

SHADY POINT WARRIORS

Every Student, Every Need, Every Day



STUDENTS HANDBOOK

2026-2027

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1. District Philosophy and Objectives

Philosophy

Shady Point Public School strives to provide a strong educational foundation responsive to the needs, abilities, and talents of all students. The district's goal is to work in partnership with parents, community members, and students to advance learning, develop responsible and conscientious citizens, and meet or exceed the standards established by the Oklahoma State Department of Education, including the Oklahoma Academic Standards (OAS).

Objectives

- Provide rigorous instruction in all academic subjects and establish career awareness so that students demonstrate competency in challenging subject matter.
- Develop knowledge, judgment, and practical skills that prepare students for responsible citizenship, continued learning, and productive employment.
- Maintain a safe, disciplined learning environment that is free from drugs and violence and that supports students' mental, physical, and emotional growth through a partnership between home and school.
- Teach fair play, honesty, strong character, sound values, and high purpose.
- Promote each student's sense of self-worth and dignity and provide equitable treatment consistent with applicable law.
- Develop cooperation, teamwork, and pride.
- Encourage ambition, perseverance, and responsible goal setting.
- Promote the wise and constructive use of leisure time.
- Build dedication and loyalty to school, community, and nation.

2. School Day, Attendance, and Activities

School Day and Bell Schedule

Students should not arrive before 7:30 a.m. unless participating in an approved school activity or program. The first instructional bell rings at 7:55 a.m. The final bell rings at 3:35 p.m. Students must leave campus promptly after dismissal unless they are participating in detention, an approved after-school program, athletics, or another supervised school activity.

Attendance

Regular attendance is essential to academic progress and successful promotion. Students are considered absent when they are not in their assigned class or an approved school-sponsored activity. If a student will be absent or tardy, a parent or guardian should call the school at (918) 963-2595. If a call is not possible, the parent or guardian should provide a written explanation. Students arriving late must report to the office and sign in.

For extracurricular participation on the day of an absence, students must be in attendance for at least three complete class periods unless an exception is approved by the administration. A student who is absent for the day may not participate in an extracurricular activity or ride district transportation to the activity unless the administration approves an exception consistent with Board policy.

District Attendance Limit and Promotion/Credit

Under district policy, a maximum of 16 unexcused absences per school year is allowed. This local attendance limit is separate from Oklahoma truancy requirements and the state's chronic-absence measure.

- Students may make up work for the first 16 unexcused absences, subject to teacher and administrative procedures.
- In Pre-K through grade 4, attendance is recorded in half-day increments.
- In grades 5–8, attendance is recorded by class period.
- In grades 5–8, a student may be denied promotion if the student does not receive credit in at least three of seven classes.

- In Pre-K through grade 4, students who exceed the district attendance limit will receive additional administrative review when promotion is considered.
- A student who exceeds the district attendance limit may appeal to the administration for reinstatement of credit or other relief. The reason for the absences, documentation, academic progress, disability-related needs, legally protected absences, and efforts to minimize absenteeism may be considered.

Excused/Valid Absences, Unexcused Absences, and Chronic Absence

Shady Point Public School distinguishes among local attendance coding, state truancy requirements, and chronic-absence reporting. An absence may be considered valid or excused under law or district policy and still count as missed instructional time for state chronic-absence purposes. Chronic absence generally refers to missing 10% or more of the time school is in session, including excused and unexcused absences, subject to applicable state rules and approved exemptions.

The district will code absences in accordance with Board policy and applicable law. Medical documentation, emergencies, religious observances, disability-related needs, and other legally protected circumstances will be handled as required by law and policy. Parents should provide documentation promptly when requested.

Truancy and Attendance Intervention

The school may contact families and begin attendance interventions before a student reaches a statutory truancy threshold. Under 70 O.S. § 10-106, when a child is absent without valid excuse for four or more days or parts of days within a four-week period, or for ten or more days or parts of days within a semester, the attendance officer must notify the parent, guardian, or custodian and immediately report the absences to the district attorney for juvenile proceedings as required by law.

Tardies

A student is tardy when the student is not in the assigned seat or instructional area when the class bell rings. Under local policy, three tardies may be converted to one unexcused absence for district attendance purposes. A student who misses more than 15 minutes of a class period may be recorded absent for that period. Tardy and absence coding will be applied consistently with Board policy and state attendance-record requirements.

School Activity Absences

The maximum number of activity absences that remove a student from any one class period is ten per school year. State and national levels of school-sponsored contests for which a student earns the right to compete are excluded as provided by Oklahoma accreditation rules. The Board of Education will appoint an Internal Activities Review Committee at the beginning of the school year to review requests for deviations. Any approved deviation from the ten-day rule may not exceed five additional days.

Absences by Arrangement

Absences for reasons not otherwise addressed in this handbook should be requested from the administration in advance whenever practical. Approval does not necessarily remove the absence from chronic-absence calculations or other attendance records.

3. Health, Medication, and Safety

Administering Medication to Students

Medication administered by school personnel must be handled in accordance with Board policy and Oklahoma law. Prescription and over-the-counter medication to be administered by the school must be delivered to the school by a parent/guardian or other authorized adult, kept in the designated secure location, and accompanied by required written authorization and instructions. Medication will be administered only by personnel authorized under district policy and law.

Students may self-administer inhaled asthma medication, anaphylaxis medication, or replacement pancreatic enzymes for cystic fibrosis when the requirements of 70 O.S. § 1-116.3 and district policy are satisfied. Authorized students may possess and use such medication as permitted by law. Accordingly, the general rule against student transport or possession of medication does not apply when state law and district policy expressly authorize possession or self-administration.

If a student is believed to be experiencing anaphylaxis or respiratory distress, or if epinephrine is administered, school personnel will contact 911 as soon as possible. The district will notify the student's parent or guardian as soon as possible when the student experiences a possible allergic reaction. Required annual staff training and the district's anaphylaxis procedures will follow state model-policy requirements.

Sickness and Return to School

Students who are ill should remain home when their symptoms prevent meaningful participation in school or may pose a risk of spreading infection. Illness-related absences will be coded under the district attendance policy; they are not automatically unexcused simply because a student is ill.

