

# Justice Warriors



2018-2019

## Parent/Student Handbook

[www.justice.k12.ok.us](http://www.justice.k12.ok.us)  
@JPSwarriors

**DISCLAIMER: Due to state and federal law changes, some of which will go into effect at various times throughout the year, information in this handbook will need to be updated. Updates will be listed on the school district's website. The website is located at [www.justice.k12.ok.us](http://www.justice.k12.ok.us). This handbook does not contain all policies related to the daily operation of Justice School. Please contact an administrator for further review of Board Policies and Procedures.**

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**TITLE IX and SECTION 504 STATEMENT**

It is the policy of the Justice School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. Inquiries concerning application of this policy may be referred to the Principal of Justice School who is the Coordinator of Title IX and Section 504 responsibilities, Justice School, 36507 EW 1310, Wewoka, Oklahoma 74884, phone (405) 257-2962, OR FAX (405) 257-5514.

**JUSTICE PUBLIC SCHOOL**

**STATEMENT OF POLICY, DRUG-FREE SCHOOL**

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good effort to promote the health, safety, and well being of students, employees, and the community as a whole, the Justice Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-8.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is unlawful and harmful.
- C. Standards of conduct that are applicable to all Justice School students, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph 'C' above, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.

Standards of conduct as outlined in paragraph 'C' and disciplinary sanctions in paragraph 'D' will be part of the

Notification to parents and students:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. (Federal Regulations can be examined through the school office.)

This policy shall be published in the Justice Student Handbook and given to each student as he or she enrolls.

**REPORTING STUDENT UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES,ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

The policy of the Justice School shall be that if an elementary youngster is found to be in possession or control or under the influence of a dangerous substance or alcoholic beverage as defined by the Uniform Controlled Dangerous Substance Act of the State of Oklahoma or a non-intoxicating beverage containing more than one-half of one percent (1/2 of 1%) alcohol by volume and not more than three and two tenths percent (3.2%) alcohol by weight (for example: beer) the Superintendent or Principal will notify the parents or guardians. The students will be suspended until a meeting is held with the parents/guardians. It will be only as a last resort that an elementary student would be suspended permanently from school and only with the cooperation of the district court. Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. Every Teacher and Support Employee employed by the Justice Board of Education who has reasonable cause to suspect that a student is under the influence of or has in his/her 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 civic liability. (O.S. Title 70, Section 24-132)

**APPROVED LIST OF DRUG TREATMENT CENTERS**

**JUSTICE PUBLIC SCHOOLS**

Tri-City Substance Abuse Center  
300 East Seminole  
Seminole, OK 74868  
(405) 382-1112

Seminole Nation Drug & Alcohol Abuse Program  
630 N. Main St.  
Seminole, OK 74868  
(405) 382-2743

Mental Health-Substance Abuse  
2010 Boren Blvd  
Seminole, OK 74868  
(405) 382-4507

Rolling Hills Hospital  
1000 Rolling Hills Lane  
Ada, OK 74820  
(580) 436-3600

## CALENDAR OF EVENTS

### SEMESTER 1 EVENTS

#### **July**

17 – Board Meeting 6:00 pm

#### **August**

1-3 & 6-8 –Enrollment (9:00-12:00 noon)

6-8 – Professional Days

9 – First Day of School

13 – Open House/Parent Night 3:30-7pm

All Parents urged to attend

21 – Board Meeting 6:00pm

#### **September**

3 – No School – Labor Day

12-13 – P/T Conf. 3:30-6:30pm

14 – No School (P/T Conf. Day out)

18 – Board Meeting 6:00pm

#### **October**

12 – End of 1st 9 weeks

16 –Board Meeting 6:00pm

17 – No Classes – Professional Day

18-19 – No School – Fall Break

#### **November**

9 – Veteran’s Day Celebration

13 – Board Meeting 6:00pm

19-23 – No School – Thanksgiving Break

#### **December**

18 – Board Meeting 6:00pm

21 – End of 2nd 9 weeks & Semester #1

22-31 – No School – Christmas Break

### SEMESTER 2 EVENTS

#### **January**

1 – No School – New Year’s Day

2 – No Classes – Professional Day

2 – 2019-20 Open Transfer Window begins

3 – Second Semester Classes Start

15 – Board Meeting 6:00pm

21 – No School–M.L. King, Day (Snow Day)

28 – No Classes – Staff Work Day

(Justice 3rd-5th Scholastic Meet)

#### **February**

8 & 15 – No School (Snow Days)

18 – No School – President’s Day (Snow Day)

19 – Board Meeting 6:00pm

#### **March**

1 – No School (Snow Day)

4 – No Classes – Staff Work Day

(Justice 6th-8th Scholastic Meet)

7 – End of 3rd 9 weeks

8 – No School (Snow Day)

12 – Board Meeting 6:00pm

13-14 – P/T Conf. 3:30-6:30pm

15 – No School (P/T Conf. Day out)

18-22 – No School – Spring Break

29 – No Classes – Professional Day

#### **April**

5 – No School (Snow Day)

