

# 2016-2017

## Student Handbook

Parent/Guardian signature certifies receipt of Handbook of Guidelines and Policies for Students and Parents, which includes the Konawa School policy relating to adoption and implementation of a drug prevention program for students.

Please cut this page out of this handbook and have your student return it to the Principal's office at the Jr./Sr. High School or the Home-room teacher at the Elementary School.

Students will not be eligible to participate in any extracurricular activities until this signed page is returned.

*By signing this agreement you grant permission to use your student's likeness or photograph, artistic or written works in school publications.*

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

This page should be filled out and returned within the first week of school.

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the first week of school.

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## RESPONSIBILITY OF STUDENTS

The following are responsibilities which students are expected to accept:

**Quality of Work.** Students must do their best each day and complete assigned lessons including homework and assignments missed because of absence.

**School Rules.** Each student must conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times when they are on the way to and from school.

**Care of School Property.** A modern, fully equipped school building designed for beauty and utility is a part of the heritage of the Konawa Student Body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish.

Anyone who damages or defaces any school property will replace or repay for the property damaged in order that only desirable records of being a student in the Konawa School may be evidence for each person who enrolled in the school.

**Relations to Others.** Good citizenship in school as well as elsewhere includes respect for the rights of others. Students are required to respect the rights of others. Students are required to respect the rights and privileges of each person in the school. This includes respect of the property of individuals and of the school.

**Personal Standards.** Students must dress appropriately; meet standards of health and cleanliness; be honest, courteous, and moral; use only acceptable language, and refrain entirely from profanity and obscenity.

## RESPONSIBILITIES OF PARENTS

The ultimate responsibility for student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and neatness of dress.

2. Maintain an active interest in the student's work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for study.

3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.

4. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvement.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Konawa Public Schools are treated as young ladies and young gentlemen and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for discipline at all time and in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his school environment and where their behavior has become so objectionable that the problem cannot be resolved otherwise, they will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming their difficulty. Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the group. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

## **ADMISSIONS**

All children between the ages of four (4) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

## **OKLAHOMA COMPULSORY EDUCATION LAW**

It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section... (Oklahoma *Statutes*, Title 70, Sec. 10-105).

It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session. Provided, that this section shall not apply: (1) If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician; (2) If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child; (3) If any such child

who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between: (a) the school administrator of the school district where the child attends school, and (b) the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years: or (4) A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence...(*Oklahoma Statutes*, Title 70, Sec. 10-105).

It shall be the duty of the attendance officer to enforce the provisions of this section. **Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine** of not less than Five Dollars (5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district. (*Oklahoma Statutes*, Title 70, Sec. 10-105).

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known, an **it shall be duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child.** It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. **If within five (5) calendar**

**days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian or such child in a court of competent jurisdiction for such violation, which shall be a misdemeanor.** If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (*Oklahoma Statutes*, Title 70, Sec. 10-106).

## ATTENDANCE POLICY

No single factor does more to aid a student's successful progress in school than regular attendance.

The purpose of this policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism among the secondary schools.

Students will be required to be in attendance 90% of the time in accordance with state mandatory attendance policy.

Absences should be explained, but students will not be allowed to exceed 9 absences per semester. Any student with 10 or more absences per semester may receive an incomplete grade due to lack of attendance. Each case will be reviewed by the building Principal and/or the attendance committee.

Students must make up any work assigned during student absence.

Truancy will not be permitted. Any student found to be truant from school will be subject to school discipline.

All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed. No penalty shall be assessed against work made up for excused absences and turned in according to the above policy.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

Teachers may require missing work to be made up, however credit shall not be recorded in grade books for assignments or tests given during an un-excused absence.

To be admitted to class:

1. You must have an admit from the office before class starts.
2. A record will be kept of all absences and tardies. Attendance letters will be sent home to your parents.

If you are absent:

1. Parents should call the office a day ahead (if possible) or on the day of your absence.

(a) A note will be accepted only if your parents do not have access to a telephone.

(b) If the parent/guardian does not call or send a note to the school on the day the student returns, the absence will be un-excused and no make-up allowed

2. If you are absent the day following an extracurricular activity, your parents must call the office for you to attain an excused admit.

\*\*A note will not be accepted.

3. If you are absent on the day of an extracurricular activity, your parents must call the office to verify your absence for you to be eligible to participate.

(a) Staying home to rest is not excused.

(b) A student must be in attendance at school a minimum of one-half (1/2) day on the day of an event in order to participate in the event. Exceptions to this rule are funerals, Doctor or Dental appointments that prevent the one-half day attendance or another extreme emergency. Shopping, etc. are not legitimate reasons for missing. Further exceptions may only be made by the building principal.

Since most Track Meets and a few other activities may occur on Saturday or leave in the morning prior to the beginning of the school day, this rule will be enforced by requiring attendance the day prior to the event. Follow the same guidelines as above but the day preceding the event, for those Saturday and early events.

Coaches and/or sponsors will check the absentee list that applies to their event. If a participant is absent, then they will need to be cleared by their Principal prior to participating.

If you come to school just for P.E. and then leave again, or just come the last period of the day for P.E., you will be considered un-excused.

**IF YOU ARE TOO SICK TO COME TO SCHOOL, YOU ARE TOO SICK TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY!**

## **EARLY DISMISSAL**

If it is necessary for a student to leave classes early, the teacher must be given an Early Dismissal slip approved by the Principal's office.

## **TRUANCY**

Definition of Truant: A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts.

A student who is absent due to truancy shall not have the opportunity to make up work missed. This policy shall also be in effect on semester and nine weeks tests. A grade of "0" will be recorded for any and all work missed while serving Out-of-School suspension up to five (5) days when a grade is recorded for other students.

It is the parent's/guardian's responsibility to notify the office when their child is absent and the reason for being absent. If the parent/guardian does not call or send a note to school on the day the student returns, the absence will be UN-EXCUSED and no make-up work allowed.

The principal will be responsible for notifying teachers when this policy is to apply to a particular student and it will not be enforced without proper notification and approval from the principal.

If a student is not in compliance with the attendance policy within a nine-week period:

- (a) All grades at that point will be nullified.
- (b) All work from that point on will be figured on the semester grades.
- (c) If this occurs during the second nine-weeks of a semester, all grades will be nullified that nine-weeks.

## **TARDINESS**

1. Excused: If your teacher holds your class overtime.

\* Teacher must give note or call the office.

2. Un-excused: (examples)

- (a) Sleeping late
- (b) Waiting on a ride to come to school
- (c) Waiting with a friend to get an admit
- (d) School activity the night before
- (e) Using the rest room
- (f) Car trouble

Disciplinary action for un-excused tardies:

1. Free tardy—tardy is recorded; no punishment
2. After school detention
3. In-school detention for all subsequent tardies
4. Other action to resolve the situation

Two (2) un-excused tardies are equivalent to one (1) absence.

All students should be at school by 8:00 a.m. Students who come to school after 8:00 a.m. or 12:40 p.m. should report to the principal's office before going to class. Failure to report to the office will result in detention.

\* Two (2) un-excused tardies equal one (1) absence.

## ATTENDANCE COMMITTEE

The principal shall appoint an attendance committee, consisting of the principal, counselor, and a teacher, whose responsibility will be to review on request of student or parent, records of those students whose absences exceed the number permitted for passing. Where there are extenuating circumstances, this committee is authorized to recommend that the provisions of this policy be waived. The building principal may then waive the requirements when satisfactory arrangements are made with the student and parents to ensure regular school attendance.

## WITHDRAWAL FROM SCHOOL

If a student plans to withdraw from school, they must notify the principal of their intention and receive a withdrawal slip to present to each of their teachers. If they have any state-owned books, library or departmental books or supplies, they must return them to the teacher who issued them. After they get their teachers' signatures on the withdrawal slip it must be presented to the Principal for approval. Students are financially responsible for all school-owned books, equipment, etc. that are checked out to them.

## DISCIPLINE

In the Konawa School system, the teacher shall practice such discipline as would be exercised by a kind and judicious parent. When other efforts fail, teachers may report the case to the principal, who will administer a discipline suitable for the offense.

Discipline is designed to help the student refrain from repeating misbehavior. If the student cannot learn the value of following regulations, school officials must eventually excuse the student from attendance. A written report shall be made for each student receiving administrative discipline. The report will describe the offense and the disciplinary action taken. One copy of the report will be placed on file and one copy will be sent home with the student or mailed on the day the discipline is administered. When a student moves, a copy of his/her discipline file will be sent, upon request, to the receiving school.

**Students will not be allowed to show excessive amounts of public affection. This should be reported to the Principal for disciplinary action.**

## ***STEPS OF DISCIPLINE ADMINISTERED BY THE PRINCIPAL***

- Counseling
- Before/After school detention
- Community/School service
- Corporal punishment
- In-school detention
- Restricting student to campus
- Short term suspension (5 days or less)
- Saturday school/community/school service
- Parent/guardian shadowing his/her child at school
- Lengthy suspension (6 or more days)

\*Note: The principal has the right to surpass any step(s) depending on the severity of the infraction.

### **COUNSELING**

The student, teacher, and principal will have a conference to discuss and work out a solution to the disciplinary infraction.

### **AFTER SCHOOL DETENTION**

After school detention meets Monday through Friday each week in the Detention Room and is an option administered for discipline and/or attendance problems. Students must bring schoolwork to work on. After school detention will be from 3:15 p.m. to 4:00 p.m.

Parents must provide transportation home for after school detention.

1. Visitors will not be allowed in the detention room, nor will there be any talking.
2. Students will not be able to leave detention without permission from the principal or his representative.
3. Detention time will be made up in a timely fashion.
4. Principals will be the school official to place students in detention for disciplinary reasons. His/Her designee may deal with attendance matters.
5. No food, drinks or games will be allowed in the detention room.

### ***METHODS OF NOTIFICATION***

One or more of the following methods of notification will be used at the Principal's discretion:

1. *Disciplinary Referral Form* sent home to the parent/guardian by the student on the day of the infraction.
2. Notify by telephone.
3. Mail.

**\*CONTACT WILL BE MADE WITH PARENTS TO CONFIRM AFTER SCHOOL DETENTION BEFORE STUDENT STAYS AFTER SCHOOL.**

The following discipline will be administered for students who fail to attend assigned detention:

1. On the first “no show”, student will be assigned an additional day of detention by the principal. (Student will be required to contact parents/guardians after student receives first “no show”.)
2. On the second “no show”, the student will receive an alternative form of discipline which could include:
  - a. Corporal punishment
  - b. Community/School service
  - c. Saturday school
  - d. Out-of-school suspension
  - e. In-school detention
3. Community/School service determined by the Principal.

### **CORPORAL PUNISHMENT**

The teacher or principal may administer reasonable corporal punishment that does not inflict permanent bodily injury after careful evaluation of the case. (Parents/guardians have the right to request in writing that corporal punishment not be administered to their child.)