Fever

Students with a temperature of 100°F or higher should remain home. A student who develops a fever of 100°F or higher at school will be sent home. A student may generally return when the student has been fever-free for at least 24 hours without the use of fever-reducing medication and is otherwise well enough to participate, unless a healthcare provider or public-health authority directs otherwise.

Head Lice

A student with head lice may be excluded from school in accordance with district policy and 70 O.S. § 1210.194. If the district excludes a student because of head lice, the student must be cleared by the office before reentering school. Families should follow treatment guidance and check household members and close contacts as appropriate.

Immunization

Students must meet Oklahoma school immunization requirements or provide a completed and signed exemption form as permitted by law. At enrollment, a parent or guardian should provide current immunization records or the applicable exemption documentation. See 70 O.S. §§ 1210.191–1210.193 and current Oklahoma State Department of Health requirements.

Safety Drills

Safety drills will be conducted as required by law and district emergency procedures. Fire, tornado, lockdown, and other emergency procedures will be explained and practiced with students. Evacuation routes and other emergency information will be posted or communicated as appropriate. Students must follow all staff directions during drills and emergencies.

Asbestos

To comply with the Asbestos Hazard Emergency Response Act (AHERA), district facilities have been inspected for asbestos-containing materials, and an asbestos management plan has been prepared. A copy of the management plan is available in the school office.

Insurance

The district does not provide general student accident insurance. Families are responsible for medical expenses except as otherwise required by law or applicable insurance coverage.

4. Student Conduct and Discipline

General Discipline Policy

Shady Point Public School expects students to behave in a manner that supports learning, safety, and respect. The following examples of unacceptable behavior are illustrative and are not an exhaustive list. Conduct not specifically listed may still result in corrective or disciplinary action when it violates Board policy, school rules, law, or reasonable staff directions.

- Unexcused lateness to school or class
- Disrespect or insubordination
- Cheating, plagiarism, or other academic dishonesty
- Littering
- Leaving school or class without permission
- Refusing or skipping assigned detention
- Profanity, vulgarity, or obscene gestures
- Possession, distribution, use, or being under the influence of prohibited drugs or alcohol
- Dishonesty or lying
- Stealing or possession of stolen property
- Fighting or physical aggression
- Defacing, damaging, or destroying property
- Possession or use of a dangerous weapon or look-alike weapon
- Gang-related conduct
- Violation of the district's cell-phone/personal-electronic-device policy
- Violation of dress and personal-appearance expectations
- Bullying, harassment, threats, or intimidation
- Any other conduct that warrants intervention under Board policy or applicable law

When determining discipline, teachers and administrators will consider the student's age and developmental level, severity of the conduct, frequency of prior incidents, safety concerns, individual circumstances, applicable disability protections, and other relevant factors. The district discipline rubric in Appendix B will be used as a guide. Administration retains discretion to adjust a response when circumstances warrant, consistent with law and Board policy.

Possible Responses

- Conference with the student
- Conference or contact with the parent/guardian
- Lunch detention or other supervised detention
- Time-out or supervised regulation space
- In-school suspension or other in-school restriction
- Restriction of non-recess privileges
- Reflection or other educational assignment
- Change of seating or schedule when appropriate
- Restitution or reimbursement for property that is stolen, damaged, or destroyed
- Behavior plan, safety plan, restorative conference, or re-entry plan
- Out-of-school suspension
- Corporal punishment only when permitted by Board policy and applicable law; corporal punishment is prohibited for students identified with a disability under the Individuals with Disabilities Education Act (IDEA)
- Referral to law enforcement when required or appropriate
- Requirement to change clothing when attire does not meet school expectations
- Expulsion or other Board-authorized action
- Other lawful and appropriate corrective action

For students in full-day kindergarten through grade 5, required recess will not be withheld as discipline. Other physical-education and disciplinary provisions will be applied in accordance with 70 O.S. § 11-103.9 and applicable policy.

Weapons and Firearms

Possession or use of a firearm or other prohibited weapon is forbidden on school property, in school transportation, and at school-sponsored activities. A student found in possession of a firearm on public school property or in a school bus or other vehicle used to transport students or teachers is subject to out-of-school suspension for not less than one year, as provided by 70 O.S. § 24-101.3. The superintendent may modify the term on a case-by-case basis as permitted by law. Other weapons and look-alike weapons are subject to Board policy and applicable law.

Bullying and Hazing

Students are expected to be civil, respectful, and engaged in the learning process. School conduct expectations apply on school grounds, in school vehicles, at designated bus stops, at school-sponsored or school-sanctioned events, and in other circumstances within the district's lawful authority.

For purposes of the School Safety and Bullying Prevention Act, bullying generally means a pattern of harassment, intimidation, threatening behavior, physical acts, or verbal or electronic communication directed toward a student or group of students that results in, or is reasonably perceived as intended to cause, negative educational or physical results and is communicated in a way that disrupts or interferes with the school's educational mission or the education of a student. Electronic bullying may fall within school authority even when the communication originates off campus if the legal requirements for school intervention are met.

A single incident may not meet the statutory definition of bullying, but isolated acts of harassment, threats, intimidation, fighting, or other misconduct will still be investigated and may be disciplined under the student code of conduct. Students and parents should report bullying concerns promptly to a teacher, counselor, principal, or other administrator. The district will follow its Board-approved bullying prevention policy and required investigation procedures.

Nondiscrimination

Shady Point Public School will not unlawfully discriminate in the placement, treatment, access, or participation of students. The district will follow its current Board-approved nondiscrimination policies and applicable federal and state law, including protections related to disability and other legally protected characteristics.

Dress and Personal Appearance

Students are expected to wear clothing and maintain personal appearance in a manner that is safe, sanitary, appropriate for the school setting, and not materially disruptive to the educational process. Clothing may not display or promote tobacco, alcohol, illegal drugs, obscenity, nudity, violence, discriminatory or threatening content, or gang-related symbols as determined under district policy. Clothing must adequately cover the body and undergarments. Shorts and skirts must meet the district's established length expectations. Administration may require a student to change clothing that violates the dress expectations and may provide school clothing when available.