12 – No School (Snow Day)

16 – Board Meeting 6:00pm

19 – No School (Snow Day)

26 – No School (Snow Day)

#### **May**

2 – Spring Banquet 6:30pm

3 – No School (Snow Day)

8 – Last Day of Classes

Awards Assembly 9:00am

KG Graduation 10:00am

8th Graduation 6:00pm

9 & 10 – Professional Days

13-15 – Work Days & Staff Check-Out

21 – Board Meeting 6:00pm

#### **June**

18 – Board Meeting 6:00pm

## **WELCOME & SCHOOL INFORMATION:**

### **WELCOME**

We would like to welcome you to Justice Public School. We have an excellent school with excellent teachers. We are dedicated to the education of our young people. We hope you and your parents enjoy our school. This handbook has been prepared to help you be better acquainted with our school.

THANK YOU,

Chris Bryan, Superintendent & Chris Jones, Principal

### **LOCATION OF ADMINISTRATION OFFICES**

**Superintendent's Office** – Room 404-Southeast entrance of Bldg D. Phone (405) 257-2962 or FAX (405) 257-2963

**Administrative Assistant** – Room 403-Southeast entrance of Bldg D. Phone (405) 257-2962 or FAX (405) 257-2963

**Principal's Office** – Room 205- Building B south entrance. Phone (405) 257-2962 or FAX (405) 257-5514

**Principal's Secretary** – Room 204- Building B south entrance. Phone (405) 257-2962 or FAX (405) 257-5514

### **JUSTICE SCHOOL PHILOSOPHY/MISSION**

Justice School strives to provide its students the best educational opportunities available. Our goal is to help our students live happy, useful, and successful lives. We believe that the school should be the center of learning, recreation, and culture of the community. It is our mission that Justice Public School will create a learning environment where students will master skills needed to be productive citizens.

### **JUSTICE SCHOOL COLORS and SYMBOL**

The School Colors are Royal Blue and Silver. The School Mascot/Emblem is the "Warrior."

### **THE SCHOOL DAY**

The school building will be open on school days at 7:15 a.m. Students are asked not to arrive before this time. The first bell rings at 7:55 a.m. and classes begin immediately after the 8:00 a.m. tardy bell. School will be dismissed at 3:30 p.m. Parents who pick their children up should use the south driveway.

### **CLOSING OF SCHOOL**

In the event of bad weather or other problems which may require the school to be closed at a time it would normally be open or a late starting time is required, the school will make these announcements over the following television stations:

KFOR – OKC, KOKC – OKC, KWTU – OKC, KOKH – OKC, KOCB – OKC.

### **CHILD FIND**

Under the direction of the State Department of Education, the Justice School System is seeking to locate and identify all handicapped persons from birth to age 21, who have not received twelve years of education. With Public Law 94-142 as guidelines, those who qualify will receive a free and appropriate education and the related services.

## **STUDENT INFORMATION, RECORDS & RIGHT TO PRIVACY:**

### **NOTICE REGARDING RELEASING STUDENT INFORMATION**

The Justice School District has developed policies and procedures designed to meet the provisions of the "Family Educational Rights and Privacy Act," (FERPA) passed by Congress in 1974. These policies may be found under Section 500.15 student records. Copies of the district policies are available for review in the office of the Superintendent. The district will provide to parents and eligible students an annual notice of their rights under this policy.

### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA**

The Justice School District hereby notifies students and their parents/guardians of their right to inspect and review the student educational records under the Federal Educational Rights to Privacy Act (FERPA).

Parents/Guardians have a right to:

1. The right to inspect and review the student's educational records within 45 days of the day the school district receives a request for access. Parents of eligible students should submit to the school Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the school Superintendent, clearly identify the part of

the record they want changed, and specify why it is inaccurate or misleading. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an educational record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district in which a student seeks or intends to enroll (Note: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

Parents and eligible students should come to the Superintendent's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Superintendent's office.

### **DIRECTORY INFORMATION RELEASED BY JUSTICE SCHOOL**

The Justice School District proposes to designate the following personally identifiable information contained in a student's education record as "Directory Information", and it will disclose that information without prior written consent.

1. Student's name.
2. Name of student's parents/guardians.
3. Student's date of birth.
4. Student's class designation (first, second, etc.).
5. Student's extra curricular participation.
6. Student's achievements, awards, or honors.
7. Student's weight and height as a member of an athletic team.
8. Student's photograph.
9. The school or school district the student attended before he or she enrolled in the Justice School District.

Within the first three weeks of each school year, the Justice School District will provide each enrolled student a Parent/Student Handbook with the above list of the designated Directory Information. For students enrolling after the first three weeks, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

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

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

### **PERMANENT RECORDS**

A permanent record for each student is maintained in the Superintendent or Principal's office. We take every precaution to safeguard it. Parents and guardians may view this material upon request to the Superintendent. Before any material contained in the file is destroyed, the parents or guardians will have opportunity to receive the material. This permanent record contains:

1. Full name, date of birth, and place of birth.
2. All semester grades.
3. Attendance.
4. Test results.

## **ADMISSION, ATTENDANCE, WITHDRAWAL:** **ADMISSIONS/ENROLLMENT**

Any student entering Justice Elementary School must provide a birth certificate, Social Security Card, CDIB and tribal enrollment cards (if applicable), and current shot record (See "Medical" section for state immunization requirements). A student who attended Justice Elementary School last year will be considered enrolled when attending the first day.

