

WATONGA MIDDLE SCHOOL HANDBOOK

Watonga Public Schools
1200 Eagle Lane
Watonga, OK 73772

Administration Office	Phone	Fax
1200 Eagle Lane, Watonga, OK 73772	580-623-7364	580-623-7370
High School		
1200 Eagle Lane, Watonga, OK 73772	580-623-7362	580-623-8019
Middle School		
1200 Eagle Lane, Watonga, OK 73772	580-623-7361	580-623-7371
Elementary School		
900 North Leach, Watonga, OK 73772	580-623-5248	580-623-5238

Home of the Watonga Eagles
School Mascot: The Eagle
School Colors: Red and Black

Watonga School Song:

*Fill us with loyalty
So we shall our name proclaim
Happy we, strong and free
So to the far lands our footsteps may wander;
Take, take our fealty
Watonga Eagles is our name
Ever more, rich or poor
Your praises shall we acclaim.*

Principal's Message:

Welcome to Watonga Middle School 2017-2018! We look forward to an exciting first full year in our new school facilities this year. It is very important that families read over the student handbook. We feel that we are all here to get a quality education and to prepare students to become productive members of society. Knowing the guidelines set forth in our handbook facilitates that cause.

There have been some revisions made to the student handbook. It is your responsibility to read the student handbook and abide by its policies. The handbook contains most of the rules, policies, and regulations that you will be required to follow at school or school-sponsored events. Of course, the handbook cannot cover EVERY issue that could arise over the course of a school year. There may be situations that happen that will need to be dealt with on a case by case basis as they occur.

If you have a question or suggestion about our school, please feel free to stop by my office and express your concerns. It is my wish to make this the best place to go to school for everyone involved – students and staff.

*Go Eagles!!
Mr. David Lorenz
Principal*

Table of Contents**Page #**

<i>Family Educational Rights and Privacy Act</i>	4
<i>Protection of Pupil Rights Amendment</i>	5
<i>Information Surveys</i>	5
<i>EEO; Policy Notification; Minute of Silence Law</i>	6
<i>Attendance</i>	6-7
<i>Absences, Tardies</i>	7-8
<i>Neglect or Refusal to Compel Child to Attend School</i>	8-9
<i>Directory Information</i>	9-10
<i>Child Find</i>	10
<i>Grading; Report Cards; Pupil-Parent-Teacher Conferences</i>	10
<i>Oklahoma Honor Society</i>	11
<i>Code of Conduct</i>	11
<i>Positive Behavioral Interventions and Supports</i>	11
<i>Discipline and Control of Students Policy</i>	11-12
<i>Student Violations – Disciplinary Actions</i>	12-13
<i>Bus Rules</i>	13
<i>Cell Phones, Chromebook policy</i>	14
<i>Dress Code</i>	14-15
<i>Student Retention Policy</i>	15
<i>Semester Test Exemptions / Incentive Program</i>	15-16
<i>Possession of Non-Educational Materials; Public Displays of Affection</i>	16
<i>Suspension of Students</i>	16-18
<i>Transportation; Health; Accident and Illness; Medicine</i>	18
<i>Lockers, Schedule Change; Withdraw from School; Library and Media Center</i>	19
<i>Security of Money/Clothing; Lost and Found</i>	19
<i>Personal Property; Loss of School Property</i>	20
<i>Visitors; Assemblies; Meetings and Events; Cafeteria</i>	20
<i>Drug Testing</i>	20
<i>Athletic Eligibility and Participation</i>	21-22
<i>Conduct Code for Spectators</i>	22-23
<i>Citizenship</i>	23
<i>Harassment, Intimidation, and Bullying</i>	23-25

Annual Notification: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that

receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents

certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

1) Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2) Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing,

if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFP Part 98) applies to programs that receive funding from the U.S.

Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate;

and it seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate

in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- o Political affiliations;
- o Mental and psychological problems potentially embarrassing to the student and his/her family;
- o Sex behavior and attitudes;
- o Illegal, anti-social, self incriminating and demeaning behavior;
- o Critical appraisals of other individuals with whom respondents have close family relationships;
- o Legally recognized privileged or analogous relationships, such as those of lawyer, physicians, and ministers; or

o Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents or students who believe their rights under PPRA may have been violated may file a complaint

with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information

or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal

Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, D.C. 20202-5920.