The examples above are guidelines rather than an exhaustive list. Dress expectations will be enforced consistently and in accordance with Board policy and applicable law.

5. Transportation and Bus Behavior

Students are under the direct supervision and authority of the bus driver while riding district transportation. Bus rules also apply to transportation for extracurricular and school-sponsored activities. Students may be required to sign a bus behavior contract before riding.

Loading and Unloading

- Be on time.
- Stay out of the roadway while waiting.
- Wait until the bus comes to a complete stop before loading or unloading.
- Enter and exit in an orderly manner.
- Allow younger children to enter first when appropriate.

While on the Bus

- Keep all parts of the body inside the bus.
- Do not use vulgar or offensive language or gestures.
- Students/parents may be financially responsible for willful damage to the bus.
- Help protect the safety of younger students.
- Tobacco, nicotine products, illegal drugs, and alcohol are prohibited.
- Do not shout, roughhouse, fight, or throw objects. Remain seated as directed.
- In a road emergency, remain on the bus unless directed otherwise by the driver or emergency personnel.
- Use the emergency exit and safety equipment only when directed or in an emergency.
- Keep athletic equipment, books, coats, and other belongings out of the aisle.
- Do not leave personal items on the bus.
- Be courteous to the driver and other students.
- Food, gum, candy, and drinks are not allowed unless the driver or administration authorizes an exception.
- Students may ride only their assigned route and may exit only at their regular stop unless the school receives parent/guardian authorization and approves the change.
- Follow the driver's directions immediately.

Students who violate bus rules or engage in serious or dangerous conduct, including fighting, smoking, drug/alcohol use, threats, or intentional damage, may lose bus privileges and may also receive school discipline.

After Leaving the Bus

- When crossing in front of the bus, move at least 10 feet in front of the bus and wait for the driver's signal before crossing.
- Always cross in front of the bus, never behind it.
- Never run beside or hang onto a bus.
- Never throw objects at a bus.
- Go directly home or to school after getting off the bus.

6. Cafeteria and Meals

Meal Program

School meals will be provided in accordance with the district's child-nutrition program. When meals are provided at no charge, families may still be asked to complete forms needed for federal, state, or district program purposes.

Outside food may not be delivered directly to a student by a commercial delivery service or other unauthorized person. A parent/guardian may leave outside food in the office. Such food may be eaten only in an administration-approved designated area and in a manner that does not interfere with cafeteria operations or student supervision. This privilege may be limited or revoked for safety or operational reasons.

Energy drinks and coffee type drinks are prohibited on school grounds for students. Administration will determine whether a product is an energy drink based on labeling, stimulant/caffeine content, product marketing, and other relevant information.

Cafeteria Conduct

Shady Point operates a closed campus during the school day. Students remain on campus during lunch unless specifically authorized by administration. All students will report with their class to the assigned lunch area whether they eat a school meal, bring a meal from home, or choose not to eat.

- Students may not use the cafeteria microwave unless specifically authorized by staff. Food brought from home should be ready to eat.
- Walk to, from, and within the cafeteria.
- Dispose of trays, cartons, napkins, and trash properly.
- Use appropriate table manners and behave in an orderly manner.

- Consume food only in designated eating areas.
- Use a conversational voice and speak primarily with students seated nearby.
- Follow all staff directions and cafeteria procedures.
- Alternative disciplinary or restorative measures may be used when cafeteria expectations are not followed.
- Milk and other meal components will be offered in accordance with federal child-nutrition requirements. Medical or disability-related dietary accommodations will be provided as required by law and district procedures.

7. Personal Electronic Devices and Technology

Bell-to-Bell Personal Electronic Device Policy

In accordance with 70 O.S. § 1-126, Shady Point Public School prohibits students from using cell phones and personal electronic devices on campus from bell to bell. “Bell to bell” means the period from the first bell beginning instructional time until the dismissal bell ending instructional time.

Instructional time extends to trips, activities, and sporting events including the time on a bus traveling.

A personal electronic device is a personal device capable of connecting to a smartphone, the Internet, a cellular or Wi-Fi network, or another similar device. Examples include smartwatches, smart headphones, laptops, tablets, smart glasses, cameras, and other connected or recording devices. School-issued or school-approved devices specifically limited to classroom instruction are not included in this definition.

Exceptions may be authorized for emergencies, documented health monitoring, an IEP or Section 504 plan, or other circumstances approved by administration and allowed by Board policy and law.

Yondr Pouch Process

Each student is assigned a personal Yondr Pouch. The pouch is school property, and the student is responsible for bringing it to school each day and keeping it in good working condition.

Arrival

1. Turn the phone/personal device off.
2. Place the phone/device in the Yondr Pouch and secure it in the presence of school staff.
3. Store the secured pouch in the student’s backpack or designated storage location for the school day.

Dismissal

4. Open the Yondr Pouch at the designated unlocking location/time.
5. Remove the phone/device.
6. Place the pouch in the backpack and bring it back the next school day.

Students who arrive late or leave early will pouch or unpouch devices through the office.

Device/Pouch Violations

Phone or Personal-Device Use During the School Day

If a student uses a prohibited device during the bell-to-bell period, administration may collect the device and pouch, contact the parent/guardian, require parent pickup, and apply discipline consistent with Board policy and the district discipline rubric.

Damaged or Lost Pouch

Intentional damage to a Yondr Pouch or loss of the pouch may result in parent/guardian notification, discipline when appropriate, and a replacement charge of \$25 if authorized by district policy. Examples of damage may include deep scratches to locking components, intentional markings inside the pouch, bent pins, or damage that prevents the locking mechanism from functioning properly.

Forgotten Pouch

If a student forgets the pouch, the student’s phone/device will be collected and secured by administration for the school day, and the parent/guardian may be notified. The device will be returned at dismissal. Repeatedly forgetting the pouch may be treated as a lost-pouch issue under district procedures.

Final determinations regarding pouch condition and device-policy violations will be made by administration consistent with Board policy, applicable law, and any required disability or health accommodation.