In each instance, corporal punishment:

1. ...should not be administered except in the presence of an administrator or another teacher within the guidelines set by the principal and the superintendent.
2. ...shall be administered in privacy of the principal’s office.
3. ...approved in the Konawa Public School system shall be defined as paddling the student on the buttocks region a maximum of three (3) swats per day.
4. ...does not include hitting, slapping or kicking a student. These punishments are not acceptable in the Konawa Public School.

### **IN-SCHOOL DETENTION**

A Student will be placed in in-school detention for excessive discipline problems. During in-school detention, students are ineligible to compete in extracurricular activities or attend activities until detention is completed.

Any student who is placed in in-school detention for more than two (2) times during a semester will not be exempt from semester tests and may be prohibited from participation in class trips or activities at the discretion of the principal.

## **KONAWA IN-SCHOOL DETENTION (ISD) POLICY**

1. All work and assignments will have a 25% reduction.
2. Any time or days missed from ISD must be made up.
3. You must have all books and materials with you.
4. You may not talk to other students while in ISD.
5. No radios allowed.
6. No games or other forms of entertainment allowed.
7. No sitting or lying on the floor.
8. Students are allowed one trip to the rest room and/or for a drink in the morning and one in the afternoon. All students in ISD will use the same time frame for use of these facilities (it will be when other students are in class).
9. Lunch will be at approximately 11:30 a.m. and will be brought to the ISD room at the student's own expense.
10. If the classroom teacher does not give the student enough work to keep them busy, the ISD teacher may assign additional work that will be graded by the regular teacher.
11. Assigned work should be returned to the regular teacher at the end of each day. This work should be graded.
12. No sleeping, no placing heads down on desk, no treats (gum, candy, etc.).
13. You may not participate in any extracurricular activity or event while you are assigned to ISD.
14. ISD begins each morning at 8:00 a.m. You must be on time.
15. Any violations of these rules could lead to additional days in ISD, or possibly out-of-school suspension.

## **COMMUNITY SERVICE**

Service to be determined by Principal and contracted with the student/parent/guardian. Examples of service might be picking up trash, sweeping/mopping floors, cleaning chalk/marker boards, organizing book room, and/or any reasonable service to the school or community.

## **SHORT TERM SUSPENSION**

Five (5) day suspension or less. The parent/guardian will be notified of the suspension by certified mail and/or telephone. Students are not permitted to participate in, or to attend any, school activity while under suspension. The student will have to return with a parent or guardian in order to be reentered to class. The student will receive a grade of zero ("0") for any and all grades recorded for other students in a class while he/she is serving short term out-of-school suspension.

## SATURDAY SCHOOL

Supervised school service will be done on Saturday mornings from 8:00 a.m. to 12:00 noon. If a student is absent from their assigned Saturday service parents must notify the principal.

### *REQUIREMENTS:*

1. Students must be on time. Tardiness will not be allowed.
2. Parents must provide transportation to and from Saturday school.
3. Method of notification will be the same as After-School Detention.

## PARENT/GUARDIAN SHADOWING

Parent/guardian shadowing will consist of parent/guardian attending regular class activities with his/her student. This includes before school, lunch period, and after-school activities.

## LENGTHY SUSPENSION

A lengthy suspension is in excess of five (5) school days and may extend to the remainder of the semester, plus the next semester. The Principal, upon determining the suspension, shall notify the parents immediately by certified mail. At this time, a conference **may** be set with the Principal to take place within five (5) days. If the parents are dissatisfied with the outcome of this conference, they may request an evidentiary hearing with the Superintendent. They have the right to appeal from this hearing to the Board of Education if they so desire. The decision of the Board is final.

Minor infractions of school regulations may be handled as summary punishments. In every case a student should be informed of the nature of the infractions and given the opportunity to tell their side of why summary punishment should not be administered. The following are common examples of summary infractions:

- defiance of authority of the teacher or employee of the school
- failure to identify self to a school employee
- willful disobedience
- profanity
- failure to follow instructions from staff member
- unbecoming conduct/annoying distractions
- violation of published school regulations
- bus misconduct
- defacing or damaging of school property or personal property of others
- habitual truancy or tardiness to class
- stealing
- fighting or exhibiting quarrelsome behavior
- unsatisfactory appearance or model of dress
- forgery of notes

**REMEMBER:** Zero (“0”) grade for work or assignments missed during first five (5) days of out-of-school suspensions. Additional days of suspension are subject to the following requirements:

Educational Plan for Students Under Lengthy Suspension

1. The parent/guardian of a student under suspension may pick up their child’s core class assignments each Monday at 3:00 p.m.
2. The parent/guardian of a student under suspension will need to return the assignments (that were picked up on Monday), to the office by the following Friday of the week that they are assigned.
3. The student under suspension will be allowed to test on each Wednesday from 3:30 - 5:00 p.m. in the principal’s office.
4. During the suspension the student will not be allowed to attend school activities or be on school grounds for any reason other than testing.
5. When all work has been finished and the term of the suspension has been completed with no additional violations of school policy, there will be a conference held with the parent/guardian to determine if the student will be allowed to re-enter school at that time.

The teacher and or administrator should be convinced of the guilt of the accused student before subjecting them to disciplinary action. Penalties should be commensurate with the offense and normally be of the following categories:

Penalties that may be assigned by an administrator or teacher:

- A. Make up time other than during class.
- B. Extra work beyond regular class work.
- C. Corporal punishment: the teacher or principal may administer reasonable corporal punishment that does not inflict permanent bodily injury after careful evaluation of the case. Corporal punishment shall not be administered except in the presence of an administrator or another teacher within the guidelines set by the Principal and the Superintendent. It shall be administered in privacy of the Principal’s office. Corporal punishment approved in the Konawa Public School system shall be defined as paddling the student on the buttocks region a maximum of three (3) swats per day. Corporal punishment does not include hitting, slapping, or kicking a student. These punishments are not acceptable in the Konawa Public Schools.
- D. Loss of privileges including suspension from school activities.
- E. Removal from class: If a student is disruptive within a class, a teacher may send him to the office, but decision to suspend or permanently remove the student from the class should be an administrative decision rather than one made by the teacher.

Offenses in Konawa Schools whose commission would place a student in jeopardy of a lengthy suspension would be in one of the following categories:

1. The offense would be a felony by the laws of the State of Oklahoma
2. The offense would be a misdemeanor by laws of state and such a serious

violation of school rules that the administration determines lengthy suspension to be appropriate punishment.

3. Offense is a repeated violation of school rules and of such significance that administration determines lengthy suspension to be appropriate punishment.

4. If a student is charged with a felony, he will be suspended from school until a review can be held. The following are common examples of lengthy suspension offenses:

A. Felonies or misdemeanors that include:

- (1) Burglary
- (2) Larceny
- (3) Robbery
- (4) Theft
- (5) Arson
- (6) Vandalism
- (7) Perjury

B. Verbal assault

C. Assault and battery

D. Possession of a dangerous weapon

E. Sale, use, possession, or being under the influence of alcoholic beverages or illegal drugs

F. Extortion, blackmail or coercing of fellow students

G. Repeated classroom disturbance

H. Interfering with school employees through striking or threatening to strike, or otherwise abusing such employees at any time or place

I. Participating in unauthorized or disruptive demonstrations on school property.

5. These acts may result in an out-of-school suspension: violation of school regulation, immorality, and adjudication as a delinquent for an offense that is not a violent offense. Violent offense includes the offense or assault with a dangerous weapon but does not include assault. Also, possession of an intoxicating beverage, low-point beer, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, and possession of a dangerous weapon or a controlled dangerous substance.

The school district must provide an education plan for students who are suspended out-of-school for more than five days and who are guilty of violation of a school regulation, immorality, adjudicated as a delinquent for an offense that is not a violent offense, or possession of an intoxicating beverage, low-point beer, wireless telecommunication device, or missing or stolen property if the property is reasonable suspected to have been taken from a student, a school employee, or the school during school activities.

The parent or guardian of the suspended student is responsible for the provision of a supervised, structure environment for the student and is also responsible for monitoring the student's educational progress.

The student's education plan shall be designed for the student's eventual reintegration into school; shall provide for core units in which the student is enrolled (English, Mathematics, Science, Social Studies, and Art); shall set out the procedure for education and the academic credit for work satisfactorily completed; and a copy shall be provided to the student's parent or guardian.

House Bill 2692's section requiring "principals" to consider alternative in-school placement options such as placement in an alternative school setting, reassignment to another classroom or in-school detention has been revised to delete the reference to the principal and to substitute for principal a reference to the school district.

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

Districts receiving students may request that a sending school district send disciplinary records as well as the student's educational records. These shall be treated as confidential records and disclosure shall be in accordance with the Family Educational Rights and Privacy Act of 1974.

## **SUSPENSION FOR POSSESSION OF A FIREARM**

The applicable law provides that any student in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one year. This is in contrast to the maximum period of suspension that can be imposed for other offenses, which is the current and succeeding semester.

## **PUPILS SEEKING ENROLLMENT IN AN OKLAHOMA SCHOOL WHILE UNDER SUSPENSION**

Oklahoma school districts frequently are asked to enroll students who have been suspended out-of-school from a public or private school in Oklahoma or another state. If the student has been suspended from another school (whether in Oklahoma or outside of Oklahoma) for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, that student shall not be entitled to enroll in an Oklahoma school and no Oklahoma school shall be required to enroll the student until the terms of the suspension imposed by the Oklahoma school district or the out-of-state district have been met or the time period applicable to the suspension has expired. Moreover, if a student who seeks to enroll has been removed from another school district for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, the receiving school district is not required to accept that student until the school has determined that the student no longer poses a threat to self, other students, or faculty. In this event, the school is not excused from providing any services; however, it is excused from providing education services in a regular

school setting and may elect to provide those services through an alternative school setting such as home-based instruction or other appropriate setting.

***\*NOTE: All rules concerning discipline apply to student behavior in school buildings, on school grounds, all school sponsored functions and/or trips at all times.***

***RIGHT TO APPEAL:*** Students, parents, or legal guardians have a right to appeal all suspensions to determine the guilt or innocence of the student.

## **STEPS TO THE APPEAL PROCESS**

1. Principal will notify student, parent, or legal guardian immediately of the suspension.

2. Student, parent or legal guardian may request in writing a conference with the Principal within five (5) days.

3. If the student, parent or legal guardian is not satisfied with the Principal's conference, they may request a meeting with the Superintendent within five (5) days after the conference with the Principal.

4. If the student, parent, or legal guardian wishes to appeal to the Board of Education, they must do so in writing within twenty (20) working days after the meeting with the Superintendent. The student, parent or legal guardian has the right to an attorney and can provide witnesses at this meeting.

5. The decision of the Board of Education is final.

***\*NOTE:*** The following conditions also apply to the appeal process:

- If the student is over 18 years of age, said student shall be accountable and not his/her parents. (70 O.S.A. 5-118)

- Any student with an IEP shall begin the procedure with a placement committee meeting. (70 O.S.A. 24-101)

- No suspension shall last for more than the remainder of the semester and the next succeeding semester. (70 O.S.A. 24-102)

## **EMERGENCY SUSPENSION**

The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail. Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing procedure.