## **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 to 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 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)

Justice Public School is required to report incidents of failure to comply with the Compulsory Education Law. Failure to comply must be filed promptly with the District Attorney. Examples of school non-attendance are, but not limited to, the following: (1) truancy, (2) unexcused absence (see absence policy for school notification the day of absences), (3) dropouts, and (4) out-of-school suspension.

Additionally, Justice Public School is required to notify the Office of Juvenile Affairs regarding incidents of out-of-school suspension and abandonment issues (failure to pick up children promptly after school hours).

Justice Public School is an active participant in the Seminole County Truancy Program.

## **ATTENDANCE POLICY**

All students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and class failure. A student must be in attendance a minimum of ninety percent (90%) of the assigned school days during each nine-week period. Eight (8) absences per semester will be allowed for each course, combined excused and unexcused absences. When a student accumulates four (4) absences in a quarter and eight (8) absences in a semester, an attendance letter will be sent to the parents or guardians. In order to prevent students in grades 1-8 from being assigned Saturday school for excessive absences, students must keep absences below 4 per quarter and 8 per semester. Upon accumulation of eight (8) absences, students in the PK3 (3 year-old) class will be considered for replacement by the next student on the waiting list for the program. A student that has not been in attendance for the required amount of time may appeal to the building principal (immediately upon the student's return to school) for an exception to the policy for extenuating circumstances only.

Any student that exceeds 10% absences shall not be allowed to participate in or attend extracurricular activities until the attendance percentage exceeds the 90% minimum. **A student must be present and not tardy all day on a school activity day in order to be eligible to participate in a school sponsored activity that day or night.** There may be extenuating circumstances in which the administration may consider.

## **EXCUSED ABSENCES**

The following reasons will not count toward maximum number of days missed per semester.

1. In the event of an extended illness as documented by a physician's statement provided to the school within 48 hours of the student's return to school, student's absences will not be counted toward the 10% absence figure if the

student or the student's family make arrangements for the work to be done at home while under a doctor's care. Absences will be excused, but work will still need to be made up. The time allotted to make up work will equal the days missed due to illness.

2. Students are not counted absent when attending school-sponsored events. However, it is the student's responsibility to make up work missed. The student will be allowed to be absent from the classroom for a maximum of ten periods per each class per year to participate in the activities sponsored by the school.
3. Funerals of immediate family members and court dates when a student is required to go as a witness or defendant or internal personal family accounts.

All other excused absences will be counted toward the maximum number of days missed per semester. Students have the same number of days they were absent to complete make-up work.

#### **TRUANT ABSENCES**

If a child is absent without valid excuse four (4) or more days or parts of days within a nine week grading period or is absent without valid excuse for eight (8) 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 X or the Oklahoma Statutes.

#### **TRUANCY**

A student is considered truant when absent from their assigned classroom without the knowledge and consent of either the school or parent. Skipping classes for one hour will be considered truancy, even though the student does not leave the school grounds. For example, going to another room or building on campus instead of being with their regular class and schedule without the supervising teacher's knowledge and/or permission will constitute truancy. Students who are truant will not be allowed to make up work missed during their truancy and should expect disciplinary action.

#### **ACTIVITY ABSENCES**

The maximum number of absences for activities sponsored by the school, which removes the student from the classroom, shall be ten for any one-class period of each school year.

#### **ATTENDANCE and MAKE-UP WORK**

The Justice Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this Board to minimize absenteeism from regular classes while providing students with the opportunity to participate in co-curricular activities.

It is the responsibility of the parent to notify the school if a child is to be absent. The school will attempt to contact those student's parents who do not call. If no contact is made, the parent must send a note the day the child returns before the student can be excused. **All absence notes and/or physician statements must be submitted within 48 hours of the student's return to school from the absence.** Parents will be notified each nine weeks by letter from school when their child has accumulated four absences. This could be absences or tardies alone, or a combination of both.

All work missed during a period of excused absence may 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 school day to make up the work missed, unless granted additional time by the teacher or principal. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

Any test announced in the student's presence, which is missed by the student due to any type of absence other than truancy, will 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 will be obligated to take the test on that day. Should the student be absent at the time the test is announced or if the test is not regularly scheduled, makeup will occur at a subsequent date chosen by the teacher. Any exceptions to the policy concerning administering a test will be limited to those expectations made by the principal. Making up missed work assignments is the responsibility of the individual student.