Watonga Public School District

The Watonga School District will/has develop(ed) and adopt(ed) policies in consultation with parents regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Watonga School District will also directly notify through U.S. mail or email parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Watonga School District will make this notification to parents at the beginning of the school year if the district has identified

specific or approximate dates or the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded - in whole or in part.
 - Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-59.

Equal Educational Opportunities:

In compliance with Board of Education policy regarding equal educational opportunities for all students, the following recommendations are adopted:

- 1) All students, regardless of race, sex, or disability, will have equal opportunity to enroll and participate in any educational program or activity sponsored or conducted by the Watonga Public Schools.
- 2) No discrimination will be in effect for any student or staff because of marital status or pregnancy.
- 3) Any cooperative education program or agreement with other agencies will require a statement from cooperative members or agencies regarding their non-discrimination policy.

Policy Notification:

It is the policy of the Watonga Public School system 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, financial aid, and employment. Inquiries concerning application of this policy may be referred to the district's compliance coordinator.

Minute of Silence Law:

Senate Bill 815 requires the local board of education to ensure that all school sites within the district observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray or engage in other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice.

Attendance:

Records of Attendance of Pupil SECTION 232.

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

provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian, or custodian of such child in a court of competent jurisdiction of such violations, which violation shall be a misdemeanor. If a child is absent without valid reason four (4) or more days or parts of days within a four-week period or is absent without valid excuse for more than ten (10) days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106) A student must be in attendance in each class at least (90) ninety percent of each semester in order to receive semester credit for the class. Since each grading semester consists of usually 85-90 days, a student who misses ten (10) or more times in any class will not pass that course for the semester. The school will excuse documented medical visits. Students who have a passing class average for a class or classes during the first semester who do not receive credit due to excessive absences may have this credit restored at the end of the second semester if they have no attendance problems during the second semester and receive at least a C in the respective class or classes the second semester.

Right to Appeal (Attendance):

If a student accumulates absences in excess of nine (9) and believes special circumstances exist which should be considered, a student or his/her parent may request a hearing for consideration of the granting of credit. Such a request must be made in writing and presented to the building principal. The student's hearing panel (consisting of the principal, counselor, and each of the student's classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The student must be allowed a minimum of five (5) school days following notification of the hearing date in order to gather evidence (such as hospital records, doctor reports, etc.), contact witnesses, and prepare his case. The student will be allowed to present his/her case before the hearing panel. Following the presentation of evidence, the hearing panel shall be allowed executive session to discuss and study the case. Following the executive session, each panel member shall cast a ballot for or against the granting of credit. The ballots will be counted in the presence of the student. The granting of credit shall be determined by majority vote of the panel. In case of a tie vote, credit will be granted. The decision of the hearing panel shall be final and no other agency within the structure of Watonga Public Schools shall have the authority to overturn that decision.

Absences:

Parents are requested to communicate with **the main** (*middle school / high school*) office and notify the school of their child's absence. Parents must notify the school on the day of the absence or send a note or contact the office on the following day. Students will be considered truant if the school is not officially notified. They are simply recorded on the school register and teacher grade book as an absence. In the event a student is absent from school, it becomes that student's responsibility to make up homework or tests. Generally, the work missed must be made up at the rate of one additional school day for each day of absence. For example, if a student is absent for two days, the student has two days to make up and turn in that work. However, a long-standing homework assignment or a test that was scheduled in advance must be taken immediately upon returning to school. For instance, a student who is absent on Friday from a class in which Friday is a normal test day can expect to be required to take the test on

the first day he/she returns to school. Exceptions may be granted by the instructor and principal. Zeros will be recorded for tests and homework that are not completed properly and in a timely fashion.

Type of Absences:

School Activity Absence:

This is an absence due to a school-sponsored activity, which is supervised by a school-appointed sponsor. This absence is noted on the official school attendance registers. Students may not miss any one class more than (10) ten times during the school year for school activities. Activity absences are kept by period on a separate activity register and may be checked by students and activity sponsors throughout the year. It is the duty of students attending a school activity to get their assignments from each teacher whose class is to be missed prior to going on the activity. All assignments and/or tests are due the next day unless the teacher/teachers have made other specific arrangements with the students. Academically eligible students who have or will exceed the (10) ten-day rule may file for an extension if they have a 3.0 grade point average, no major violations, and have been in regular attendance 90% of the time. Students who have excessive absences are not permitted to attend the activity. The school sponsor is responsible for following these policies and turning in the student absence notices to the office before departing for the activity. It is the students' responsibility to correspond with a teacher on make-up work, and the work must be completed. Tests and homework missed may be altered by teachers to insure reliability and validity. Students who are checked out to attend a school activity must be accompanied by a parent or guardian.