## ALTERNATIVE PUNISHMENT

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

Alternative methods and code numbers are:

<u>Code</u>	<u>Alternative Punishment Available</u>
1	Conference with student
2	Advise parent
3	Remove from class or group (temporary or permanent)
4	Parent conference
5	Detention at noon or after school
6	In-school detention
7	Financial restitution
8	Law enforcement
9	Other school agencies
10	Suspension for five (5) days or less
11	Expulsion (long-term suspension or more than five (5) days)
12	Restriction of privileges
13	Clean or straighten items or facilities damaged
14	Change seating arrangement
15	Behavioral contract written
16	Refer to counselor
17	Corporal punishment
18	Any other action deemed appropriate
19	Community/School service

All parties involved should realize that a steady progression of misconduct without remedy could well lead to removal from the system by suspension-short or long term.

## STUDENT USE OF TOBACCO

**The use or possession of tobacco in any form on the school grounds during the school day or school activities is positively forbidden.** There will be an automatic three (3) day suspension. E-cigarettes are not permitted.

## DRUGS, DRUG PARAPHERNALIA, ALCOHOL POLICY

Sale, distribution, use, or possession of non-intoxicating or alcoholic beverages, controlled substances, illegal drugs, marijuana, or other materials expressly prohibited by Federal, State and Local laws is not permitted by students in school

buildings, on school property, or at a school function. The sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. Further “drug paraphernalia” as defined in 63 O.S. 2-101, Paragraph 32, is unlawful to use, possess, or distribute. Violation of this policy will result in the following consequences:

1. Whenever possible, the parent/guardian will be notified.
2. The proper law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The Superintendent of Schools will be contacted.
4. Suspension of up to two (2) semesters.

These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the student leads to the arrest and conviction of the person or persons illegally dealing in illegal substances. In the event a student is suspended from school for chemical problems, the administration may require evidence that they have completed, or are currently undergoing acceptable rehabilitation treatment, before allowing the student to return to school.

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. (Section 1, Amendatory 70 O.S. 1981, Section 24-102)

### ***DEFINITIONS:***

**DRUG** — Any chemical that in sufficient amounts will alter a person’s function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, glue, paint, or materials expressly prohibited by Federal, State, or Local laws.

**POSSESSION** — Possession includes having the drug on the person or among the personal possession (locker, car, etc.) of the individual.

**ABUSIVE USE** — The taking of more or less of a drug than what is prescribed so as to alter the person’s ability to function normally on a mental or physical task.

### **REPORTING STUDENTS UNDER THE INFLUENCE OF, OR POSSESSING, NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the board of education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in their possession:

- \* Non-intoxicating beverages (such as O’Douls, etc.);
- \* Alcoholic beverages; or a

- \* Controlled dangerous substance;
- \* Dangerous weapons;
- \* Missing or stolen property if missing or stolen from the school grounds as the above are now defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian or said student of the matter. (70 OSA, 133)

Any suspension and or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the board of education, who has reasonable cause to suspect that a student is under the influence of or has in their possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (70 OSA, 24-132)

## **SEARCH AND SEIZURE POLICY**

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 or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act., intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonable 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 a 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 the 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 or 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 or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or

stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

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 OSA 24-102)

## **WEAPONS-FREE SCHOOLS**

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

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

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

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

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

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the

superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such student is determined to be in violation of this policy.

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.

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.

REFERENCE: 18 U.S.C. 921; 21 O.S. 1280.1

*Note: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965m a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school and the type of weapons concerned.*

## IMMUNIZATION POLICY

All students entering kindergarten or, first grade without attending kindergarten, will be required to have had the following immunizations:

1. Two (2) MMR
2. Five (5) DTP or a combination of DTP and DTAP vaccines totaling five (5) doses (unless the fourth DTP/DTAP was received after the fourth birthday)
3. Four (4) doses of Polio (unless the third dose was received after the fourth birthday)

### VACCINES REQUIRED BY SCHOOL YEAR AND GRADE LEVEL

Pre-School	K-6th Grade	7th & 9th	10th thru 12th
4 DTaP	5 DTP/DTaP	5 DTP/DTaP	5 DTP/DTaP
3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	4 IPV/OPV
1 MMR	2 MMR	2MMR	2MMR
3 Hep B	3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella	Varicella	Varicella

## MEDICINE

**No medicine shall be administered to students by school personnel unless a form authorizing to administer medicine has been signed by the parent or legal guardian.**

Asthma patients may carry and use emergency inhaler medications. Any student who utilizes emergency inhalers must advise the office of the possession of the inhaler.

For procedures regarding dispensing medications to students, please refer to Konawa School Board Policy No. 605 and 10 O.S. 170.1 (Section 816, School Law Book).

## **CHILD ABUSE AND NEGLECT**

Under Oklahoma law “Abuse and Neglect” means harm or threatened harm to a student’s welfare by a person responsible for the student’s health or welfare. Harm or threatened harm to a student’s health or welfare can occur through: non-accidental, physical or mental injury; sexual abuse, or negligent treatment or maltreatment, including the failure to provide adequate food, clothing or shelter.

The County Department of Human Services investigates suspected physical and sexual abuse cases. Each case is professionally evaluated to determine the necessity of treatment for the family. Criminal prosecution is not the primary purpose of the investigation or the reports made by the educator.

The law provides immunity from civil liability and criminal penalty to all who participate, in good faith, in the making of a report or investigation, in physical and sexual abuse, or in any judicial proceedings resulting from such a report.

## **ASSAULT ON SCHOOL DISTRICT EMPLOYEES OKLAHOMA SCHOOL LAWS - SECTION 124**

1. Every person who, without justifiable or excusable cause, knowingly commits an assault, battery or assault and battery upon the person of a school employee of a school district while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by a fine not exceeding five hundred dollars (\$500), or by both such fine and imprisonment.

2. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties, shall upon conviction be guilty of a felony.

## **PETITIONS**

No petitions for any cause may be circulated in the school.

## **SCHOOL CAMPUS**

Only students in grades 9, 10, 11, and 12 will be allowed to leave the school campus during the noon period. Campus is closed for grades kindergarten through 8 unless they have permission from the Principal in an emergency situation.

Open campus is a privilege for students in grades 9 through 12 who have the option of leaving during the noon period. This privilege can be revoked by the Principal because of discipline problems during, not only the noon period, but also during the school day.

## **BULLYING, HARASSMENT, INTIMIDATION AND HAZING**

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, the following:

- verbal, physical, written or electronic harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student;
- unwelcome physical contact.

Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in or with any organization operating subject to the sanctions of the school district. No student in this district will be subject to bullying, hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities whether connected to an organization or not.

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

- conference with student
- conference with parents
- in-school detention
- after school detention
- referral to counselor
- behavioral contract
- changing student's seat assignment or class assignment
- requiring a student to make financial restitution for damaged property
- requiring a student to clean or straighten items or facilities damaged by the student's behavior
- restriction of privileges
- involvement of local authorities
- referring student to appropriate social agency
- suspension
- other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

District employees shall take necessary and appropriate disciplinary action that may include expulsion for students and employment termination for employees if in compliance with state law. (21 O.S. 1190 [Section 826, School Law Book])

## **VISITORS**

Parents are welcome to visit the school but must stop by the office for permission to visit.

Students are not allowed to bring visitors to the classroom.

## **SCHEDULE CHANGES**

Approval of the principal and teachers involved must be secured before program changes can be made. Necessary forms are in the office and are given upon the request of the student. Changes in classes must be made during the first three (3) days of each semester, except in rare cases where the best interest of the student and school can best be served by making a change.

## TELEPHONE USE

No student will be called to the telephone except in case of emergency. Important messages will be delivered. Students will not be excused from classes to make telephone calls.

- Senior High Office: 925-3221
- Middle School Office: 925-3222
- Elementary School Office: 925-3118

## OKLAHOMA OPEN RECORDS ACT • POLICY STATEMENT

The board of education adopts this Policy Statement in connection with the Oklahoma Open Record Act (the “Act”), effective November 1, 1985.

This school district as a tax-supported institution, recognizes that the public has a right to be fully informed concerning its operations. This school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process that this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during the regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

- Records which can be kept confidential under federal or state law as designated in Section 5 of the Act.
- Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
- Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
- If disclosure would give an unfair advantage to competitors or bidders, of the following: bid specifications for competitive bidding prior to publication; contents of software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
- Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

- Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the School District as directory information and (2) parents have been notified of and have not exercised their non-release rights.

- Teacher lesson plans, tests and other teaching materials.

- Personal communications concerning individual students.

- Prior to taking action, including making a recommendation of issuing a report, personal notes and personally created materials of school district personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a school district policy or school district project.

The board of education hereby designates its superintendent or if such person is not available during regular business hours, then the Administrative Assistant as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

The school district shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the Act. The schedule of fees will be posted in the superintendent’s office. The district will make every effort to provide public requests within five (5) working days of the request.

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the board of education.

## **PUBLIC RECORDS DUPLICATION FEE SCHEDULE**

The board of education adopts this policy statement in regard to a fee schedule related to duplication of public records.

- Research time will be charged at the rate of \$15 per hour. A minimum fee of \$1.50 (1/10 hour) will be charged for research time.

- Photocopies will be charged at the rate of 25¢ per copy.

- Payment for public record fees will be pre-paid by the requesting party and receipted by the school district. Returned checks will constitute an additional charge of \$15.00.

- The school district will make every effort to compile the requested public information within five working days of the request.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act:

- The right to inspect and review the student’s education record.

- The right to exercise a limited control over other people’s access to the student’s education record

- The right to seek to correct the student’s education record; in a hearing if necessary.
- The right to report violations of the FERPA to the Department of Health, Education and Welfare.
- The right to be informed about FERPA rights.

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

All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post secondary school. The student then becomes an “eligible student”.

## **LOCATIONS OF EDUCATION RECORDS**

(Required) Study 99.5 (A) (2) (IV), FERPA Regulations

<u>TYPE</u>	<u>LOCATION</u>
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• Cumulative School Records .....	Principal’s Office Custodians: School Principal (High School, Middle School, or Elementary) 701 W. South Street, Konawa, OK 74849.
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• Cumulative School Records .....	Principal’s Office (Former Students)
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Custodian: School Principal, Konawa High School, 701 W. South Street, Konawa, OK 74849.

• Health Records.....	Principal’s Office Custodians: School Principal (High School, Middle School, or Elementary) 701
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W. South Street, Konawa, OK 74849.

• Psychological Records .....	Sp. Ed. Director
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• Speech Therapy Records .....	Sp. Ed. Director
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• Special Test Records .....	Sp. Ed. Director
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Custodian: Sp. Ed. Director, Konawa Middle School and/or Konawa Elementary School, 701 W. South Street, Konawa, OK 74849.

- School Transportation Records

Custodian: Superintendent/Transportation Director, Administration Office, 701 W. South Street, Konawa, OK 74849.

• Occasional Records .....	School Principal
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(Student Education Records not identified above, such as those in Superintendent’s office, in the school attorney’s office, or in the personal possession of teachers. The Principal will collect and make available at the student’s school.)