**Students who are truant (unexcused absence) will not be allowed to make up work missed during their truancy and should expect disciplinary action.**

#### **STUDENT CHECK-IN / CHECK-OUT**

Students are not permitted to leave campus without a permit from the principal's office. If they must leave the school campus for any reason, they must be checked out by the parent/guardian by completion of the checkout register in the office after receiving approval from the principal or attendance clerk. Failure to comply with this policy will result in disciplinary review and/or action by the principal.



Students must officially check-in by completion of the check-in register in the office with the school principal or attendance clerk before going to class. Students checking-in late without valid documentation will be recorded as truant or as an unexcused absence.

### **WITHDRAWAL FROM JUSTICE SCHOOL**

In the event a child has to leave our school on a permanent basis we ask that the office be notified so that the student may make arrangements through the office to check out of school leaving the proper items in place. The elementary office will have the proper forms so that the move will be less stressful for the child entering their new school.

### **ACADEMICS:**

#### **GRADING AND REPORT CARDS**

The teacher will use percentages for recording grades on the students' work assignments and tests. Percentages will also be used for recording grades in the Grade Book. Report cards are sent home at the end of each nine (9) weeks grading period to inform the parents of each student's progress. Parent/Teacher conferences are scheduled twice during year, and as needed by appointment. Grades PK-4<sup>th</sup> will use a skills-based report card. Percentage grades will be translated into letter grades for reporting to parents of students in grades 5-8 according to the following scale:

<u>Definition/Description</u>	<u>Letter Grade</u>	<u>Average</u>
Superior Work:	A	90%-100%
Above Average Work:	B	80%-89%
Average Work:	C	70%-79%
Below Average Work:	D	60%-69%
Failing:	F	0%-59%

(\*\*\*NOTE: 70% is the lowest passing score on State Tests)

#### **PROMOTION and RETENTION**

##### **Reading Sufficiency:**

Beginning with students entering the first grade in the 2011-2012 school year, if the reading deficiency of a student, as identified based on assessments administered is not remedied by the end of third grade, as demonstrated by scoring below the proficient level on the reading portion of the statewide third-grade criterion-referenced test, the student shall be retained in the third grade unless a "good cause exemption" is met.

##### **Student Retention:**

Retention will be considered according to the following guidelines:

- A. A letter grade of "F" or "Unsatisfactory Progress" in two or more basic skills areas for the school year.
- B. Unsatisfactory scores on standardized or criterion referenced test scores.
- C. Unexcused absences for 9 or more days during a semester.

#### **SCHOLASTIC ELIGIBILITY**

##### **Student Eligibility During a Semester:**

- A. Scholastic eligibility for student participation in extra-curricular activities will be checked at the end of the second week of a semester and each succeeding week thereafter.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she 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 the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will run from 8:00am Monday to 8:00am on the next Monday.
- C. 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.
- D. A student who has failed two or more subjects for a semester will be ineligible to participate in extra-curricular activities for the first six weeks of the next semester grading period.

#### **TEXTBOOKS**

Textbooks are to be furnished free to all students. Students are financially responsible for textbooks assigned to them. Books that are lost or abused must be replaced at the expense of the student to whom the book was assigned.

## **PROFICIENCY-BASED PROMOTION**

Students who desire to test out of a class or grade and receive credit for advance placement may do so. Tests will be given two times a year. The dates shall be: (a) the first Friday in August, and (b) the last Friday in May after the close of the school year. Students interested in testing must notify the administration in writing at least four weeks before the scheduled test. The test will be administered at 9:00 am on each respective date. The exam administered will be approved by the Oklahoma State Department of Education. Administration of the test shall be upon approved referral by the site administrator and the testing coordinator. As required by law, in order for elementary students to be advanced, all five of the core curriculum tests must be passed with a minimum score of 90% each.

## **HONOR ROLL**

The purpose of the honor roll is to give recognition to those students who excel in academics. Honor rolls will be published at the end of each quarter and semester grading period. They are as follows:

Superintendent's Honor Roll:

Students making all A's or >80<sup>th</sup> Percentile

Principal's Honor Roll:

Students making all B's or better or >60<sup>th</sup> Percentile

## **GIFTED/TALENTED GUIDELINES**

A copy of the policy for the gifted/talented program may be obtained from the administrative offices. If a child's education has been interrupted, he/she is granted permission to remain in the program an additional year for each year of participation in the program from the time of interruption.

## **SCHOOL/PARENT COMPACT**

By working cooperatively together, Justice School and our parents can provide for the successful education of our children. In order to succeed, we must have a working partnership in order to achieve our mission.

