective than what we are currently doing with WIN time for the 1st semester and adjust from there.)

WIN stands for What I Need. All students will be assigned WIN time. Everyone needs to work on something. Teachers will assign some type of work to students (enrichment, reading, remediation, reteaching,.....)

Withdrawals

Any parent needing to withdraw a student from Newman Middle School must inform the office. A withdrawal form will be issued. When the form is complete, the student will receive all of his/her records if there are no holds on the student's records.

Skiatook Public Schools
Newman Middle School Parent-School Compact

Our school philosophy is that families, students and school staff should work in partnership to help each student reach his/her potential. **As partners we agree to the following:**

As a student I will:

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff and family.

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
- Monitor electronic usage and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code.
- Monitor my child's progress in school.
- Make every effort to attend school events such as parent-teacher conferences, and Open House.
- Ensure that my child gets adequate sleep, regular medical attention and proper nutrition.
- Participate in shared decision-making with school staff and other families for the benefit of students.
- Respect the school, staff, students and families.
- Make sure after school activities do not take priority over academics.

As a teacher I will:

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the school, staff, students and families.

Revised August 2018, Meets ESSA Requirements

Skiatook Public Schools
Site Parental Involvement Policy
Section 1118(c)



PART I. GENERAL EXPECTATIONS

Newman Middle School agrees to implement the following statutory requirements:

- The school that receives Title I, Part A funds will put into operation programs, activities and procedures for the involvement of parents consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this school site parental involvement policy into its district plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the school wide or targeted site plan is not satisfactory to the parents of participating children in the Title I, Part A program, the school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school will involve the parents of children served with Title I, Part funds in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
    - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
        (A) That parents play an integral role in assisting their child's learning;
        (B) That parents are encouraged to be actively involved in their child's education at school;
        (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
        (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

Newman Middle School will build parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the parents and the community to improve student academic achievement, through the following activities specifically described below:

A. The school will, with the assistance of the district, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The state's academic content standards,
- The state's student academic achievement standards,
- The state and local academic assessments including alternate assessments,
- The requirements of Title I, Part A,
- How to monitor their child's progress, and
- How to work with educators.

B. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing family literacy nights during Parent/Teacher conferences and/or Open House.

C. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing effective communication to parents through various different types of technology.

D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

E. The school will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

F. The school will take the following actions to provide other such reasonable support for parental involvement activities as parents may request including increased communication, and family literacy nights.

Newman Middle School will:

A. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program.

B. Offer a flexible number of meetings.

C. Involve parents in planning, review, and improvement of Title I programs.

D. Provide timely information about Title I programs to parents; describe the curricula, the student assessments and proficiency levels students are expected to meet; respond promptly to parent suggestions and provide opportunities for regular meetings where parents can provide input.

E. Provide parents with an opportunity to submit dissenting views to the district if a school's program is not acceptable to them.

PART IV ADOPTION

This School Site Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by **Newman Middle School** on 01/21/2014 by Skiatook Public Schools Federal Programs Coordinator and Parent Liaison Committee. This document was determined to meet Every Student Succeeds Act requirements outlined by the June 2016 Federal Programs Resource Toolkit authored by the Oklahoma State Department of Education.

Skiatook Public Schools
355 South Osage
Skiatook, OK 74070-2017

Excellence in Action

918-396-1792 · Fax: 918-396-1799 · www.skiatookschools.org

PARENTS RIGHT-TO-KNOW

Parent Notification Letter

August 2026

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act*/ **PARENTS' RIGHT-TO-KNOW,** this is a notification from Skiatook Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner:

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

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

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

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

If you have questions or concerns, please feel free to contact the school principal at:

Marrs Elementary – Sherrie McGuckin, 396-2295
Skiatook Elementary – Christy White, 396-5737
Intermediate Elementary – Curtis Brown, 396-5745
Newman Middle School – Derek Scheihing, 396-2307
Skiatook High School – Mandy Lumbley, 396-1790

Adapted from FY20 OSDE Federal Programs Consolidated Monitoring Resource Toolkit Approved September 2021, Meets ESSA Requirements

Skiatook Public Schools District Student Handbook Policies

Accidents

Every accident in the school buildings, on the school grounds, or during school-sponsored activities must be reported immediately to the sponsor/teacher and to the principal's office. An accident report form needs to be filled out and turned in to the principal's office AND Education Service Center within 24 hours.