Custodian: School Principal

## **DIRECTORY INFORMATION • POLICY STATEMENT**

The board of education adopts this policy statement in regard to Directory Information.

- Directory Information will be maintained by the school for the following purposes: announce student recipients of awards; announce student achievement; announce students participating in activity programs; and announce class members. School web site will not disclose student names.

- Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administration office.

- Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public. Information may be released to Yearbook, newspapers, school internet site and/or college/military recruiters.

## **OPERATIONAL PROCEDURES**

- The personnel records officer designated by this district is the superintendent.

- The student records officer is the building principal. In the event of absence of the principal, the principal's secretary has been designated as records clerk.

- Only those individuals listed are empowered to receive requests for directory information and/or provide directory information requested.

- In order to request directory information on students or staff members of this district, an individual, representing himself or an organization, must complete the Request for Information form. The form may be obtained at the superintendent's office and must be completed in person and in the presence of the records officer or designee. All requests for information directed to individual schools must be referred to the superintendent's office for processing.

Following completion of the form, a search for information requested will be undertaken. The individual requesting information may review materials or receive copies of information at a time designated by the records officer, at the superintendent's office. Every effort will be made to honor approved requests with five (5) working days.

- Fees for information will be assessed according to the school district's fee schedule.

- Parents may complete a form that prohibits the school district from releasing information about an individual student. The signed forms from parents will be placed on file in the office of the records officer.

- If a legal question concerning release of records and/or information arises, legal counsel representing the school district will be asked to render a decision in the matter. Copy of the decision will be furnished to the person making the request for information.

## **RULES AND REGULATIONS RELATIVE TO PUPIL TRANSPORTATION**

Transportation unit safety and student safety are the most important considerations. All vehicles are safety checked two (2) times per year (regular state safety inspection plus state department inspection) and route bus drivers check buses on a daily basis. Route students have a required safety conduct emergency drill during the first three (3) weeks of each semester. All passengers are required to follow the passenger safety conduct code at all times. Disciplinary action will be taken against students who violate the passenger safety code.

Except in case of emergency, anyone who operates a school bus as a driver in the school district shall complete a course of instruction pertaining to the operation of a school bus. The course is to be approved by the State Department of Education and the local district. The driver shall possess a valid Oklahoma Chauffeur’s license. Drivers of all other district owned vehicles, other than buses, shall be an adult approved by the Transportation Director and possess a valid State of Oklahoma driver’s license.

School district bus and vehicle drivers shall observe all state and local traffic laws, rules and regulations. Safety violations can be a willful neglect of duty and possible grounds for job suspension.

## **BUS RULES AND REGULATIONS**

- Buses and local school vehicles are off limits to all students at any and at all times unless accompanied by the driver, faculty members, or other responsible person.

- The privilege of being transported to and from school implies conduct that contributes to safety. Students whose conduct threatens the safety of others may lose their privilege of riding in a local school transportation bus and other school vehicles.

- Buses may not be used for out-of-state trips unless it is an approved competitive activity event and cost paid by students or activity.

- The Attorney General has ruled that a school district may not use a district bus for the purpose of transporting adults.

## BUS RIDER'S GUIDE

The following published Bus Rider's Guide is approved by the state and local district.

### *Prior to loading students should:*

- Be on time at the designated school bus stops — keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- Respect people and their property while waiting on the bus.
- Receive proper school official authorization to be discharged at places other than the regular bus stop.

### *While on the bus students should:*

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

### *After leaving the bus students should:*

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

## **EXTRACURRICULAR TRIPS**

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

## **SCHOLASTIC ELIGIBILITY**

### **SEMESTER GRADES**

A student must have received a passing grade in any five (5) subjects counted for graduation that they were enrolled in during the last semester they attended fifteen (15) or more days. (This requirement would be five [5] school credits for the 7th and 8th grade students.) Students must be in attendance 90% of the time to participate.

- If a student does not meet the minimum scholastic standard they will not be eligible to participate during the first six (6) weeks of the next semester they attend.
- A student who does not meet the above minimum scholastic standard may regain their eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six (6) week period.
- Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### **STUDENT ELIGIBILITY DURING A SEMESTER**

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

A student must be passing in all subjects they are enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

“Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time.

If a student drops a class after the third week of the semester, he/she is ineligible for a period of three (3) weeks.

## **SPECIAL PROVISIONS**

A 12th grade student may maintain eligibility if they are passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain their eligibility by achieving the scholastic standard at the end of a three-week period.

## **LETTERING**

Sports of the Konawa Schools include Basketball (girls and boys), Baseball, Football, Track & Cross Country (girls and boys), and Softball.

- Lettering will be at the Coach's discretion.
- Students may also obtain a letter in Band.

## **STUDENT AUTOMOBILES**

Parking permits will be issued to all students driving to school. Permits are to be obtained at the Principal's office. Students must have a valid driver's license and automobiles must have a current liability insurance policy in force. License number and insurance policy number must be on file in the high school office.

Except during the noon period, students are not allowed in their automobiles without permission from the Principal. Violations of driving or parking rules may result in the loss of the privilege of bringing an automobile on the school campus. Students must park only in the designated areas for student parking. Speeding and reckless driving in and around the school and on the school campus will not be tolerated. Only licensed drivers may park their vehicles on the school campus. All automobiles must display in plain sight a Konawa School Parking Permit during the school day.

- Students who drive cars, or other motor vehicles, to school must park them in the southeast parking lot of the school.
- Students will not be allowed to sit in cars during the school day.
- Students are not to honk horns near the school grounds.
- Speeding and reckless driving will not be permitted.
- Violations of rules may result in the loss of privilege of bringing an automobile on the school grounds.
- The school accepts no responsibility for any loss or damage to any vehicle on the parking lot.
- You use the privilege of parking at your own risk.

### **Parking Regulations**

- All vehicles using the parking facilities must be registered in the High School Principal's office. Parking decals must be displayed.
- Speed limits and safety measures must be observed at all times on the parking lot and the streets in the immediate area.
- Cars are to be parked and students are to exit the vehicle immediately upon arrival on the parking lot.
- Students are not to make more than one trip through the parking lot either arriving or departing.
- Minor violations of rules will result in forfeiture of driving privileges during the day for either a one- or two-week period.
- Serious violations or repeated minor violations will result in a long-term loss of driving privileges during the school day and possibly a loss of parking privileges for the entire year. Vehicles may be impounded at owner's expense.
- Any citation/warning issued by a certified law enforcement officer during the school day will also result in a loss of driving privileges.
- Automobiles are to be used at noon for transportation directly to and from lunch and errands that parents may require.
- Students must have a valid driver's license and automobiles must have a current liability policy in force. Parking and Driving Regulations form must be completed and on file in the office.

### **TEXTBOOK POLICY**

Textbooks are provided for each student by the school. If the textbooks are damaged in any way, then the student will be required to pay for replacing the textbook.

### **DRESS AND APPEARANCE**

Clothing which will not be approved at Konawa Middle/Sr. High Schools during school hours and on student activities include:

- Bare midriffs, bare-backs or see-through material.
- Hats or caps in the building (includes gym, auditorium, cafeteria, hallways and classrooms). This applies to both male and female students.
- Clothing with vulgar language, obscene pictures or graphics and wording related to sex, drugs or beverages containing alcohol.
- No tank tops or spaghetti strap tops.
- No sleeveless undershirts.
- No gym shorts or biker shorts (girdles) in any fashion.
- Gang-related/gothic apparel, appearance, or action will not be tolerated.
- Skirts, dresses, shorts, etc. must be fingertip length with arms fully extended down.
- No sagging pants are allowed.

- No visible undergarments are allowed. Leggings, biker/compression shorts may be worn only under other garments.
  - Exposed body piercing shall be limited to the student’s ears.
  - Tattoos deemed inappropriate must be covered.
  - Any clothing or ornamentation that is disruptive to the educational process.
- The final decision of any wearing apparel will be at the discretion of the administration. The decision will be based upon whether or not the clothing or ornamentation is disruptive to the educational environment.

## **STUDENT ACTIVITIES DRUG TESTING POLICY**

Although the Board of Education, administration, and staff desire that every student in the Konawa Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extra-curricular activities. The sanction imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student’s privilege to participate in extra curricular activities. No suspensions from school or academic sanctions will be imposed for violations of the policy. This policy supplements and complements all other policies, rules, and regulations of the Konawa Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extra-curricular activities at the Konawa Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose Rule No. 4, Section 1 (a) specifically states: “A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.”

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other student and to the community on behalf of the Konawa Public School District. For the safety, health and well being of students in extra-curricular activities, the Konawa Public School District has adopted this policy for use by all participating in extra-curricular activities in grades 6-12.

### **I. Definitions.**

“Activity student” means a member of any middle school or high school Konawa Public School District sponsored extra-curricular organization. This includes any student who represents Konawa Public Schools in any extra-curricular activity such as Athletics, Cheerleaders, Drill Team, Band, FFA, FCCLA, TSA, Scholastic Team, BPA, BETA, Academic Team, Student Council, GTC, Speech & Drama

“Drug use test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person’s urine or saliva.

“Random Selection Basis” means a mechanism for selecting activity students for drug testing that:

a. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

b. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

“Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

“Performance-enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using

the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by and activity student supplied to school officials by other students, staff members, or patrons.

## **II. Procedures**

A physical examination signed by a parent/guardian is required before a student may participate on a Konawa School athletic team. A screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete’s health and athletic performance will be included as part of that physical examination. For non-athletic activities a screen test only will be required.

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a sample: (a) when the activity student is selected by the random selection basis to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities unless the student has returned the properly signed “Student Drug Testing Consent Form.”

Prior to the commencement of drug testing each year an orientation session will be held with each student athlete or participant in extra-curricular activities to educate them about the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each student athlete or participant in extra-curricular activities shall receive a copy of the Student activities Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for extra-curricular students will also be chosen on a random selection basis monthly from a list of all extra-curricular students who are involved in off-season or in-season activities. The Konawa Public School District will determine a monthly number of student names to be drawn at random to provide a sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug tests required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

The Konawa Public School district may set a fee to be collected from the student when this consent form is signed and returned to the coach or sponsor before the beginning of the season.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Konawa Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing programs, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test. The second test will use the gas chromatography/mass spectrometry or urinalysis technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry/urinalysis procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **III. Confidentiality**

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive tests results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Konawa Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

#### **IV. Appeal**

An extra-curricular student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

#### **V. Consequences**

Any extra-curricular student who tests positive in a drug test under this policy shall be subject to the following restriction:

##### **A. For the First Offense:**

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

##### **B. For the Second Offense:**

Suspension from participation in all extra-curricular activities for (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all extra-curricular activities.

Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

**C. For the Third Offense (in the same school year):**

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

**VI. Refusal to Submit to Drug Use Test**

A participating student who refuses to submit to a drug use test authorized under this policy, shall not be eligible to participate in any extra-curricular activities including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any extra-curricular activity honors or awards given by the school.