<b>Parent/Guardian Agrees to:</b>	<b>Student Agrees to:</b>	<b>Teacher Agrees to:</b>
<p>I want my child to achieve. Therefore, I will support and encourage him/her by doing the following:</p> <ul style="list-style-type: none"> <li>• Have my child at school each day, on time.</li> <li>• Pick my child up from school on time.</li> <li>• Check my child's homework to insure completion.</li> <li>• Check my child's schedule and grade reports.</li> <li>• Keep my child rested, healthy, and safe</li> <li>• Communicate regularly with my child's teacher.</li> <li>• Attend parent conferences and other school activities.</li> <li>• Support the school discipline policy.</li> <li>• Serve on school committees.</li> </ul>	<p>It is important for me to achieve. Therefore, I will strive to do the following:</p> <ul style="list-style-type: none"> <li>• Practice the required behaviors in the student handbook.</li> <li>• Be responsible for my own behavior.</li> <li>• Be prepared for all classes with homework, books, and materials.</li> <li>• Be attentive and productive during class.</li> <li>• Behave responsible and respectful at all times.</li> <li>• Read at school and at home each day.</li> </ul>	<p>It is important that students achieve. Therefore, I will strive to do the following:</p> <ul style="list-style-type: none"> <li>• Provide high quality curriculum and instruction in the classroom.</li> <li>• Provide frequent academic progress monitoring in the classroom.</li> <li>• Participate in Parent/Teacher conferences as scheduled or as needed.</li> <li>• Provide frequent and open communication with parents &amp; student.</li> <li>• Be responsible for planning and implementing lessons meeting student needs.</li> <li>• Provide a safe and positive learning environment where respect &amp; responsibility are expected.</li> </ul>

## **BEHAVIOR/DISCIPLINE:**

### **RESPONSIBILITIES OF PARENTS**

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

1. Support the schools 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 him/her to complete assigned homework particularly by providing a quiet place suitable for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them if requested.
4. Cooperate with the school by attending conferences and planning meetings for continuous improvement.
5. It is the belief of the administration that the most effective discipline is self-discipline. Students are treated as young ladies and gentlemen and are expected to prove to be such by their actions and by their response to the school society.

#### **EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations apply to any trip under school sanction.
2. Pupils shall respect the wishes of chaperones appointed by the school.

#### **STUDENT CONDUCT-AUTHORITY OF THE TEACHER**

Students who attend Justice Public School are ladies and gentlemen. Their standard of conduct shall be to always think and do those things that are right and proper in a democratic society. Their speech and deeds will be expected to be above criticism. According to Oklahoma state law (Oklahoma School Code, Article VI, Section 95), the teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. The same rules of conduct and teacher authority apply to all school activities both during and outside of regular school sessions in which the child is under the supervision of Justice Public School. A student whose conduct or character at school is under discipline or whose conduct or character outside of the school is such to reflect discredit upon the school, shall be ineligible until reinstated by the Principal. Each student is financially responsible for equipment issued and must turn in all items at the end of each activity or season or pay for them before beginning another activity.

#### **STUDENT CONDUCT, LOYALTY, AND CODE OF ETHICS**

In order for your school to become even better, its school citizens must be loyal, devoted, and faithful with respect to every area of school life; full of courage; and regardful of honor. To be a good school citizen, you should be able to model the six pillars of character (trustworthiness, respect, responsibility, fairness, caring, and citizenship) as well as empathy and compassion.

#### **STUDENT DRESS CODE**

The Justice Board of Education believes that the majority of the students in the public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited. (*Board Policies FNCA, FNCA-R*)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Shorts, cutoffs, or tank tops except in gym. (Seasonal exceptions are at the discretion of administration.)
2. Shirts or blouses that do not overlap their skirts or trousers. Shirts should cover the chest.
3. Leggings will be considered the same as panty hose. Leggings should be covered accordingly.
4. Writing or pictures on shirts or patches or other clothing items that suggest obscenity or vulgarity or that promotes any type of behavior that is illegal for minors to engage in.
5. Indoor wearing of hats or caps. (Exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons.)

### **STUDENT DISCIPLINE**

The Justice Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent. (*Board Policy FO*)

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

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

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission from the office
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property (including but not limited to gum chewing, etc.)
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment

18. Gang related activity or action
19. Cheating

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Corporal Punishment
12. Involvement of local authorities
13. Referring student to appropriate social agency
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **BUS DISCIPLINE**

Justice Public School transports students by bus regularly. Bussed students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. Students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the bus include, but are not limited to:

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be at the discretion of the administration; the second

suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.

6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn at the discretion of the administration. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the school until school dismissal must remain in the bus.
10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

### **DISMISSAL FROM SCHOOL FOR DISCIPLINARY REASONS (SUSPENSION)**

Only the Principal or Superintendent may suspend a student from school for disciplinary reasons and then only after certain guidelines are met. A decision to suspend must be based on the incident or matter about which the student has been appraised and:

1. The student has had the opportunity to inform himself of the provisions of school policies, regulations and conduct required or prohibited.
2. Has been provided statements of the provisions or specific matters allegedly violated and both student and parent must be given written notice of suspension and reasons within twenty-four (24) hours.
3. Has had sufficient opportunity to express or convey to the decision-making authority, his/her view or rebuttals of the alleged violation.
4. Be notified that he/she and his/her parents have the right to appeal a suspension to the Board of Education.

At its discretion, Justice Public School may provide an education plan for any student suspended out-of-school for five (5) or fewer days (Oklahoma School Code, Article XXIV, Section 488.2).