Appeal of Suspension

Due Process

Students have:

- The opportunity to know these policies or any other school regulations or procedures.
- Been informed of the policy, rule or regulation allegedly violated.
- Sufficient opportunity to give his/her version of the alleged violation.
- The right to a conference with the principal.
- The right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Appeal Processes

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

THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.

- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours notice in advance of the hearing.

- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.

- The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

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

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.

- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.

- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.

The appeal hearings are based on the following criteria:

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

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Bullying

Bullying or harassment is considered a repeated pattern of threatening, intimidating, or endangering behavior toward others. Harassment or bullying of others is forbidden. This includes but is not limited to bullying person-to-person, by proxy of another person or through technology. Students who harass or bully others will be subject to the same disciplinary actions imposed for other rule infractions which may include but are not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Skiatook Public Schools district bullying policy can be found at the Skiatook Public Schools

website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Bus Behavior Code

PERMISSION FOR ANY PUPIL TO RIDE IN A BUS IS CONDITIONED ON HIS/HER GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE SCHOOL PRINCIPAL AND CAN BE DENIED PERMISSION TO RIDE A BUS TO AND FROM SCHOOL.

1. The emergency door is not to be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
2. No student is permitted to be out of his/her seat while bus is in motion.
3. All students are under the direct control and supervision of the bus driver while on the bus. Obey the driver's suggestions promptly.
4. Students are not to talk to the bus driver while the bus is in motion.
5. Keep all parts of the body inside the bus at all times after entering and until leaving the bus.
6. No food or drink to be consumed on the bus (bottled, canned or otherwise) will be permitted. (Exception will be made for the Vo Tech routes.)
7. No seat is reserved or may be held for another student.
8. No one should run toward a school bus while it is in motion.
9. Pupils who must cross the road after embarking from bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus.
10. No tobacco of any kind is allowed on the bus.
11. Keep the bus clean.
12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Department. (Marrs - 396-2295; Skiatook Elementary – 396-5737; Intermediate Elementary - 396-5745; Newman Middle School - 396-2307: High School - 396-1790; or Transportation Director - 396-1792.)
13. Good behavior and manners are expected at the designated bus stop.
14. Flowers and balloons are not permitted on a bus.
15. Students can be denied permission to ride a bus to and from school.

RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS, AND PARENTS

1. The bus driver shall be responsible for the conduct of students on their bus. All infractions are to be reported to the principal of the school where the student is in attendance. The bus driver is authorized to assign seats.
2. It will be the responsibility of all principals to work with the bus drivers on discipline infractions and student suspensions from school buses.
3. All revocations and reinstatements of riding privileges will be handled through the principal of the school attended.
4. It is also the responsibility of all principals to discuss the Safety and Behavior Code for Bus Riders with students and to be sure each student and their parents receive a copy of the code.
5. It is the parent's responsibility to discuss with the student the provisions of the Safety and Behavior Code for Bus Riders and to support the principal in the enforcement of the code.
6. The parent must assume responsibility for the behavior of their child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR CHILD UNTIL SUCH TIME AS REINSTATEMENT MAY BE MADE.

THESE REGULATIONS AND LIST OF RESPONSIBILITIES SHOULD BE KEPT BY THE PARENT OR GUARDIAN FOR REFERENCE DURING THE ENTIRE TIME THE STUDENT IS IN SCHOOL.

Change of Information

It is of utmost importance that the school is notified throughout the year of any changes in pertinent information, such as address, home phone numbers, cell phone numbers, work phone numbers, and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

Address or Contact Person Updates

- The parent/guardian must fill out a Change of Address Form to update information. Please contact your school to obtain the appropriate document.

- Proof of residency must be provided with address changes.

Phone Number or Email Updates

- The parent/guardian can update a phone number or email over the phone.