Konawa Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Konawa Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

**HALLS AND BUILDING**

- Students are not to run and make loud noises in the halls at any time.
- Please do not leave wastepaper in desks, on the floor or on the school grounds. Help keep the buildings and grounds clean at all times.
- The buildings will be opened for students to enter at 7:30 a.m.
- Hazing of students is not allowed.
- Students must obtain permission from the Principal before posting any signs inside or outside the building.
- Food and drink will be permitted only in the designated areas before/after school and during lunch.
- Food and drink are not permitted in the classrooms. Exceptions must have administrative approval.

**SCHOOL ASSEMBLIES**

The Konawa Board of Education believes that a student’s education will be enriched through the occasional assembling of the student body to observe science demonstrations, listen to lectures, participate in class plays, and other similar activities.

Assemblies will be held during the school hours and will be a part of the school program. The assemblies shall be planned by the school administration. All students and teachers will attend unless excused.

## DESIGNATED AREAS ON CAMPUS FOR STUDENTS BEFORE SCHOOL AND AT NOON RECESS

### Middle School Students

1. Students may sit in the student center and between the Middle School Building and Cafeteria/Gym in the mornings.
2. Between Middle School and Gym during noon recess.
3. Students may be asked to remain in the Cafeteria/Gym area at noon recess during inclement weather.

### High School Students

1. High School Student Center (before school only)
  2. East side of the High School building
  3. Off campus during lunch period
- **High School students will not be allowed to loiter in the parking area during lunch times.**

## FUND RAISING CAMPAIGNS

All funding raising activities and solicitation for funds by school and/or outside organizations on school property must be approved by Administration prior to the beginning of the activity.

## GUIDANCE AND COUNSELING PHILOSOPHY

It is believed by those of us who are responsible for this program that an obvious and an inherent need for students is a prime consideration in the areas of vocation, education, and personal guidance and counseling. Therefore, this field is fundamentally a helping profession.

The prime factor in the counseling profession is the student. It is of utmost importance that factual material be used to help the student see himself/herself as he/she truly is in making decisions for himself/herself, and that he/she develops his/her potential to its fulfillment.

Our aim is to be of assistance to every student in our school. The effort to help him/her must be organized and sympathetic.

For a complete listing of goals and objectives of the Counseling Program at Konawa Public Schools, refer to the Board of Education's Policy and Procedures Handbook.

## GUIDANCE AND TESTING SERVICES

- Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Konawa School.

- Your school has a testing program designed to provide information to help the student know themselves better (their interests and capabilities) and to help in planning their school work and their life work.

- A well-rounded testing program has been developed that can be very valuable to teach students if the information is properly interpreted and used.

- Test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask the help of the school counselor.

## GENERAL REQUIREMENTS FOR GRADUATION

Requirements will be as follows: Twenty-four (24) units of credit to graduate to include

- 4 units of English
- 3 units of Math (may include Computer Sciences, applied courses)
- 3 units of Science (may include Agriculture Education or applied courses taken during the senior year)
- 3 units of Social Studies
- 1 unit of Fine Arts or 1 set of competencies

Any student who has not met graduation requirements will not be allowed to participate in graduation ceremonies.

## OKLAHOMA'S PROMISE PROGRAM REQUIREMENTS FOR HIGH SCHOOL GRADUATION

The student must:

- Graduate from high school and complete all high school requirements by the time of graduation.
- Achieve at least a *2.5 cumulative* GPA for all course work attempted in grades 9 through 12.
- **Complete the following 17-unit college prep core curriculum and achieve at least a 2.5 cumulative GPA for the 17-unit core curriculum. The curriculum must be strictly followed and students should be aware that some courses that meet high school graduation requirements do not meet Oklahoma's Promise requirements.**

4	<b>English</b> (grammar, composition, literature; courses should include an integrated writing component)
3	<b>Lab science</b> (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may <b>not</b> be used to meet this requirement.)
3	<b>Mathematics</b> (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus [must have completed geometry and Algebra II], calculus, Advanced Placement -[AP] statistics)
3	<b>History and Citizenship skills</b> (including 1 unite of American History and 2 additional units from the subjects of history, economics, geography, government and/or non-Western Culture.)
2	<b>Foreign or non-English language</b> (two years of the same language) <b>OR</b> <b>Computer Technology</b> (two units in programming, hardware, or business computer applications such as word processing, databases, spreadsheets, and graphics will qualify. Keyboarding or typing classes <b>do not</b> qualify.)  ( 1 foreign language & 1 computer course <b>will not</b> meet this requirement.)
1	<b>Additional Course</b> of any of the subjects listed above
1	<b>Fine Arts</b> (music, art, drama) or <b>speech</b>

**17 Total Units Required**

- The student must also agree to:
  - \* attend school regularly and do homework regularly;
  - \* refrain from substance abuse;
  - \* refrain from criminal or delinquent acts;
  - \* have school work and school records reviewed by an appropriate school official;
  - \* when requested, provide information to the Oklahoma State Regents for Higher Education or the State Board of Education;
  - \* participate in program activities.

**CONCURRENT STUDENT ENROLLMENT**

Seniors and Juniors may enroll concurrently at an Oklahoma college or university if he/she meets the requirements set forth below:

- Students must meet the published criteria (other than high school graduation and curricular requirements) for admission to an Oklahoma college

- or university.
- Juniors must be enrolled in at least three (3) credit courses per semester at the high school, as attested by the high school principal. Seniors must be enrolled at least two (2) credit courses per semester at the high school, as attested by the high school principal.
- He/She must be able to complete requirements for graduation (including curricular requirements) by spring of the senior year, as attested by the high school principal.

The counselor will post notices in at least two places conspicuous to students calling attention to the concurrent enrollment program.

## **VIRTUAL SCHOOL**

### Admissions Policies

1. Student must be enrolled at Konawa school district.
2. Student must be in grades 6-12. Any exception for students below grade 6 requires written approval by the Superintendent of Konawa School
3. Student must be under the age of 21.
4. Student and parent must complete an “enrollment application” and the Konawa Virtual School “Student contract” to start the enrollment process.

### Grades 9-12 Academic Policies

1. Regular Konawa graduation requirements will be followed (23 units. See Konawa handbook for specific courses.
2. Students will be required to take all End of Instruction tests at Konawa High School. State graduation requirements require students to pass EOI tests in English 2, Algebra 1 and to pass 2 of the following: English 2, Algebra 2, Biology, Geometry or U. S. History in order to receive a high school diploma.

### Grades 6-8 Academic Policies

1. Students will be required to successfully complete 5 of 8 core semesters to pass to the next grade level. These courses include classes in the areas of mathematics, English, science and social studies.
2. Students will be required to take all end-of-the-year state tests at Konawa Middle School for their specified grade levels.

### Academic Policies for all Virtual School Students

1. In order to maintain the integrity of the credit, students will be required to take all required tests for all virtual courses at Konawa Schools in a monitored, secure test environment. These tests will be scheduled through the virtual school director.
2. A letter grade will be transcribed when course work is complete.
3. Konawa students who choose online course work when a Konawa class is

available will be charged according to the district online fee schedule.....

4. If at least one course is not accessed for 10 consecutive days a student will receive an incomplete for that course and withdrawn from that course and dropped from Konawa Virtual School enrollment. Students that are dropped must transfer to another school in a timely manner or they will be considered truant.

5. Students must do their own work and understand that a student can be permanently dismissed from the Konawa Virtual School for violations of plagiarism, cheating and fraud.

6. Students must respect the rights and privacy of others. Students will only use their assigned password/ID and will not trespass into the files, folders or work of other users.

7. Students must follow all Konawa School District Rules and Policies while logged in and participating in an online course.

8. Special education students may apply. A committee consisting of an administrator, school counselor and special education teacher will meet to determine eligibility on a case-by-case basis.

9. Konawa Virtual School students must complete and sign the district's Internet access Conduct Agreement prior to participating in any online courses.

Students who complete online course work off site from Konawa School are required to provide their own computer with internet access or be able to use public computers.

## **GRADING SYSTEM**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

- Students enrolled in advanced placement classes, or concurrently enrolled in college classes for dual or high school credit, will receive an additional grade point for a grade A, B, or C (5-point A) to be calculated on their high school grades.

## **HONOR ROLLS**

- The Superintendent's Nine Weeks or Semester Honor Roll consists of those students who have no grade less than "A" for the indicated period.

- The Principal's Honor Roll consists of those students who have a grade average of "B" (3.0 on the 4.0 system) with no grades less than "C".

- Grades from courses considered to be solids will be computed for academic honors.

## **KONAWA HONOR GRADUATE MEMBERSHIP**

The senior members of the Honor Graduates shall be students that have maintained a 3.75 grade point average (GPA) during their high school years.

## **STATE HONOR SOCIETY MEMBERSHIP**

• The members of the State Honor Society shall be selected from the top ten percent (10%) of the school based on the grade average of the previous two (2) semesters.

## **CLASSIFICATION**

- Completion of six (6) units is required for sophomore classification
- Twelve (12) units for junior classification
- Eighteen (18) units for senior classification

## **CLASS OFFICER/STUDENT COUNCIL REGULATION**

Students wishing to run for class officer must meet the following requirements:

1. Must be passing all classes for the semester. (Passing five (5) classes during the preceding semester of attending school.)
2. Must have no disciplinary action pending.
3. Must file for office by deadline.
4. Class officers/student council representatives must complete 10 hours of community service.
5. Officers must have a minimum GPA of 2.75.

## **SCHOOL LUNCH PROGRAM**

- The school lunch program is for the benefit of all students and teachers who wish to participate in it. It is a non-profit organization intended to serve the needs of all students who desire to remain at school during the lunch period.
  - Good wholesome food, properly prepared, may be secured during the lunch period on all school days.
  - School lunch menus will be published in the local newspaper as well as be posted on the school web site.
  - Charging of meals in the lunchroom is not permitted.

## **ALL CAFETERIA MEALS ARE TO BE PAID FOR IN ADVANCE.**

It is the responsibility of the School Food Authority to develop a policy regarding students who fail to pay for their meals.

## USING THE LIBRARY

Our library provides a wide selection of materials — books, pamphlets, magazines, and newspapers — both educational and entertaining. Easy access to all materials is provided through the use of semi-open stacks. The following library rules should be observed:

1. Books will be checked out at the counter only.
2. Reference materials and magazines are not to be taken from the library.
3. Students must not place books back in the stacks.
4. Books checked in must be checked in at the counter.
5. A fine of two cents (2¢) must be paid for each day a book is past due.
6. The loss of any library material will be paid for by the person having checked it out.
7. All library records will be final.
8. Any student possessing a library book, without having checked it out, will be denied the privilege of using the library for the remainder of the semester.
9. Students can check out no more than 2 books at a time.
10. Books may be checked out for a period of fourteen (14) days with one renewal.
11. Parents must sign a form allowing full access to the collection acknowledging some content may be above the student's maturity level if they wish full access for their student.