Students suspended more than five days (other than weapons or drug-related suspensions) will be provided an educational plan. This plan will cover the subjects in which the student is currently enrolled. The student's parent or guardian will be responsible for providing a supervised structured environment, and will monitor the students' educational progress during the suspension.

Students who are suspended will not be eligible to participate in extracurricular activities and will not be allowed to attend any school-sponsored activity, home or away.

### **OUT OF SCHOOL SUSPENSION APPEAL PROCEDURES**

In case of suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision to the board of education through the appropriate appeal procedures listed below.

The appeal procedures are as follows:

1. The appeal will be initiated by the parent/guardian by contacting the Superintendent within five (5) school days of the imposed suspension.
2. The Superintendent will set a time and place for the hearing and notify the parent/guardian. The hearing will be held during the regular school hours.
3. The hearing will be closed to the public and the parent/guardian must be in attendance.
4. The hearing committee will consist of:
  - a. The Superintendent of the school or a designated representative who will chair the committee.
  - b. Three (3) classroom teachers (not involved in the incident).
5. The appeal decision will be to sustain, rescind, or modify the action prescribed by the Superintendent.
6. The parent/guardian has the right to appeal the decision of the hearing committee to the board of education. Such a request must be in writing to the Superintendent of the school.

## **STUDENT SEARCH POLICY**

A search of student, student property, or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering stolen property. A search of a student may be conducted when a student is on district property, in transit to, or attending any function sponsored or authorized by the district, and if that student's parent is present or has given written permission for a search. Student's lockers etc. may be searched at anytime. Cars on school property may be searched at anytime. Outside clothing such as coats may be searched at anytime, purses, bags etc. may be searched at anytime. If a drug dog alert is made, or if there is reasonable suspicion that a student may be in possession of a controlled dangerous substance (CDS) or illegal paraphernalia, the matter will immediately be referred to the Sheriff's Department, juvenile authorities and/or the District Attorney for further investigation and/or consequences. (70-24-102)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

## **SAFE SCHOOL-BULLYING PREVENTION**

The Justice School's program should be designed to provide a safe school environment. The Safe School Committee will meet regularly to review any program, practice, or facility that is detrimental to the safe learning environment of Justice Public School students, faculty, staff, and community. Any injury or illness should be reported promptly to the Building Principal and the parent/guardian of the ill or injured child.

The Justice Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

#### Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

#### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:  
70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:
  - A. Harm another student;
  - B. Damage another student's property;
  - C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or



- D. 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.
2. The "Reasonable Person" Standard  
 In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
3. General Display of Bullying Acts  
 Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.
- A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Justice Public Schools.

#### Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training  
 All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Justice Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Justice Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

### Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention

5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. 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.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

#### Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include long-term suspension for students and employment termination for employees. (21 O.S. Sec. 1190)

### **WEAPONS-FREE SCHOOL POLICY**

It is the policy of the Justice Public School district to comply fully with the Guns-Free Schools Act.

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

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

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

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

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

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

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

Students who use any annoying devices, which could cause personal injury, will be dealt with at the principal's discretion.

**NOTE 1:** 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 1965, 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.

**NOTE 2:** Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

### **GANG RELATED ACTIVITIES**

There will be no tolerance for gang activity, support of gang activity or activities related to gangs. This includes specifically the wearing of gang clothes, making gang signs, (either by gesture or writing) or any activity that could be considered as being gang related. Consequences of such actions can range to suspension for the semester.

### **ASSAULT ON A SCHOOL EMPLOYEE**

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Justice school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

## **ASSAULT AT ATHLETIC CONTESTS**

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. (21-650.1)

## **MEDICAL:**

### **MEDICAL** **CONTAGIOUS DISEASE OR HEAD LICE LAW**

State law requires that any child afflicted with a contagious disease or head lice may be prohibited from attending public, private or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice or contagious disease. (70-1210.194)

### **AIDS EDUCATION**

Justice Public School in compliance with Oklahoma State Law annually provides Acquired Immune-Deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing. (70-11-103.3)

### **POLICY ON DISPENSING MEDICATION**

Legally, Justice School personnel are not allowed to provide any form of medication for students unless specific guidelines are followed:

1. A form must be submitted by the parents/guardians of the student(s) giving the school permission to dispense the required medication.
2. The form must clearly state what, when, and how the medication is to be admitted.
3. A log must be maintained as the medication is dispensed and kept with the release form.

Only the following personnel shall be authorized to administer medicine at school: the school nurse or nurse's aide, or in the absence of a nurse or nurse's aide, the school Principal, or school employees who have been designated in writing as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and the Justice School District, may also administer medicine in the absence of a school nurse. (10-170.1)

### **IMMUNIZATION OF STUDENTS**

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools. No minor child shall be admitted to any public, private or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving the required immunizations in accordance with Oklahoma immunization laws.

#### **Exemptions to the Immunizations Required by Law:**

1. A certificate of a licensed physician as defined in Section 725.2 of Title 59 of the Oklahoma Statutes, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or
2. A written statement by the parent, guardian or legal custodian of the child objecting to immunization of the child. (70-1210.192)

### **MENINGOCOCCAL MENINGITIS NOTIFICATION**

#### **What is meningococcal meningitis?**

Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

### **How is it spread?**

Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes and drinking glasses.