Child Find Notice

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) a federal law, and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Skiatook Public School District, whether attending public or private school or being homeschooled, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Skiatook Public Schools, Department of Special Education 918-396-1792.

Child Nutrition Program

Free & Reduced Applications

Free and Reduced Meal Applications are available in the school office and Education Service Center (355 S Osage). One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meals last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return the application. **We need every family to fill this out, regardless if your family will use the benefit. Skiatook Public Schools receives financial assistance from various state and federal programs based on the number of eligible students that are enrolled in the district. All information is kept confidential as required by federal regulations.** You can pick up forms at the ESC, the cafeteria or in the Main Office.

Accounts & Charges

An account will be assigned to each student. The student's ID number will be his/her lunch account number. Students will be charged for meals when they present their ID number to the cashier. Money will be deducted from the student account or the student may pay for the meal daily. **Students are allowed to charge up to $10. You will be notified when this happens by the cafeteria. Adults are not allowed to charge meals.** All students purchasing a second meal will pay full price for breakfast and/or lunch. Students on the Reduced Meal Plan who charge will pay full price for breakfast and/or lunch.

Parents, legal guardians, or students may credit their accounts in any amount. Parents have internet accessibility through Sylogist Guardian Portal to credit or retrieve information on their child's account. The Sylogist Guardian Portal allows you to make payment to your child's nutrition account. To get started contact your child's school office and request a Sylogist Guardian Portal account login. There will be a 6% convenience fee on each transaction to offset the Sylogist Guardian Portal administrative costs.

Refunds should be requested in writing to the encumbrance clerk. You can contact the clerk at the Education Service Center at 355 South Osage Ave or (918) 396-1792. The refund request can only be made by the parent or guardian of the child. Each refund request has to be approved by the Board of Education.

Student's account balances follow them throughout their time at Skiatook Public Schools. If they leave Skiatook Public Schools, they have 30 days to request a refund. If no refund was requested their account balances will be used as a donation to the Child Nutrition Program.

Child Nutrition Policy for Charging Meals: Students K-5 must maintain a balance of $25, students 6-12 must maintain a balance of $28, and adults must maintain a balance of $45, which is the equivalent of five (5) breakfast and five (5) lunch meals.

When the account reaches a low balance, a low balance notice will be issued to parents/guardians. When the account reaches $0, electronic phone calls and e-mails will be made to the household.

Daily Charges for Meals:

Elementary Student Breakfast (K-5) - $1.90

Elementary Student Lunch (K-5) - $3.10

Secondary Student Breakfast (6-12) - $2.00

Secondary Student Lunch (6-12) - $3.60

Reduced Meal Breakfast - $0.30

Reduced Meal Lunch - $0.40

Staff Breakfast - $3.80

Staff Lunch - $5.16

Adult Visitor Breakfast - $3.80

Adult Visitor Lunch - $5.16

Child Visitor Breakfast - $2.80

Child Visitor Lunch - $3.30

Extra Milk/Juice - $0.75

Students are provided well-balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their children at elementary sites. Please contact the Child Nutrition Director at 918-396-1792 for further assistance.

This institution is an equal opportunity provider.

Custodial & Non-Custodial Parental Rights

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction (such as a court order) should be filed with the school. Absent a court decree to the contrary, both parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences. Contact from the school to the parents will be primarily made through the custodial parent.

Electronic Device Confiscation and/or Search Policy

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smartwatches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

FERPA Rights

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 Skiatook Public Schools receives a request for access.
    - Parents or eligible students should submit to the school principal or Special Services Director 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 Skiatook Public Schools to amend a record should write the school principal or Special Services Director, 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 (PII) 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 PII from education 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 education record in order to fulfill his or her professional responsibility.

- [Optional] 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Skiatook 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

FERPA permits the disclosure of PII 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. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom 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)(1)(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 PII 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- 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))

FERPA Directory Information

Skiatook Public Schools School Board Policy states:

1. The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   A) The student's name;

   B) The names of the student's parents;

   C) The student's address;

   D) The student's telephone listing;

   E) The student's electronic mail address;

   F) The student's date and place of birth;

   G) The student's dates of attendance;

   H) The student's grade level (i.e., first grade, tenth grade, etc.);

   I) The student's participation in officially recognized activities and sports;

   J) The student's degrees, honors and awards received;

   K) The student's weight and height, if a member of an athletic team;

   L) The student's photograph; and

   M) The most recent educational agency or institution attended.