## TECHNOLOGY POLICY INTERNET AND NETWORK ACCEPTABLE USE AND SAFETY POLICY

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

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

Below is the Acceptable Use and Internet Safety Policy for Konawa Public School. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to

enjoy Internet access at school. A student must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who fails to sign and submit the policy to the school as directed with the signatures of the student and his/her parent or guardian.

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

### **Personal Responsibility**

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

### **Term of the Permitted Use**

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

### **Acceptable Uses**

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate. Teachers will NOT allow students to play games during the regular school hours, unless curriculum-related. Students will not participate in on-line activities; such as social networking (i.e. FaceBook, MySpace, Twitter), entertainment (i.e. YouTube, Hulu,etc.), e-mail accounts, chat rooms, and any form of instant messaging unless designated by the curriculum of an enrolled class and in the manner and time designated by the curriculum of that class.

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

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

copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them. This includes any attempts to bypass or defeat the district’s content filters.

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

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

D. Uses that are commercial transactions. Students and staff may not sell or buy anything over the Internet during school hours. Users may not conduct or promote in any way a commercial business by communication, Internet access, or printing.

E. Uses that are political in nature. All users of the districts communications and computer systems agree not to access, forward, or originate information or messages that promote or disparage political agendas, activities, persons or parties.

F. Uses that are not designated by job descriptions or curriculum. All users agree to restrict their computer and Internet activities to those that are designated in a lesson plan or job description. Computer systems are not to be used as entertainment, social networking, or as substitute for a legitimate educational activity. For example, students should not be allowed to “surf the Internet” when they are finished with another activity. All activities are to be directed and have a clear curricular purpose. The district has designated personnel to recommend, acquire, install, update and monitor software. No other person is permitted to download or install any applications, plug-ins or programs.

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

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

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

C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection. Do not forward messages without first deleting the list of recipients.

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

### **Internet Safety**

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

2. Personal Online Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission. Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting. The user will also recognize electronic threatening behavior as cyber bullying. The user will not become a victim or a perpetrator of cyber bullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyber bullying will be disciplined appropriately. Konawa School will educate minors about appropriate online behavior, including interacting with other individuals on social networking web sites, in chat rooms, and cyber bullying awareness and response. To ascertain each student understands appropriate online & electronic behavior: every teacher will implement activities and/or dialogue which will address appropriate online behavior which is age-appropriate. The library-media specialist will address this topic during the annual library orientation visit. Principals will address this topic in an opening group assembly. New students arriving throughout the year will be given the "Welcome Brochure," which explains all of the above, when they are enrolled in the LAN (local area network).

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

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about

themselves or others on the Internet, particularly address, phone number, credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

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

By signing this agreement, parents and students are granting the school district permission to publish a student’s works and likeness on school web sites and other publications.

### **Failure To Follow Policy**

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

**Warranties/Indemnification**

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

**Updates**

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

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

CROSS-REFERENCE: .....Policy DOBC, Disciplinary Procedures, Certified Employees  
Policy EFBC, Computer Use  
Policy EFEA, Using Copyrighted Materials

**THIS POLICY REQUIRED BY LAW.**

## **CORRESPONDENCE WORK**

The principal must approve all correspondence work.

## **REPORTS TO PARENTS**

- At the end of each nine-week period the student will be given a copy of their report card, which they are to take home to their parents.
- Parents are urged to confer with the principal and teachers when there is a question concerning these reports or the grades of the student.
- Deficiency reports will be mailed to parents when necessary and at the midpoint of each nine-week period.

## **ACTIVITY TRIPS**

- The students must go and return in the bus provided unless special arrangements are made in writing by the parent/guardian with the person in charge of the activity.
- The breaking of the above rule automatically suspends the student from the activity.
- Students who represent the school or who accompany school groups to other towns are subject to the authority of our faculty.
- A signed parental consent form must be on file, before going on an activity trip.

## **STUDENT INSURANCE**

- An insurance program will be offered to parents that will aid in covering the expenses of injuries incurred by children at school or en route to and from school
- Football injuries for high school boys will be covered at an additional premium.
- The insurance shall be taken only by the parents who desire it.
- The Board or the School will accept no responsibility for injuries at school or in athletic contests.
- Any student participating in athletics must have on file a statement from parents that they are covered by insurance.

## **EMERGENCY WARNINGS**

In order for Konawa Schools to prepare for an emergency such as fire, tornado, or intruder, the following emergency drills will be conducted and documented in compliance with state regulations each school year.

- 2 fire drills
- 2 tornado drills
- 2 lock down drills
- 2 intruder drills

## 2 safety drills

Administration will make teachers/students aware of the proper procedures and intercom messages/buzzers that will notify each site of an emergency drill. At the beginning of the school year, teachers will explain to their students specific rules for leaving each room in the building in case of emergency. Routes are posted in each room.

Students should remember to conduct themselves in the proper manner during an emergency drill.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

Whenever road conditions become hazardous due to inclement weather, school may be canceled by the school administration. If school is dismissed, extra-curricular activities that are scheduled for that day and evening will also be canceled. The only exception to the policy would be if Konawa is participating in State competition or OSSAA sanctioned events. In that case, the decision to participate will be decided by the Administration staff.

When school is closed due to inclement weather, patrons can tune to television stations KFOR, KTVY, and KOCO. These stations will be alerted to the Konawa School closing prior to 7:00 a.m. A message will be sent via the School Reach System notifying students and parents of school closing due to inclement weather.

## **BOARD OF EDUCATION POLICIES**

- These general policies recorded in this booklet become binding and a part of the Konawa School Board policies to all students with their enrollment in said Konawa School.

## **STUDENT RECORDS**

- Only that information which is pertinent to the individual's educational progress and those items required by law are to be maintained in the student's file.
- A student's records are open for inspection by the student, their parents or guardian, school officials and certified employees of the school district.
- Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age.

## **SPECIAL CLASSES • EXCEPTIONAL CHILDREN • SPECIAL EDUCATION**

- Consistent with the goal of providing the most effective education for all students and in the least restrictive environment, we provide exceptional children with an educational program that complies with both state and federal mandated

programs.

- All policies and procedures for special education are on file in the Superintendent's Office and with the Special Education Coordinator..
- All Gifted Program requirements and regulations are on file in the building coordinator's office.

## **STATE MANDATED TESTING PROGRAM**

**Konawa Public School will administer all state mandated tests to the appropriate students any/or grade level.**

### **PROFICIENCY BASED TESTING FOR CREDIT/PROMOTION**

Purpose: To enable a student to demonstrate proficiency in a set of competencies. If successful, the student shall be advanced to the next level of study in the appropriate curriculum area(s).

Procedure: Written notification of the student's intent to take the test(s) must be made to the Building Principal at least three (3) weeks prior to the date of the test.

Requirements: Student must be a legal resident of the Konawa Public School District or have a legal regular transfer to Konawa and have completed all previous course or grade work at a passing level of proficiency. All Proficiency Based Testing by a student requires that he/she pass a battery of tests and any other means of assessment or evaluation determined by the district to insure proficiency at a level of at least 90%. All testing must be completed at least forty-eight (48) hours prior to the last day of classroom instruction in order for the student to be promoted by Proficiency Based Testing.

Dates of Tests: Testing will begin at least two (2) weeks prior to the ending of each semester.

### **SEMESTER TEST POLICY**

A student may be exempt from a semester exam if his/her absences are on or under the following:

- Three (3) absences with an "A" average
- Two (2) absences with a "B" average
- One (1) absence with a "C" average

Nine-weeks exams will be optional with the teacher.

Tests must be weighted no more than 10% of the student's overall grade. Any exempt student may take the semester test if he/she chooses to do so in order to possibly raise a semester grade.

## CELL PHONES/MUSIC DEVICES (IPOD, MP3, ETC.)

Students will be permitted to use cell phones only before school, after school, and during lunch.

Students will not be allowed to use cell phones/music devices during class time or passing periods.

Any student found to be in violation of the cell phone policy will be subject to school disciplinary measures which may include:

- Phone confiscation
- Detention or corporal punishment
- Suspension

## PERSONAL COMPUTERS/LAPTOPS

Students may use personal computers/laptops which are not issued by the school by having written permission from the building principal. The computers must be utilized for designated assignments only and with agreement of any classroom teacher involved in that assignment.

## OKLAHOMA CHILD LABOR LAW

Before any child under the age of sixteen (16) years shall be employed in any occupation specified in Section 71 of this title, it shall be the duty of the parent or guardian of such child to procure and furnish to the employer of such child an age and schooling certificate... (*Oklahoma Statutes*, Title 40, Sec. 77).

Any person who is in willful violation of any of the provisions of Section 71 et seq. of this title shall, upon conviction, be guilty of a misdemeanor and, for each offense, shall be subject to a fine of not more than Five Hundred Dollars (\$500.00), or imprisonment for not less than ten (10) nor more than thirty (3) days, or both such fine and imprisonment. (*Oklahoma Statutes*, Title 40, Sec. 88).

## ASBESTOS INSPECTION

From: John Jackson, Designated L.E.A., Konawa Public Schools,

### To Whom It May Concern:

A complete inspection for **asbestos** containing material (ACM) has been completed at **Konawa Public Schools**. Bulk samples were taken of all suspect materials and were analyzed by an E.P.A. accredited laboratory. No friable asbestos containing building material was found in Konawa Schools. Some asbestos was found, but none in any material that presents a threat of fiber release. Results of the analysis have been received and have been incorporated into a management plan designed specifically for Konawa Schools. This management plan is available for public inspection in the Administrative Office during regular school hours.

## NONDISCRIMINATION

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

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

“The Konawa Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status.”

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the Superintendent who is the Title IX/504/ADA Compliance Coordinator

## 2016-2017 KONAWA SCHOOLS DAILY SCHEDULE

Breakfast and lunch schedule:

- Breakfast for Middle School and High School students will be between 7:15-7:50 a.m.
- Elementary students may eat breakfast between 7:15-7:50 a.m.
- All students will be dismissed for lunch at 11:50 a.m. Teachers with a noon duty may leave at 11:45 a.m.

The schedule for all regular school days for the Middle School/High School is shown on the following chart:

First Bell .....	7:55 a.m.
First Hour Tardy Bell .....	8:00 a.m.
First Hour Ends .....	8:45 a.m.
Second Hour Tardy Bell .....	8:50 a.m.
Second Hour Ends .....	9:35 a.m.
Third Hour Tardy Bell .....	9:40 a.m.
Third Hour Ends .....	10:25 a.m.
Fourth Hour Tardy Bell .....	10:30 a.m.
Fourth Hour Ends .....	11:15 a.m.
Fifth Hour (High School) Tardy Bell .....	11:20
Fifth Hour (High School) Ends .....	12:05
Lunch .....	Middle School 11:15 - 11:45
.....	High School 12:05 - 12:35
Fifth Hour (Middle School) Tardy Bell .....	11:50 p.m.
Fifth Hour (Middle School) Ends .....	12:35 p.m.
Sixth Hour Tardy Bell .....	12:40 p.m.
Sixth Hour Ends .....	1:25 p.m.
Seventh Hour Tardy Bell .....	1:30 p.m.
Seventh Hour Ends .....	2:15 p.m.
Eighth Hour Tardy Bell .....	2:20
Eighth Hour Ends .....	3:05

# KONAWA ELEMENTARY SCHOOL ADDITION TO HANDBOOK SCHOOL YEAR 2016-2017

Additional policies as stated in this portion of the Konawa Public Schools Student Handbook will be applied to the students of the Elementary School.