### **What are the symptoms?**

Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy and confusion. If any of these symptoms are present and are unusually sudden and severe, call a physician. Do not wait.

### **Can meningitis be prevented?**

Yes. A safe and effective vaccine is available at your local health department to protect against four of the five most common strains of the disease. For students under 18, the vaccine is free of charge. The Vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site and rarely a fever. As with any vaccine, vaccination against meningitis may not protect 100 percent of all susceptible individuals.

## **CONCUSSIONS AND HEAD INJURIES**

The Justice Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participate from that health care provider.

### **CONCUSSION/HEAD INJURY FACTS FOR PARENTS/GUARDIANS**

#### **What is a concussion?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

#### **What are the symptoms generally reported by athletes?**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

#### **What are the signs generally observed by Parents/Guardians?**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

#### **How can I prevent a concussion?**

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship.
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye

and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

**What should I do if I think I have a concussion?**

- Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

**How can I help my child prevent a concussion?**

- Ensure they follow their coach's rules for safety and the rules of the sport.
- Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)
- Learn the signs and symptoms of a concussion.

**For more information visit:**

- [www.cdc.gov/TraumaticBrainInjury/](http://www.cdc.gov/TraumaticBrainInjury/)
- [www.oata.net](http://www.oata.net)
- [www.ossaa.com](http://www.ossaa.com)
- [www.nfhslearn.com](http://www.nfhslearn.com)

## **SUDDEN CARDIAC ARREST**

### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### **How common is sudden cardiac arrest in the United States?**

While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

### **Are there warning signs?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;

- unexplained shortness of breath;
- a racing heart;
- dizziness;
- chest pains; or
- extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### **What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

### **Can you screen for cardiac abnormalities?**

The annual sports pre-participation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the pre-participation examination reveals an indication for these tests.

### **Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)**

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.
- In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

### *Removal from play/return to play*

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).



## **DIABETES MEDICAL MANAGEMENT PLAN**

Justice Public School's Diabetes Medical Management Plan is to assist students that have diabetes and outline the health services and procedures that may be needed to assist the student. The parent shall notify the school of the student's condition. Once notified, the school will develop a personal health care team for the student. The team will be in place to assist the student in attending to the management and care of the diabetes as follows:

- Performing blood glucose level checks;
- Administering insulin through the insulin delivery system used by the student; and
- Treating hypoglycemia and hyperglycemia;
- Possessing on his/her persons at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
- Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan.

Any other procedures or needs shall be addressed and written within the student's diabetes individual medical plan as necessary and relates to each individual student. (70 O.S. 1210.196.1,etseq.)

## **HEALTH/GENERAL SAFETY:**

### **ASBESTOS WITHIN SCHOOL FACILITIES**

Justice Public School has been inspected for cancer-causing asbestos materials and none have been found. A management plan is on file in the Superintendent's office and is available for your inspection upon request.

### **EMERGENCY DRILLS**

Safety is major concern of our school; therefore, from time to time we will be conducting the following types of emergency drills. Safety drills will be conducted periodically. The students will be timed on how fast they are able to exit the building in an orderly manner.

Bus evacuation drills - training will be given to the students on the various methods of exiting a bus in case of emergencies. Records will be maintained in the office of the principal or superintendent.

Fire drills - the students will be instructed on the exit routes from their classes. Fire drills or actual fires will be accompanied by the fire alarms.

Tornado drills - the students will be instructed on the exit routes from their classes.

Lockdown drills – the students will be instructed on the lockdown procedures for intruders and other emergency situations requiring a lockdown of the campus.

### **CAMERA SURVEILLANCE VIDEOS**

Justice Public School utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms.

Surveillance videos are not considered to be educational records of students. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos will not be retained unless the district's administration determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Superintendent. The Superintendent shall have discretion as to the release of surveillance videos.

### **CAFETERIA/FOOD SERVICES**

The school provides food services for the benefit of all students. Justice School does not charge for its meals at the present time. We encourage all students to eat the nutritious meals.

Students will walk to the cafeteria in an orderly manner as we have plenty of time to eat. Teachers will be in charge of their groups in the cafeteria. Students may take as much as you want, but never take more than you need. Unnecessary noise and horseplay will not be allowed in the cafeteria.

### **DISTRICT WELLNESS POLICY**

Due to federal legislation, school districts are required to adopt and implement a district policy for health, nutrition and wellness. In part, the policy establishes standards for monitoring foods of nutritional value and physical activity for the enhancement of the physical well-being of every child. The current Justice Wellness Policy is available on the Cafeteria

page on the Justice website (www.justice.k12.ok.us), or by contacting a Justice School Administrator. Parents are requested to review this policy with school administration in order to provide suggestions for continued maintenance and improvement in student health and wellness.