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

3. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

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

FERPA PPRA

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, anti-social, 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 educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Skiatook Public Schools has adopted policies, in consultation with parents, 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.

Skiatook Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Skiatook Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Skiatook Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For 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 ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

Gun-Free Schools

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

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

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

Such firearms or weapons will be confiscated and released only to proper legal authorities.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

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

Medical Marijuana

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

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

Definitions

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

Nondiscrimination

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

Overlap with Other District Policies

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

Nondiscrimination

Skiatook Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, disability, veteran status, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. Career and Technical Education training is offered to all students in Agricultural Education, Business and Information Technology Education, and in Family and Consumer Science Education.

The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disability, sex, or access for youth

groups contact the Director of Special Education, at 918-396-1792. This individual may be contacted by mail at 355 S. Osage, Skiatook, OK 74070.

Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Title IX Coordinator (for questions or complaints based on sex)

Name and/or title: Shane Azzopardi

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: sazzopardi@skiatookschools.org

Age Act Coordinator (for questions or complaints based on age)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Boy Scouts Act (for questions or concerns based on access for youth groups)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

You can obtain a copy of the Skiatook Public Schools Grievance Procedure at the Education Service Center located at 355 S Osage, Skiatook, OK 74070.

Philosophy of Skiatook Public Schools

Skiatook Public Schools is committed to educating and empowering students to be successful citizens of tomorrow.

Reporting Suspected Child Abuse and/or Neglect

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

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made. The district reporting form should be used.

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

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

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

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

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

Searches

Oklahoma Statute Title 70 § 24-102 (effective date July 2001) states:

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 the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized 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 by 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 authorized 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 of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property (70-24-102).

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon “reasonable suspicion.” An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

Sexual Harassment

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, or any Board member of the School District.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing, or e-mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

Student Health

Distribution of Medication

Parents/guardians must deliver the student's medicine to the school in its original container and complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. Medication cannot be brought in or taken home by a student. No Exceptions. Any medication brought to school without a form signed by a parent or by a student will not be given. Any medication that is not in the original container will be disposed of. A note will be sent home with the student informing you that the medication policy was not followed. Medication that is in the original container will be held in the office for two days for an adult to pick up or to sign an Authorization to Administer Medicine form.

All prescription medication must have the pharmacy label that states the students name, dosage amount and instructions. Over the counter medication must be in the original unopened container with the student's name written on it.

Prescription medication will be logged in when brought into the school. Prescription medication will be in a locked cabinet. Prescription medication will be inventoried on a regular basis by the nurse or office personnel. A log sheet will be added to the back of the parental consent form. Keys to the cabinet will only be given to the school nurse and the main office personnel.

A maximum of 25 days of prescription medication may be kept at school for students. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction.

The school does not provide cough drops/cough medicine or non-Aspirin/ Tylenol products for students. These must be supplied by parents for an individual child.

Immunization Requirements

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma.

Guide to Immunization Requirements in Oklahoma: 2023-24 School Year

OKLAHOMA State Department of Health

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. *Please read the bullets below for essential information.*

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care *Up to date for age*	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) □ 1-4 Hib (*Haemophilus influenza* type B) □ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio)2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) - 5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

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

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series 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.
- 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.

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

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

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

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

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

For more information call the Immunization Service at (405) 426-8580 or visit our website at: https://oklahoma.gov/health/immunizations.