All other policies in this Student Handbook MAY or MAY NOT apply to Elementary students.

...

Dear Parents,

Welcome to a new school year at Konawa Elementary. It is our goal to make this year a very enjoyable one for your child. We hope that it will be a year filled with rich experiences, challenging projects and many successful achievements.

A large part of making this a successful year depends on you, the parent. Your involvement and interest in your child's education is vital. We encourage you to keep open lines of communication with the school. Information will be sent home every Tuesday in folders. We ask that you review the papers and/or notes and return the next day.

The classroom teacher should address questions concerning classroom events. The principal is also available to assist you with your concerns.

Please take the time to read and review our board approved Elementary Student Handbook with your child. The first page of the handbook should be signed and dated by both the child and parent and returned to the school within the first week of school.

We are happy that you will be with us this year and we want to assure you that we will do our best to make this a wonderful experience for your child. We invite you to visit our school and attend your child's programs. When visiting our school, please check in at the elementary office desk.

Sincerely,  
Elementary Faculty and Staff

...

## ARRIVAL AND DISMISSAL FOR STUDENTS

PreK students will meet in their classrooms upon arrival at school. PreK assistants will be at designated tables waiting for students to arrive. Kindergarten students through grades 5 report to the Elementary Gym immediately upon unloading from the bus or after leaving the cafeteria if students eat breakfast. **ELEMENTARY STUDENTS SHOULD AT NO TIME BE IN THE MIDDLE SCHOOL or HIGH SCHOOL BUILDINGS.**

The instructional day for elementary students begins at 8:00 a.m. Any students arriving after that time will be considered tardy and will need a tardy slip from the office to enter class. Students who are continually tardy may receive after school detention. Students **SHOULD NOT** be dropped off in the bus loading and unloading area for safety reasons. Cars should drop students off in the south parking area of the elementary school. If you need to come in to the building, **PLEASE** park your car in the areas designated “visitor”.

Elementary students will be dismissed at 3:00 p.m. Their teachers will escort students to the busses. Students that are picked up by their parents will be escorted to the south parking area of the elementary. **NO** parental pickups are allowed in the bus loading/unloading zone for safety purposes. Parents are asked to use the south parking lot for students pickup and form two (2) single file lines, utilizing both lanes of the parking lots. **IF** it is necessary for parents to enter the building, **PLEASE** park your car in a designated parking spot in order to keep the lines moving. Students who walk, meet siblings, or are picked up the Tiger **WILL** be kept at the elementary **UNTIL THE BUSES LEAVE THE SCHOOL.**

For student safety it is requested that you do **NOT** pick your child up early unless it is an emergency. The last few minutes of the elementary day are packed with gathering books, making sure students are in the correct line to go home, and monitoring children. If a teacher must stop to get a single child ready to go home, it can be disruptive to the entire class's routine. Please wait until students are released and brought to the front of the building at the end of the day to pick up your child.

# Daily Schedule

The schedule for all regular school days is shown on the following chart:

7:15 - 7:50 a.m. Breakfast for elementary students Kg-5

8:00 - 8:30 a.m. Breakfast for PreK

7:55 a.m. Classroom teachers will collect class from the gym area

8:00 a.m. Class begins

Lunch	Recess	Grades
10:55-11:15	11:20-11:40 .....	Kindergarten/First Grade
11:30-11:50	11:55-12:15 .....	Second Grade/Third Grade
11:50-12-10	12:15-12:35 .....	Fourth Grade/Fifth Grade
12:15-12:35	.....	PreK

## DRESS AND APPEARANCE

Clothing which will not be approved at Konawa Elementary School during school hours and on student activities include:

Hats or caps in the building (includes gym, auditorium, cafeteria, hallways and classrooms). This applies to both male and female students.

- Clothing with vulgar language, obscene pictures or graphics and wording related to sex, drugs or beverages containing alcohol.

- No tank tops or spaghetti strap tops without a sleeved undergarment for fourth and fifth grade students.

- No sleeveless undershirts.

- No gym shorts or biker shorts (girdles) in any fashion.

- Gang-related/gothic apparel, appearance, or action will not be tolerated.

- Skirts, dresses, shorts, etc. must be fingertip length with arms fully extended down.

- No sagging pants are allowed.

- Natural hair colors are appropriate for student wear. Green, blue, bright red, purple, orange, etc. are considered inappropriate.

- Exposed body piercing shall be limited to the student's ears.

- Tattoos deemed inappropriate must be covered.

- Any clothing or ornamentation that is disruptive to the educational process.

The final decision of any wearing apparel will be at the discretion of the administration. The decision will be based upon whether or not the clothing or ornamentation is disruptive to the educational environment.

## ATTENDANCE

It is of utmost importance that students are in school every day. The taxpayers of this community have provided education facilities superior to those found in most places. The only way to make the most of the opportunities and excellent facilities is by regular attendance. Irregular attendance, regardless of the cause, is the most frequent cause of unsatisfactory work and school failures.

If a student arrives after 8:30 a.m. more than twice in a semester, on third late arrival that student will be counted absent for 1/2 day and each subsequent time for the semester. Any elementary student that checks out early more than twice in a semester will be counted absent for 1/2 day. Each subsequent early checkout will also be 1/2 day absent.

A student may have a maximum of 5 days absence per nine-week or 10 days per semester. A student over the maximum amount of absences may be subject to retention. Refer to attendance committee page 8 in front section.

Perfect attendance certificates will be awarded for each nine-week period to those students who have been neither absent nor tardy. Awards for perfect attendance will also be presented at the end of the year for those students who have been neither absent nor tardy for the entire year. Although each student should strive to achieve a perfect attendance award, children should not be sent to school when ill, have a temperature over 100 degrees, are still broken out from infections, or any reason not proper to be in a public school and would endanger the health of the other students. **Students should be without fever for 24 hours before returning to school.**

**Konawa Public Schools are required by state law to keep an accurate record of attendance of all students and mandate certain procedures to follow in cases of truancy.**

## ABSENCES

Parents or guardians MUST NOTIFY the Elementary School (925-3118 or 925-3119 ext. 239) by 10:00 a.m. on the day a student is absent unless previously notification has been given in accordance with school procedure for excused absences. After 10:00 a.m., the school reach phone system will notify a student's parents, custodian, guardian, legal custodian or other person responsible for the student that the student is absent from school.

The purpose of the state compulsory attendance law is to insure that each student receives their fundamental right to education. It is not the purpose or intent to use these laws for any other reason.

If the parent/guardian does not have a telephone, a note stating the date of the absence and the reason must be sent with the student when he/she returns to school. Parents are asked for full cooperation in minimizing absences by making all appointments after school hours or on Saturdays when possible. When this is not possible, the student should miss only that portion of the day necessary for the appointment.

It is irrelevant whether an absence is excused or un-excused because when a student is absent, instruction, discussion, interactions, and other intangibles are lost forever. Although students will be allowed to make up their work, they still miss a considerable amount of knowledge by simply not being present. A student out of school one day actually loses two days of work because he/she comes to school unprepared for the day following the absence. Refer to page 9 in front section.

**Make-Up Work:** Students will receive full credit for make-up work that was missed unless that child was absent for disciplinary reasons. Students will have one (1) day for each day absent to complete the work missed. Failure to complete the work in the allotted time could result in a grade of zero (“0”).

## TRUANCY

“It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child who is over the age of five (5) years, and under the age of 18 years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the school of the district are in session or the child is excused as provided in this section...(*Oklahoma Statutes*, Title 70, Section 10-105).”

## TARDINESS

1. Excused: If your teacher holds your class overtime. (\*Teacher must give note or call the office.)

2. Unexcused: (examples)

- (a) sleep late
- (b) waiting on a ride to come to school
- (c) waiting with a friend to get an admit
- (d) school activity the night before
- (e) using the rest room
- (f) car trouble
- (g) visiting in hallway

Disciplinary action for unexcused tardies:

- 1. free tardy—tardy is recorded; no punishment
- 2. after school detention
- 3. in-school detention for all subsequent tardies
- 4. other action to resolve the situation (truancy court, etc.)

All elementary students should be at school prior to 8:00 a.m. Students who come to school after 8:00 should report to the principal’s office before going to class. Failure to report to the office will result in detention.

## ATTENDANCE COMMITTEE

Refer to page 11 in front section.

### “NO-NIT POLICY”

Konawa Elementary in cooperation, Central Oklahoma Family Medical Center, conducts lice checks on all students monthly. It is the policy of Konawa Elementary School to adhere to the following procedures when a student has been recognized to have nits or live head lice.

1. Student is removed from class.
2. Parent/Guardian is called to pick up student.
3. Letter with Certificate of Health forms is given to parent/guardian.
4. Letters are sent with each student in the classroom with the affected student.
5. The first Certificate of Health form must be completed and returned before the student may return to school.
6. The second Certificate of Health is to be completed and returned within ten (10) days of the first treatment.

### BEHAVIOR EXPECTATIONS

Great Expectations classrooms are well-managed and provide a predictable environment in which students know what is expected of them. Rather than determining punishments for specific wrongdoings, Great Expectations teachers pro-actively teach procedures and establish expectations that build self-esteem and make the classroom a place where students are immersed in a “character” rich environment. The following are eight expectations for all Konawa Elementary School students.

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person’s mistakes nor use sarcasms or putdowns.
3. We will use good manners, saying “please”, “thank you”, and “excuse me” and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

The Principal may assist students when expectations are not being followed.

Natural and logical consequences will be used in guiding students to make the right choices. Students must be allowed to “own” their own problems.

Choices that will be used if a student is sent to the office for “Disciplinary Referral” may include the following, but are not limited to:

**1st visit to office**—Talk with student(s) about making right choices and a disciplinary referral sent home.

**2nd visit to office**—Any of the following options may be exercised:

1. Detention after school (3:00-4:00).
2. Suspension from school/maximum of three (3) days.
3. Shadowing the child for a day.
4. Parent conference before child is allowed back in class.
5. Paddling (with parent consent).
6. Any other option the Principal may choose.
7. ISD—In-school detention.

**Subsequent visits to office** – will result in student suspension.

Corporal discipline will be a last resort effort. It is the parents' ultimate decision for corporal discipline, however the choice may be suspension in lieu of paddling. The following rules violation may warrant a child being spanked:

1. Hurting other students in a physical manner.
2. After having visited the Principal's office two (2) times for any misbehavior.
3. Doing physical harm to school property or students' property.
4. Improper language and/or gestures at school are considered profanity.
5. Being disrespectful to adults/teachers/substitute teachers or other students.

## **FIGHTING/BULLYING POLICY** **(This refers to student-to-student behavior)**

Fighting is defined as any behavior of a violent nature.