### **TOBACCO POLICY**

In accordance with the Oklahoma law, tobacco in any form will not be used by students while on school premises. Tobacco or tobacco products should not be possessed or used by students attending any school sponsored event outside school premises, or while in transport to or from such an event in school authorized vehicles. (Student refusal to report 21-1242) (Furnishing to minors 21-1241) (Distribution 37-600.9)

### **SCHOOL INSURANCE**

Accident insurance is not provided by Justice School. The school does not assume responsibility for payment of doctor fees.

### **SCHOOL VISITORS**

Parents are always welcome to visit their child's classroom. Regular volunteering by parents is addressed by school policy. All visitors must sign in through the Principal's office. Students from other schools who are not enrolled in Justice School are not permitted to "visit" Justice School while classes are in session due to the distraction to the classroom learning environment. Also, we discourage students from bringing their younger or older siblings to school as it is a classroom distraction as well.

### **OFF LIMIT AREAS**

The areas around the air conditioners and the lagoon is fenced off. No students will be allowed inside these fenced areas. Students will not be allowed to cross the roads by the school without a teacher's approval and direct supervision.

## **GENERAL POLICIES/PROCEDURES:**

### **PERSONAL COMMUNICATION AND OTHER ELECTRONIC DEVICES**

It is the policy of the Justice Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

It is the desire of the Justice Public School to provide a distraction-free learning environment. Therefore, it is the policy of the Justice Board of Education that the administration shall not provide written permission for students to possess wireless communication devices at school. Wireless telecommunications devices can serve as a significant distraction to the learning environment and overall education process. All personal communication and other electronic devices are to be turned in at the Main Office upon arrival to school. Any use of cell phones in a locker room or restroom area is always prohibited. Failure to check-in all wireless telecommunications and other electronic devices to the office upon arrival will result in disciplinary consequences up to and including suspension from school.

Every office in the Justice Public School system has a phone, should one be necessary. In the case of an emergency, any student will be able to use school telephones. Upon violation of this policy the school administration or staff member shall have authority to detain any student and seize any wireless telecommunication device and submit the seized property to the office. The property will be returned by the principal to the parent or guardian. Repeated offenses will escalate appropriate disciplinary consequences up to and including suspension from school.

I-Pods, CD or mp3 players, headphones, radios, video games, laser pointers or other intrusive electronic or technological device which could be potentially harmful or distracting to the learning process are not allowed to be brought any time school classes or activities are in session. However, I-Pods, CD or mp3 players, headphones, radios, or video

games may be brought on special occasions at the discretion of the student's sponsor and administration. Students in violation of this policy may have the device confiscated and returned to the parent/guardian at the discretion of the administration. If students choose not to comply with this guideline, it is cause for appropriate disciplinary consequences up to and including suspension from school.

### **LOCKERS (Grades 5-8 and Athletics)**

All students in grades 5-8 will be assigned a locker. Students will not be allowed to change lockers unless it is approved by the office. Each student will be responsible for his/her locker. Before a student can put a lock on his/her locker, a spare key (for key locks) and/or the combination (for combination locks) must be turned in to the office. This will prevent a lock from needing to be cut off in case the student forgets a key or the combination. Each student is responsible to keep his/her locker clean at all times. The special paint on the lockers is very expensive. Therefore, each student will be responsible, as well as his/her parent/guardian, for the repainting or repair of any lockers that are written on or abused. Students should not place permanent stickers, open drinks or open foods in the lockers. Lockers will be checked regularly (See also Student Search Policy). Athletic lockers with combination locks will also be assigned. Each student-athlete will be responsible for his/her lock and locker. Each student-athlete assigned an athletic locker will be responsible for keeping his/her locker secure by not telling others his/her locker combination.

### **LOST OR DAMAGED SCHOOL PROPERTY**

Any student who loses or damages school property will be held financially responsible, as well as his/her parent/guardian, for the replacement or repair of that property.

### **LOST AND FOUND**

Students finding articles on the school grounds or in the school building with no knowledge of ownership are asked to turn them in to the Superintendent's or Principal's office. If you lose an article, please check with the office.

### **STUDENT ORGANIZATIONS**

Softball Team: 7<sup>th</sup>/8<sup>th</sup>

Basketball Teams: PK-2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup>

Academic Team/Quiz Bowl-(Currently Unassigned).

Baseball Team: 7<sup>th</sup>/8<sup>th</sup>

Track and Cross-Country Teams: 7<sup>th</sup>/8<sup>th</sup>

4-H-(Currently Unassigned).

Any parent/guardian that does not want their student to participate in any of these organizations will notify the school in writing of this request. It will be the responsibility of the parent/guardian to enforce the nonparticipation, not the school district.

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

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

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

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

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

#### Personal Responsibility

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

#### Term of the Permitted Use

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

#### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
  - Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - Spreading rumors about others through email, IM, or text messages.
  - Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.

- Stealing another person’s login and password to send mean or embarrassing messages from his or her account.

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

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user’s home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if the user is under 18). Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

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

#### Failure to Follow Policy

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

#### Warranties/Indemnification

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

#### Updates

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