Revised 6/2/23 IMM 400

Meningococcal Disease & Vaccines

What is meningitis? Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage, Hearing loss, Amputation of arms or legs, Learning disabilities, or Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitides, Streptococcus pneumoniae, Group B streptococcal disease, and Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git–itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease? Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth

Why is meningococcal disease dangerous? Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented? Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4

and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen, Have terminal complement deficiencies, HIV infection, or Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

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

Is the meningococcal vaccine safe? Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work? Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis? No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter? If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

• Have no health insurance, Are Medicaid eligible, Are Native American, or Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information? For more information, contact your healthcare provider or local county health department or visit these web sites: National Meningitis Association at www.nmaus.org Centers for Disease Control and Prevention at http://www.cdc.gov/meningitis/index.htm

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

Various Conditions

- ***Communicable Disease***

  Students suspected of having a communicable disease will be requested to obtain a statement from the County Health Department or a licensed physician concerning their current health status.

- ***Head Lice***

  If a student is sent home for head lice they are expected to receive a head lice treatment, have nits removed and return to school the next morning. Parents will be required to be present during the follow up head check. If no live lice are found, the student may return to class. The student will be rechecked within 7-10 days if there are still nits present. The parent will be informed that the nits will need removed to prevent re-infestation.

  In cases of severe infestation, inability of family to rid the child of infestation, chronic infestation, repeated infestation or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be required to keep child at home until they see a physician or county public health nurse and bring a note from a physician or nurse declaring they are lice and nit free.

Information on head lice treatment and nit removal is available in the nurse's office.

ILLNESS POLICY

Students need to remain at home if they have had the following symptoms:

o Vomiting and/or diarrhea during the past 24 hours

o Fever 100 degrees or higher during the past 24 hours

o An unidentified rash

o Open sores (minor sores must be covered with a dressing while the child is in school)

o Communicable diseases

- ***Pink Eye (Conjunctivitis)***

  Any discharge noted from the students eyes will result in the student being sent home for the day. To return to school they must have had 24 hours of treatment or present a note from the attending physician state the diseased in no longer contagious.

- ***Scabies***

  Students may return to school by presenting a statement of diagnosis from the attending physician and ONE day after treatment is complete.

STUDENT INTERNET USAGE POLICY

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or personal electronic device.

As a part of the resources available to students, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each middle school and high school student with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student is required to return the laptop computer at the conclusion of the school year in the same condition the laptop computer was issued to the student, minus normal wear and tear. In the event the laptop computer is damaged, lost or stolen, the student's parent agrees to reimburse the district in accordance with the fee schedule attached to the "Parent/Guardian Technology Responsible Use Agreement."

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Students face the possibility of penalties, including student

suspension, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing
- intimidating, threatening or bullying posts, tweets, blogs, images, texts,etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Prohibited Use - Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent - Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use - The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette - All users are required to comply with generally accepted standards for electronic or digital communications, including:

A. Appropriate Language. Users must refrain from the use of abusive,discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
B. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
C. Safety. Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
D. Privacy. Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
E. System Resources. Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
    - install any hardware, software, program or app without approval from the IT department
    - download large files during peak use hours
    - disable security features
    - create or run a program known or intended to be malicious
    - stream music or video for personal entertainment
F. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html) Users agree to ask the media center director for assistance in citing sources as needed.

Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

<u>Weapons and Dangerous Instruments</u>

A student will not possess, handle or transmit any object that can reasonably be considered a weapon or that is a reasonable facsimile of a weapon:

1. On school property, i.e. in vehicles, in lockers, backpacks, etc.
2. Off school property at any school sponsored activity, function, or event.

This rule does not apply to normal supplies like pencils or compasses.

Examples of items prohibited by this policy include, but are not limited to:

1. Guns and Rifles (See Gun-Free Schools)
2. BB or Pellet Guns (See Gun-Free Schools)
3. Martial Arts Weapons
4. Clubs
5. Slingshots
6. Bow and Arrows
7. Knives
8. Swords
9. Metal knuckles
10. Weapon or dangerous instrument related items such as, but not limited to, ammunition, scopes, clips, or magazines. (See Gun-Free Schools)
11. Explosives (See Gun-Free Schools)
12. Fireworks
13. Tasers
14. Pepper Spray
15. Realistic-looking facsimiles, including toy versions, of items 1-14.

Wellness Policy

The state requires all school systems to have a wellness policy. The Skiatook Public Schools district wellness policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Skiatook Public Schools will provide a reasonable modification of student handbook policies as needed to meet the individual educational needs of any student identified as having a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.