Bullying is defined as any behavior that makes another student feel unsafe, insecure, and/or unaccepted. Bullies are not “kids being kids”; they can be frightening and a menace to the education of our students.

Students that are referred for fighting and/or bullying will receive the following consequences:

**1st Offense:** Disciplinary Referral with a written statement—contact parents either phone or written; 3 hours after school detention/community service and counseling session may be required.

**2nd Offense:** Disciplinary Referral with a written statement—contact parents either phone or written; Three (3) days suspension or three (3) days of ISD or three (3) swats.\*\*

**3rd Offense:** Disciplinary Referral with a written statement—contact parents either phone or written; Five (5) days suspension or five (5) days of ISD or alternative discipline at the discretion of the principal.\*\*

\*\*Due to the severity of the act, it may be determined by the Principal that alternative discipline is needed.

**(The following refers to Student to Teacher behavior)**

Any student using obscene language and/or gestures and/or is aggressive **to a teacher in any way** will be suspended for at least one week (depending on the severity of the act).

Please note—Any time a student is suspended they will receive zeros in the course work. Students are not to attend any school function during the time of suspension.

**LENGTHY SUSPENSION**

See page 15-18 in front section.

**BULLYING PREVENTION POLICY**

*Statement of Philosophy*

Konawa Elementary School is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Konawa Elementary School is committed to creating and maintaining a learning environment that is free from bullying and harassment.

*Definition of Bullying*

- Bullying is aggressive behavior or intentional harm-doing.
- Bullying can be physical, verbal, emotional or sexual.
- Bullying is carried out repeatedly over time.
- Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

*Definition of Sexual Harassment*

- Sexual harassments is a form of discrimination based on sex. Discrimination based on sex means treating someone differently because she or he is female or male. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964.
- Sexual harassments is unwanted and unwelcome sexual behavior.
- Sexual harassment can be physical, verbal, include gestures or displays.
- Sexual harassment can happen once, several times or on a daily basis.
- Sexual harassment interferes with the victim’s academic or social life.

***BULLYING ON CAMPUS CAN HAVE LONG-LASTING RESULTS FOR MANY STUDENTS.***

- These acts cause feeling of anxiety, fear, and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning.
- Witnesses and bystanders also experience similar feelings as they know

- they could be the bully's next target.
- Bullying can trigger tragically violent responses in some students with other risk factors as have been in schools across the nation.
  - Bullying can be the early warning sign for further antisocial, aggressive and increasingly violent behavior.

### *Examples of Prohibited Behavior*

**Bullying:** Name calling, racial slurs, pushing, crowding, or concerning hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, shooting the finger at someone, hitting someone, taking things without permission

**Sexual Harassment:** Touching someone in ways that are not OK with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches.

### *BULLYING AND SEXUAL HARASSMENT WILL NOT BE TOLERATED ANYWHERE AT KONAWA ELEMENTARY SCHOOL.*

**This includes school facilities, premises, and non-school property if the student is at any school-sponsored, school-approved, or school-related activity, event or function (i.e. field trips or competitive athletic events) where students are under the supervision of staff.**

**Speak Up When Possible.** If possible, the target should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so, a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome.

**Reporting.** Reporting bullying and sexual harassment to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any school staff member. (Schools should have specific protocol that indicate the proper "chain of command" for reporting procedures). The staff is expected to act on all reports and to pass the report on to the school administrator.

**Tattling vs. Reporting.** Konawa Elementary School defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble. Konawa Elementary School defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, e.g., one that is threatening or hurtful.

**Confidentiality.** Konawa Elementary School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student ac-

cused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

**No Retaliation.** Konawa Elementary School will not tolerate retaliation for reporting bullying or sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against person who testifies, or assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

**Student Accountability.** Konawa Elementary School expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

**Staff Accountability.** All school staff are expected to model respectful interaction with all students and staff, at all times. Staff are expected to respond to bullying and sexual harassment incidents immediately, and in a manner consistent with school policy. Training will be provided on an annual basis to provide education and to enhance staff skills for responding effectively to bullying and sexual harassment.

Staff who witness an incident among students are expected to intervene by:

- Responding immediately
- Establishing the safety of the target
- Educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students.
- Setting a logical, reasonable and educational consequence for the bully or harasser which promotes the safety of the target. Target will not receive consequences.

## **RETENTION POLICY K-8**

Konawa Elementary School will follow the policy and procedures set forth by the Reading Sufficiency Act by the State of Oklahoma on third grade reading retention.

Students will be screened when entering Kindergarten using a test for developmental readiness. If a child has not reached the appropriate developmental level, parents may be requested to hold the child from entering school until the following year or consider placement in the Early Childhood Program.

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Usually students spend one year in each grade level. However, some students may benefit from staying a second "growth" year at the same grade level. Such retention may be considered when:

1. The child is in grades K-3, or, on certain occasions, when the child is in

grades 4-8.

2. The child is achieving significantly below ability and grade level.
3. Retention would not cause undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefiting the child totally.
5. Excessive **absences and/or excessive tardies.**

The student's parents/guardians, teacher or principal may request that a student be retained. At such request, the prescribed "Form A" will need to be completed along with outlined procedures being followed.

For additional information regarding the Retention Policy of Konawa Elementary School refer to Konawa School Board Policies, Pupil Personnel No. 632. These policies are located in the Elementary Principal's Office and in the Administration Office.

## **REPORTS TO PARENTS**

Report cards will be issued to student to take home and share with their parents in the Tuesday folder in a timely manner at the end of the 9 weeks. A student must be enrolled for at least twenty (20) days during the grading period to receive a grade on a report card.

Progress or deficiency reports will be mailed to the parents when necessary and at the mid-point of each nine-week period. Parents are urged to take advantage of opportunities to communicate with their child's teacher. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Parent contacts during the school year are always welcome. Our best partners in providing an outstanding educational program are our parents/guardians.

## **TEACHER-PARENT CONFERENCES**

Two (2) Parent/Teacher Conferences are set up each school year. These dates are listed inside the back cover of this handbook. We will meet on Thursday evenings and Friday mornings for your convenience in scheduling a conference with your child's teacher. A conference can be scheduled upon request.

## **VISITING THE SCHOOL—WELCOME!**

**Please stop in the office to sign the register** and get permission to visit the school. Visitor badges are provided and required. Unfortunately we do not recognize all parents/guardians and this procedure will help eliminate the possibility of unauthorized persons coming for children who are not parents/guardians. If you wish to visit a classroom, arrangements can be made through the office or with the classroom teacher for such a visitation. This procedure is necessary to eliminate interruptions in the daily program of our students. Visiting friends and relatives are not allowed to visit or attend school with Konawa Elementary students for any portion of the school day.

## GENERAL INFORMATION

**Students are not permitted to chew gum during school hours.** Students who bring their lunches, may have candy as part of their lunch but it must be eaten in the cafeteria or returned to their lunch box for the remainder of the day.

**PARTY INVITATIONS—PRIVATE PARTY INVITATIONS ARE NOT TO BE DISTRIBUTED AT SCHOOL. THIS OFTEN CREATES EMBARRASSMENT AND SOME HURT FEELINGS FOR STUDENTS NOT INVITED. PLEASE USE OTHER METHODS TO ISSUE INVITATIONS.**

**\*No homemade treats or snacks.**

### LOCKERS

Each student in 4th and 5th grades will be issued an individual locker located in the hall. Lockers are to be kept reasonably clean at all times. The care and content of the lock will be the responsibility of the student. Defacement, such as stickers and writing, is prohibited both inside and outside the locker.

Once lockers have been issued, the homeroom teacher will maintain a locker assignment sheet; therefore, students are not permitted to change lockers. Students must keep their books and other articles in their own lockers. Do not use other student's lockers or empty lockers that have not been issued to students.

**NO STUDENT IS ALLOWED IN ANY LOCKER EXCEPT THEIR OWN.**

**It is the right and responsibility of the administration to conduct locker inspection when deemed necessary.**

### EMERGENCY WARNINGS

In order for Konawa Schools to prepare for an emergency such as fire, tornado, or intruder, the following emergency drills will be conducted and documented in compliance with state regulations each school year.

- 2 fire drills (1 per semester)
- 2 tornado drills
- 2 lock down drills
- 2 intruder drills
- 2 safety drills

Administration will make teachers/students aware of the proper procedures and intercom messages/buzzers that will notify each site of an emergency drill. At the beginning of the school year, teachers will explain to their students specific rules for leaving each room in the building in case of emergency. Routes are posted in each room.

Students should remember to conduct themselves in the proper manner during an emergency drill.

## **GRADING POLICY**

The following shall be the grading scale used in the Konawa Elementary School for grades:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Early Childhood and Kindergarten will use a check system that signifies the child's progress made in their schoolwork.

First Grade will use S+, S, S-, N or U. Second and Third Grades will use A, B, and C grades in core curricula and S and/or U in all other areas.

All teachers will be required to record an average of two (2) grades per week for each of their students, with at least one (1) grade per week.

## **TELEPHONE USE**

Students achieve the most from their learning time when in class, therefore, they will not be allowed to make phone calls for homework, lunches, etc. Students may use the phone for emergencies only. Messages for students will be delivered in a timely manner.

### **CELL PHONES/MUSIC DEVICES (Elementary)**

Students will NOT be allowed to use cell phones/music devices during class time, between periods, recess, or lunch periods.

- Phones/music devices should be kept in student's locker.
- Any student found to be in violation of the cell phone policy will be subject to school disciplinary measures which may include:
  - Phone confiscation
  - Detention/corporal punishment
  - Suspension

### **ARRANGEMENTS FOR "GOING HOME"**

Each parent will need to share with their child's homeroom teacher the arrangements they have made for their child's "going home" plans.

Any changes in "going home" arrangements will need to be in writing and delivered to the office so a note can be given to appropriate personnel. An occasional phone call will be accepted for family emergencies before 2:00 p.m.

# Konawa Public Schools

## 2016-2017

### School Calendar

Aug. 8 - 10	Professional Development Day
Aug. 8	Open House
Aug. 11	First day of school for students (including Early Childhood and Kindergarten)
Sept. 5	Labor Day Holiday
Oct. 7	End of 1st nine-weeks grading period
Oct. 11	Parent/Teacher Conferences, after school
Oct. 12-14	Fall Break
Nov. 21-25	Thanksgiving break
Dec. 16	End of 2nd nine-weeks/1st semester grading periods
Dec. 19-Jan. 2	Christmas break
Jan. 3	Classes resume
Jan. 9	Professional Development Day
Jan. 16	Martin Luther King Day
Feb. 20	Professional Development Day
Feb. 28	End of 3rd nine-weeks grading period
Mar. 9	Parent/Teacher Conferences, after school
Mar. 10	No School
Mar. 13-17	Spring Break
Mar. 24	No School
Mar. 31	No School
Apr. 7	No School
Apr. 14	No School
Apr. 21	No School
Apr. 28	No School
May 5	No School
May 11	Last day of school
May 11	Senior Graduation
May 12	Professional Development Day