Internet, Technology, and Digital Resources

All use of district networks, accounts, devices, software, applications, artificial intelligence tools, and other digital resources is governed by Appendix A: Internet, Technology, and Digital Resources Acceptable Use Policy.

8. Academics, Eligibility, and Student Recognition

Grading Scale

Grade	Range/Meaning
A	90–100%
B	80–89%
C	70–79%
D	60–69%
F	59% and below
S	Satisfactory
U	Unsatisfactory

Report cards are issued every nine weeks. Deficiency/progress reports will be issued during each nine-week grading period in accordance with school procedures.

Homework

Homework is an important part of the learning process. Parents and guardians are encouraged to support good homework habits and assist students when appropriate, while allowing the student to complete the assigned work independently.

Eligibility for Activities

A regularly enrolled student who meets academic, behavioral, attendance, and activity-specific requirements may represent the school in athletics, extracurricular activities, school-related activities, and field trips. A student who is not making adequate academic progress or who is under applicable disciplinary restriction may be removed from or limited in school activities. A student disqualified from a contest for flagrant or unsportsmanlike conduct is ineligible until reinstated under applicable school/OSSAA procedures.

Retention and Promotion

A student may be retained when the school determines that an additional year at the same grade level is educationally appropriate or when attendance/credit requirements support retention. Parents/guardians will be notified before the end of the school year when retention is being considered. Decisions will comply with applicable Board policy, state law, and disability-related protections.

Honor Marshals for Eighth-Grade Graduation

The Honor Marshals will be the two seventh-grade boys and two seventh-grade girls with the highest grade averages, based on semester grades from grades 5, 6, and the first semester of grade 7. Only core courses will be used in the calculation. An Honor Marshal must have earned at least the first-semester grade in grade 7 while enrolled at Shady Point School.

Valedictorian, Salutatorian, and Historian

Shady Point School will recognize a valedictorian, salutatorian, and historian from the eighth-grade graduating class. The valedictorian will have the highest grade average, the salutatorian the second-highest, and the historian the third-highest. Grade-point averages will be calculated to the hundredth of a point. Ties will result in co-honorees.

Grade averages are based on semester grades from grades 5, 6, 7, and the first semester of grade 8. Only core courses will be used. Each honoree must have attended Shady Point School for at least the last semester of grade 7 and the first semester of grade 8. If a student withdraws, an honor or elected office may pass to the next eligible student; once forfeited, the honor will not automatically be restored upon return during the same school year.

Honor graduates must remain in good standing with attendance requirements. Any attendance-based forfeiture will be applied in accordance with district policy and will account for legally protected absences, approved accommodations, and applicable disability protections.

Student of Today

The Masonic Lodge may recognize eighth-grade students with a Student of Today certificate based on factors such as leadership, scholarship, conduct, and/or overcoming significant circumstances.

Teacher Qualifications

Information regarding the professional qualifications of teachers will be provided upon request as required by applicable law and federal program requirements.

9. Enrollment, Records, Lockers, and Student Services

Enrollment

Students enrolling in Shady Point Public School must provide the records and documentation required by law and district procedures, including proof of age, immunization records or lawful exemption documentation, and prior-school records when applicable. Students transferring from a non-accredited school may be assessed in core academic areas to determine appropriate grade placement or credit, consistent with Board policy and law.

Check-Out and Check-In Procedures

A parent, guardian, or authorized person must complete the school's sign-out procedure before removing a student from school. Students returning after being checked out or arriving late must report to the office and sign in.

Confidentiality and FERPA

Parents/guardians of currently enrolled students have rights under the Family Educational Rights and Privacy Act (FERPA) and district policy. The district's complete FERPA policy and annual notice are available from the school office. Subject to applicable law, parents/guardians have the right to:

- Inspect and review their child's education records.
- Request amendment of education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to disclosure of personally identifiable information from education records except when FERPA authorizes disclosure without consent.

- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA.
- Receive required notices and meaningful assistance in a language and format they can understand when required by law or district practice.

Lockers and School Property

Students in grades 5–8 may be assigned lockers. Students may not exchange lockers without permission and are expected to keep lockers clean and orderly. Abuse of locker privileges may result in restriction of access. Students should not expect privacy in district-owned lockers, desks, devices, or other school property to the extent permitted by law. School officials may inspect school property in accordance with Board policy and applicable legal standards.

Textbooks and Library Books

Textbooks and library materials are loaned to students. Students are responsible for reasonable care of these materials. The student and/or parent/guardian may be responsible for the cost of lost, damaged, or destroyed materials as permitted by Board policy and law.

Withdrawing from School

A parent/guardian should notify the office when a student will withdraw. District property, including textbooks, library materials, uniforms, technology, and other equipment, must be returned. Any lawful outstanding charges should be resolved through the office.

10. School Activities, Field Trips, and Events

Clubs and Organizations

Extracurricular clubs and activities require prior approval by the administration and/or Board of Education. The district may establish reasonable guidelines for school-sponsored clubs and organizations consistent with law and Board policy.

Field Trips

Field trips may be scheduled throughout the school year. Participation is generally limited to students who are members of the class, grade, team, club, or group attending; school employees; and adults approved as sponsors.

Students may not be removed from their regularly scheduled classes or intentionally kept absent from school to attend a sibling's field trip unless the student is independently eligible to participate in the trip or administration approves an exception for a lawful educational purpose.

Incentive Trips

The school may provide incentive trips during the fall and spring semesters to recognize students who demonstrate academic effort, regular attendance, and appropriate behavior. Eligibility will be based on the following:

- **Grades:** Students must be passing all classes at the eligibility determination point. A failing grade in any class may make a student ineligible.
- **Attendance:** Students must meet the district's attendance expectations. Administration will consider legally protected absences, disability-related circumstances, and approved accommodations as required by law.
- **Discipline:** Students must meet school behavior expectations. Serious or repeated discipline concerns may result in ineligibility. An out-of-school suspension during the semester may make a student ineligible, subject to applicable disability protections and administrative review.

Students who are not eligible for an incentive trip must attend school on the trip day. Appropriate supervision and schoolwork will be provided. Failure to attend will be recorded under the district attendance policy. Final eligibility decisions will be made by administration consistent with Board policy and applicable law.

Parents, guardians, or other adults who wish to accompany a school field trip or serve as sponsors must receive prior administrative approval. Adults without prior approval may not accompany the school group as official participants.

Off-Campus and School-Sponsored Events

Students attending school-sponsored events, whether on or off campus, are governed by applicable school rules and are subject to the authority of school officials. School rules may also apply to off-campus conduct when the district has lawful authority, including when conduct creates a substantial disruption, threatens school safety, or directly affects the orderly operation of the school.

At events, students, team members, and student assistants must remain in designated supervised areas unless excused by the coach, sponsor, or administrator.

Fundraising

Fundraising projects must be approved in advance as required by Board policy. Required forms must identify the purpose of the fundraiser and intended use of funds. These requirements apply to classes, clubs, teams, and other school organizations.

Parent-Teacher Conferences

Parent-teacher conferences will be held on dates and times established in the district calendar. An in-person option will be available as required by Oklahoma law. Parents/guardians may also request a conference with a teacher outside the scheduled conference dates by contacting the teacher or school office.

Class Parties and Birthdays

Classes may hold Christmas, Valentine's Day, Easter, and other parties approved by administration. Birthday parties are not held during the school day. Personal birthday invitations may be distributed in class only when every student in the class is invited, unless administration establishes another non-disruptive procedure.

School Pictures

Individual and class photographs may be taken during the school year. Students are encouraged, but not required, to be photographed for school publications where applicable. No student is required to purchase photographs.

11. Campus Operations and Visitor Expectations

Bicycles, Skateboards, Rollerblades, and Motorized Devices

Bicycles must be parked in the designated area upon arrival and remain there until dismissal. Locks are recommended but are not provided by the school. Students may not remain around the bicycle area during the school day without permission. Students may not ride gasoline-powered or motorized scooters, motorcycles, or similar vehicles to school unless specifically authorized under district procedures. Skateboards, rollerblades, and shoes with wheels may not be used on school grounds.

Moment of Silence

Each school site will observe one minute of silence each day to allow students to meditate, pray, or engage in another silent activity that does not interfere with the rights of others. Students may individually choose how to use the moment of silence. See 70 O.S. §§ 11-101.1–11-101.2.

Telephone

School telephones are primarily for school business. Families should make routine after-school plans before students leave home. Students may contact a parent/guardian through the office when an emergency or school-related need arises and staff authorize the call.

Gymnasium Use

Students may use the gym only under appropriate staff supervision. Students must follow footwear and equipment rules established by the physical-education teacher, coach, or administration to protect the gym floor and ensure safety.

Parking, Driving, and Campus Traffic

The speed limit on school grounds is 10 mph. The circle drive is one-way. Drivers must follow posted entrance, exit, parking, and traffic-control directions and all instructions from school personnel.

Weather and Emergency Dismissal

When school is delayed, dismissed, or closed because of inclement weather or another emergency, announcements will be made through district communication systems, social media, and/or area television stations as appropriate.

Parents and Other Visitors on Campus

Parents and guardians are welcome to engage with the school. For student safety and orderly operations, all visitors who are not students or employees must report to the school office, follow the visitor-management procedure, and obtain authorization before entering instructional or student areas. Visitors who need to see a student should work through school staff rather than going directly to a classroom or student area.

Visitors may not engage in conduct that disrupts or threatens school operations or safety, including:

- Disruptive behavior that interferes or threatens to interfere with a classroom, office, activity, or other school function.
- Loud, abusive, profane, threatening, or intimidating language or conduct.
- Threats of bodily harm or violence toward an employee, student, visitor, or other person.
- Damage or destruction of school property.
- Threatening, harassing, or abusive emails, texts, voicemails, social-media messages, or other communications directed at students or school personnel.
- Physical aggression toward another adult or child.
- Approaching, confronting, or attempting to discipline another person's child rather than reporting the concern to school personnel.
- Smoking, vaping, alcohol use, or illegal drug use on school property.
- Bringing animals onto school property except service animals or animals specifically approved for a school purpose.

The school may issue a warning, restrict a visitor's access, require advance arrangements for campus entry, contact law enforcement, or take other lawful action based on the seriousness, frequency, and circumstances of the conduct. Serious conduct may result in immediate restrictions without a prior warning. Campus-access restrictions will not prevent a parent/guardian from receiving legally required information or participating in the student's education through reasonable alternative arrangements.

Concerns about the school should be directed through appropriate channels, beginning with the teacher or staff member involved when practical and then the administration. Nothing in this handbook is intended to restrict lawful criticism, protected speech, or the exercise of rights guaranteed by law.

Definitions

Certified Staff: Employees who hold required educator certification and serve in positions that require certified personnel.

Noncertified Staff: Employees who serve in positions that do not require educator certification, whether or not the individual separately holds a certificate.

Administration: Personnel designated by the Board of Education to serve in leadership roles, including the superintendent, principal(s), and directors as applicable.

Board of Education: The elected members who establish district policy and provide governance and oversight for the school district.

12. General Information

- Snack foods, gum, candy, sunflower seeds, soda, and similar items are not permitted except when approved by a teacher or administrator for a specific purpose.

- Masks, Hats, caps, and sunglasses may not be worn inside school facilities during the school day unless authorized for a special activity, health need, religious practice, disability accommodation, or other approved reason.
- The bell at the end of a class period signals the transition; students are dismissed by the teacher or supervising staff member.
- Students under the influence of alcohol or illegal drugs will be handled under the district discipline policy and applicable law, including notification of law enforcement when required or appropriate.
- All visitors must check in through the school office.
- Violation of the Internet, Technology, and Digital Resources Acceptable Use Policy may result in restriction or loss of technology privileges and other discipline.

13. Electronic or Digital Communication Between Students and Staff

All electronic or digital communication between school personnel and students must comply with 70 O.S. § 6-401, Board policy, and district-approved communication procedures. “Electronic or digital communication” includes email, text messages, instant messages, direct messages, social-media messages, messages sent through software applications, and other electronic or digital means.

School personnel communicating electronically or digitally with an individual student must include the student’s parent or legal guardian unless the communication occurs on a school-approved platform and relates to school or academic matters. Exceptions may be made in an emergency as determined by the local Board of Education, subject to subsequent parent/guardian notification. School personnel should make reasonable efforts to use district-approved systems that allow automatic parent/guardian inclusion when appropriate.

Approved School Platforms

- School-issued email accounts
- Remind
- Google Classroom
- Thrillshare messaging platform
- Other platforms formally approved by the Board of Education or administration under Board policy

Prohibited or Inappropriate Conduct

- Improper fraternization with students through electronic or digital communication.
- Private communications that violate 70 O.S. § 6-401 or Board policy.
- Adding current students as personal “friends” or followers on social-networking accounts when prohibited by district policy.
- Sexual, obscene, exploitative, threatening, harassing, or otherwise inappropriate content.
- Content that promotes unlawful drug or alcohol use or other unlawful conduct.
- Using district technology in violation of monitoring, security, privacy, or acceptable-use requirements.

Coaches and sponsors should use approved group-communication methods for teams and organizations. Staff training and reporting obligations will be handled under current law and Board policy.

Appendix A. Internet, Technology, and Digital Resources

Acceptable Use Policy

The Shady Point Board of Education recognizes that technology and access to digital resources are essential components of modern education. Internet access, district networks, digital devices, software, applications, cloud services, artificial intelligence, and other electronic resources can enhance instruction, communication, collaboration, creativity, and access to information. The purpose of this policy is to promote safe, responsible, ethical, and educational use of technology while protecting students, staff, district information, equipment, and technology systems.

Scope

This policy applies to students, employees, volunteers, and other individuals authorized to access district technology resources. Covered resources include, but are not limited to:

- Desktop and laptop computers
- Chromebooks and tablets
- Smartphones and mobile devices when connected to or used for school purposes
- Smartwatches and wearable technology
- District networks, Wi-Fi, and Internet access
- District-issued email and user accounts
- Google Workspace, Microsoft 365, and other cloud platforms
- Learning-management systems
- Educational websites, applications, extensions, and software
- Digital textbooks and instructional resources
- Video-conferencing and communication platforms
- Artificial intelligence and generative-AI tools
- Printers, scanners, interactive displays, and peripherals
- Digital cameras, microphones, and recording equipment
- District data, files, and electronic records
- Any current or future technology provided, approved, or supported by the district

The policy applies whether district technology is used on school property, at home, or at another location.

Educational Purpose

District technology is provided primarily for educational and school-related purposes. Students are expected to use these resources to support instruction, research, communication, collaboration, creativity, and other activities authorized by school personnel. Technology access is a privilege subject to school rules, Board policy, staff directions, and applicable law.

Student Accounts and Privacy

Students may receive district-managed accounts for email, instructional platforms, cloud storage, educational applications, and other services. District-issued accounts remain under district authority and control. Users should not expect personal privacy when using district-owned equipment, district accounts, district networks, or district-provided services, except as otherwise provided by law.

For legitimate educational, operational, safety, security, disciplinary, or legal purposes, the district may access, review, monitor, preserve, or disclose information stored or transmitted through district technology, including browsing activity, search history, district email, files, cloud storage, application activity, network activity, login information, communications, and activity conducted through district-issued accounts or devices. Monitoring may be automated or conducted by authorized personnel.

Internet Safety and Filtering

The district will use technology-protection measures designed to filter or block Internet content that is obscene, constitutes child sexual abuse material/child pornography as defined by applicable law, is harmful to minors, or is otherwise inappropriate

for the educational environment as required by law. The district may also restrict websites, applications, services, or content categories that interfere with instruction, network security, student safety, or school operations.

Students may not disable, bypass, defeat, or interfere with filtering, monitoring, security, or device-management systems. Prohibited methods include VPNs, proxy servers, personal hotspots used to evade restrictions, circumvention extensions, unauthorized operating systems or applications, filter-bypass websites, modified device settings, or other methods intended to avoid district protections.

The district will provide appropriate instruction regarding online behavior, digital citizenship, Internet safety, cybersecurity, social networking, electronic communication, and cyberbullying awareness and response.

Appropriate Online Conduct

Users must communicate responsibly, respectfully, and appropriately. Technology may not be used to harass, intimidate, threaten, bully, impersonate, distribute harmful falsehoods, engage in unlawful conduct, disrupt the educational environment, encourage violations of law or school rules, or access/create/share inappropriate material. School conduct expectations apply to digital activity when it occurs through district resources or when off-campus conduct falls within the district's lawful authority.

Inappropriate or Harmful Content

- Obscene or pornographic
- Sexually explicit or harmful to minors
- Profane or vulgar
- Threatening or violent
- Discriminatory or harassing
- Illegal or designed to promote unlawful activity
- Inconsistent with legitimate educational purposes
- Otherwise prohibited by Board policy

Students who unintentionally encounter inappropriate content should exit the material and notify a teacher or other school employee.

Personal Information and Student Privacy

Users must protect personally identifiable and confidential information. Students may not disclose their own or another person's protected information through district technology unless specifically authorized for an educational purpose. Protected information may include home addresses, personal phone numbers, passwords, student IDs, Social Security numbers, financial information, medical information, student records, private photographs, personal email addresses, location information, and other confidential information.

Students may not photograph, record, post, transmit, or distribute images, audio, or video of other students or employees when doing so violates school rules, individual privacy, or law.

Passwords and Account Security

- Keep passwords confidential.
- Use only accounts assigned or authorized for the user.
- Log out of shared devices when finished.
- Follow district password and authentication requirements.
- Use multi-factor authentication when required.
- Report suspected unauthorized access or compromise immediately.
- Do not share passwords, obtain another person's password, use another person's credentials, allow unauthorized use of an account, or circumvent account-security measures.

Cybersecurity and Network Security

- Hacking or attempted hacking

- Unauthorized network scanning
- Attempting to gain administrative privileges
- Accessing systems or files without authorization
- Introducing malware, viruses, ransomware, or malicious code
- Knowingly opening or distributing harmful files
- Denial-of-service or similar attacks
- Manipulating security settings
- Connecting unauthorized networking equipment
- Attempting to access restricted portions of the district network
- Assisting others in circumventing security controls

Users should immediately report phishing, suspicious email, compromised accounts, unusual device behavior, security vulnerabilities, or other suspected cybersecurity incidents.

Software, Applications, Websites, and Online Services

Only district-authorized software, applications, websites, browser extensions, online services, and digital resources may be installed or used on district-owned equipment when approval is required. Students may not install unauthorized software/extensions, change device-management settings, modify operating systems, jailbreak/root devices, download executable programs without authorization, remove district software, disable security programs, or change protective configurations. The district may block, remove, disable, or restrict technology that presents a security, privacy, legal, instructional, or operational concern.

Educational Applications and Third-Party Services

The district may approve third-party websites, cloud services, digital curriculum, assessment platforms, and other educational technologies. When student information is involved, staff should use district-approved services and the district will make reasonable efforts to select services consistent with applicable privacy requirements. Students may not enter confidential student information, personally identifiable information, passwords, or other protected information into unauthorized services.

Artificial Intelligence and Generative AI

Artificial-intelligence tools, including generative AI, may be used for legitimate educational purposes when authorized by the teacher and consistent with district expectations. AI may assist with text, images, audio, video, code, research, translation, tutoring, brainstorming, writing assistance, or data analysis.

Students must follow teacher directions regarding AI use. AI may not be used to complete prohibited work, misrepresent AI-generated work as entirely the student's own when original work/disclosure is required, cheat or plagiarize, generate threatening/obscene/discriminatory content, create harmful impersonations or unauthorized deepfakes, bully or harass, bypass district security, generate malicious code, or enter protected student/employee information into an unapproved AI system. Students are responsible for checking AI output for accuracy, bias, appropriateness, and reliability and must disclose/attribute AI use when required.

Academic Integrity, Copyright, and Intellectual Property

Technology may not be used for cheating, plagiarism, unauthorized collaboration, or other academic dishonesty. Users must comply with copyright, trademark, licensing, and intellectual-property law. Users may not unlawfully download, copy, reproduce, distribute, or share protected software, music, movies/videos, books, photographs, games, articles, or other digital material. Online information should be appropriately credited when required.

Social Media and Electronic Communication

Students must use social media, messaging, discussion boards, email, video conferencing, shared documents, and other communication tools responsibly. District resources may not be used to create unauthorized school/district accounts, impersonate employees or students, post confidential school information, harass or threaten, distribute inappropriate recordings, engage in cyberbullying, or conduct unauthorized commercial activity. District-account communications may be monitored and are subject to school rules.

Personal Electronic Devices

Personal phones, tablets, laptops, smartwatches, earbuds/headphones, gaming devices, and connected devices are subject to the district's bell-to-bell personal-electronic-device policy and other school rules. Permission to possess a device does not authorize use during prohibited times. A personal device connected to a district network must comply with district security requirements. Personal cellular service, hotspots, VPNs, or similar technology may not be used to circumvent school restrictions.

District-Owned Devices

Students entrusted with district devices must exercise reasonable care. Students may not intentionally damage equipment, remove asset labels, deface devices, alter hardware, remove keys/components, damage chargers/accessories, modify configurations, place unauthorized markings on devices, expose equipment to avoidable hazards, or allow unauthorized individuals to use the device. Loss, theft, damage, or malfunction should be reported promptly. Parents/guardians may be held financially responsible for loss or damage when permitted by law and policy.

Recording, Photography, and Digital Media

Students must follow staff directions and school rules regarding photography, audio/video recording, livestreaming, and digital media. Technology may not be used to secretly record individuals where privacy is reasonably expected or where recording is prohibited by school rules or law. Students may not create, possess, distribute, or electronically transmit media that violates district policy or law.

Commercial and Financial Activity

- Personal financial gain
- Unauthorized business activities
- Commercial advertising
- Cryptocurrency mining
- Unauthorized fundraising
- Gambling
- Purchasing goods or services without authorization
- Activities that knowingly create unauthorized district charges

Resource Conservation

- Waste bandwidth or storage
- Send mass communications without authorization
- Run unnecessary resource-intensive processes
- Print excessive or unnecessary materials
- Stream noneducational content when prohibited
- Interfere with other users' ability to access technology

Other Users' Accounts, Files, and Data

Users must respect the accounts, files, communications, and digital property of others. Users may not access another person's account or files without authorization; delete, modify, copy, move, or share another person's work without permission; access another student's grades or records; alter another person's documents; attempt to obtain restricted information; or impersonate another user.

Monitoring and No Guarantee of Internet Information

The district may use filtering, device-management tools, security software, network logs, Internet-activity logs, account monitoring, and other reasonable measures to protect students and systems and investigate potential violations. The district is not required to continuously monitor every user and cannot guarantee that inappropriate or harmful online content will never be encountered.

The Internet contains constantly changing information. The district does not guarantee the accuracy, reliability, quality, security, or appropriateness of all online information. Students should evaluate sources critically, verify claims, recognize misinformation and manipulated/AI-generated content, and use reliable sources for academic research.

Digital Citizenship and Safety Education

- Internet safety
- Digital citizenship
- Cyberbullying
- Social media
- Online communication
- Privacy
- Password security
- Phishing and scams
- Cybersecurity
- Copyright
- Academic integrity
- Artificial intelligence
- Misinformation and media literacy
- Responsible technology use

Violations and Disciplinary Action

Violations may result in restriction, suspension, or termination of technology privileges and may also lead to parent notification, device/Internet restrictions, removal of unauthorized software/content, school discipline, lawful financial responsibility, referral to administration, referral to law enforcement when appropriate, or other action authorized by Board policy or law. Technology privileges may be temporarily restricted during an investigation when necessary for safety or security.

District Limitation of Liability

To the extent permitted by law, the district does not guarantee the availability, accuracy, reliability, or quality of Internet resources or third-party services and is not responsible for a user's inappropriate use, violation of law, mistakes or negligence, unauthorized costs, data loss, service interruptions, inaccurate online information, or third-party actions outside the district's reasonable control.

Acceptance of Terms

Use of district technology constitutes agreement to comply with this policy and other applicable district rules. The district may require students, parents/guardians, employees, or other users to sign or electronically acknowledge an acceptable-use agreement as a condition of access.

Appendix B. Discipline Rubrics

Shady Point Elementary School Discipline Rubric

Behavior Level	Examples	First Offense	Second Offense	Third Offense	Fourth+ Offense
Level One – Minor Disrupts learning or disrespects others	Talking without permission Name-calling Rude gestures PDA Dress-code violation Minor technology misuse Missing/misused materials	Calm corner or movement/regulation break Reflection conversation Teacher responsible	Restitution/apology/repair Loss of a non-recess privilege up to 10 minutes Parent contact Teacher responsible	Reflection sheet/drawing Parent conference Tier 2 SEL support Administration involved as needed	Behavior plan Lunch detention or other non-recess consequence Administration responsible
Level Two – Moderate Potential harm or repeated Level 1	Gossip/exclusion Pushing Repeated technology misuse Minor theft	Principal notified Restitution/reflection Parent contact Teacher/administration collaboration	Loss of non-recess privileges Restorative conference/circle or Tier 2 support Administration responsible	Up to 3 lunch detentions Consider Behavior Intervention Plan (BIP) or targeted support Administration responsible	In-school suspension (½–1 day) OSS or corporal punishment if permitted by Board policy/law Administration responsible
Level Three – Severe Dangerous, threatening, or illegal	Fighting Credible threats Severe harassment Drug/alcohol use Vandalism Major theft Weapons	Immediate removal from setting Parent notified Safety assessed Administration responsible	1–3 days ISS with behavior-repair/re-entry task Administration responsible	1–3 days OSS or alternative placement Safety/behavior contract or re-entry conference Administration responsible	3–5 days OSS or other Board-authorized action Expulsion hearing when warranted Corporal punishment only if lawful; never for IDEA-identified students Administration responsible

504/IEP and Disability Consideration: Before disciplinary removals or other consequences are imposed, the district will review and follow applicable IEP, Section 504, manifestation-determination, behavioral-support, and procedural requirements. Corporal punishment is prohibited for students identified with a disability under IDEA. Required K–5 recess will not be withheld as discipline.

Administrative Discretion: Administration may adjust or escalate responses based on age, individual needs, safety, severity, frequency, context, disability-related requirements, and other relevant circumstances, consistent with Board policy and law.

Shady Point Middle School Discipline Rubric

Behavior Level	Examples	First Offense	Second Offense	Third Offense	Fourth+ Offense
Level One – Minor Breaks classroom norms	Talking without permission PDA Gum Tardy Minor technology misuse Dress-code issue Unprepared/misuse of materials	Verbal redirection + regulation break Teacher responsible	Restitution/seat change 1 lunch detention Parent email/contact Teacher responsible	Office referral 2 lunch detentions Reflection assignment Administration responsible	ISS or 3 lunch detentions Parent-student-teacher conference Administration responsible
Level Two – Moderate Potential harm or ongoing defiance	Repeated disrespect Lower-level physical aggression without serious injury Plagiarism Property damage under \$50 Repeated defiance	Administrative conference Parent contact Restitution 1 lunch detention	1–3 lunch detentions Behavior contract Administration responsible	1–3 days ISS with SEL/behavior task Loss of extracurricular privileges when appropriate Administration responsible	1–3 days OSS or corporal punishment if permitted by Board policy/law Administration responsible
Level Three – Severe Harmful, dangerous, or illegal	Fighting causing or risking injury Credible threats Severe harassment Drug/alcohol use Major vandalism Major theft Weapons	Immediate removal Parent notified Safety assessed 1–3 days ISS/OSS as appropriate Administration responsible	1–3 days OSS Safety plan or re-entry task Corporal punishment only if permitted by law/policy Administration responsible	3–5 days OSS Behavior contract/re-entry plan Corporal punishment only if permitted by law/policy Administration responsible	3–5 days OSS or longer lawful suspension Expulsion hearing when warranted Corporal punishment only if lawful; never for IDEA-identified students Administration responsible

504/IEP and Disability Consideration: Before disciplinary removals or other consequences are imposed, the district will review and follow applicable IEP, Section 504, manifestation-determination, behavioral-support, and procedural requirements. Corporal punishment is prohibited for students identified with a disability under IDEA.

Administrative Discretion: Administration may adjust or escalate responses based on age, individual needs, safety, severity, frequency, context, disability-related requirements, and other relevant circumstances, consistent with Board policy and law.

Appendix C. Key Legal and Regulatory References

- 70 O.S. § 1-126 — Bell-to-bell student cell phone and personal electronic device policy (as amended effective July 1, 2026).
- 70 O.S. §§ 1-116.2 and 1-116.3 — Administration and self-administration of medication; asthma, anaphylaxis, pancreatic enzymes, emergency response, and epinephrine requirements.
- 70 O.S. § 6-401 — Electronic or digital communication between school personnel and students (as amended effective July 1, 2026).
- 70 O.S. § 10-106 — Attendance records, parent notice, and truancy reporting thresholds.
- 70 O.S. § 11-103.9 — Physical education and K–5 daily recess requirements, including prohibition on withholding recess as discipline (effective July 1, 2026).
- 70 O.S. § 13-116 — Prohibition on corporal punishment for students identified with disabilities under IDEA.
- 70 O.S. § 24-101.3 — Student suspension, including firearm possession requirements.
- 70 O.S. §§ 1210.191–1210.194 — Immunization, exemptions, contagious disease, and head-lice provisions.
- OAC 210:35-17-2 — Co-curricular and extracurricular activity-absence limits and Internal Activities Review Committee.
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.
- Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§ 2641–2656; 40 C.F.R. Part 763.
- Centers for Disease Control and Prevention. (2024–2026). When students or staff are sick: K–12 infection-prevention guidance.

This working draft is intended to assist the district with handbook preparation. It should be reconciled with the district's current Board policy manual, annual calendar, negotiated agreements if any, local health procedures, and legal counsel before final adoption or publication.