Truancy:

Truancy consists of a student being absent from school without the knowledge of the administration or parent/guardian. Parents are notified by the school if a student is considered to be truant. Involvement of law enforcement and notification to district attorney may occur at administration's discretion.

Tardies:

A student not in the classroom when the bell rings is tardy. Students who are tardy the first hour and fourth hour shall report to the office. If more than 10 minutes of the class is missed by the student they will be counted as an absence for that class. Tardies are given on a per class bases: 3rd tardy in any class = ISS or Saturday School.

Neglect or Refusal to Compel Child to Attend School-Exceptions:

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

B. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, 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 districts are in session. Provided, that this section shall not apply:

I. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the Board of Education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician.

II. If any such 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, or other person having control of such child;

III. If any such child who has attained his or her sixteenth (16th) birthday is excused from attending school by written, joint agreement between:

1. the school administrator of the district where the child attends school, and
2. 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 of age;

or If any such child is excused pursuant to subsection C of this section.

C. 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 submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

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

Directory Information:

The Watonga Public School proposes to designate the following information contained in a student's education records as "directory information," and it will disclose that information without prior written consent:

- 1) The student's name, address, and telephone number
- 2) The names of the student's parents
- 3) The student's date of birth
- 4) The student's class designation (i.e. first grade, tenth grade, etc.)
- 5) The student's extracurricular participation
- 6) The student's weight and height if a member of an athletic team
- 7) The student's achievement awards and honors
- 8) The student's photograph
- 9) The student's dates of attendance
- 10) The school or school district the student attended before the student enrolled in this school district.

The Watonga School District will publish the above list of items of directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent office) of the items they refuse to permit the district to designate information about the student.

Child Find:

Public laws provide that all disabled children ages 0-21 are entitled to free and appropriate education. Children with specific learning disabilities, deafness or hearing impairment, autism, deaf-blindness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, serious emotional disturbance, speech or language impairment, traumatic brain injury, visual impairment, or developmental delays may qualify for assistance. If you know a child who needs assistance, contact the Watonga Public Schools, PO Box 310, Watonga, OK 73772, and Attn: Superintendent of Schools for more information. All information is kept confidential.

Grading & Report Cards:

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your school records. We only keep them...you make them. Progress reports are issued on the 1st and 3rd nine weeks; report cards will be issued at the 2nd and 4th nine weeks (1st and 2nd semester). Letter grades are used to designate a student's progress. "I" is to be used for incomplete work; the "I" becomes an "F" if the work is not completed at a time satisfactory to the individual teacher. No "I" will be recorded in the permanent records.

Grading Scale: A- 100-90; B- 89-80; C- 79-70; D- 69-60; F- 59-0; S-Satisfactory; U-Unsatisfactory
Students who are not passing the four core curriculum classes will not be able to participate in the 8th grade graduation exercises.

Pupil-Teacher-Parent Conferences:

At no time should you be in doubt of your child's progress. You are notified of his/her progress through the grade cards. If you still have questions or feel that there has been a misunderstanding please call the school for an appointment with the teacher, counselor, or principal. Parents are welcome at Watonga Middle School at all times; however, we do require you to sign in at the office any time you are on school grounds. Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help or to clear up misunderstandings. Parent-Teacher conferences, which are held twice a year, give parents the opportunity to speak with the teacher, visit the classroom, and tour the building. Watonga Public Schools participates in POWERSCHOOL, which allows the parent and student to check grades and attendance at any time.

Ensure you have your child's POWERSCHOOL login so you can have the constant access.

Oklahoma Honor Society:

The top ten (10) percent of the eighth grade class and seventh grade class as determined by the grade point average during the second semester of the previous year and the first semester of the current year is nominated for this honor.

For the sixth grade class, the top ten (10) percent will be based on the student’s grades for the first semester of the current year only.

Only solid academic classes will be used for figuring grade point averages. All grades will be averaged to figure the top ten percent.

Proficiency Based Promotion Guidelines:

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Any questions regarding this process can be directed to the school principal.

Code of Conduct:

All students’ behavior in Watonga Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. It is our belief that the home and school must teach our young people to be law-abiding, productive citizens. Where students falter in behavior, we attempt to see that the problems are handled efficiently, sensibly, and justly.

Positive Behavioral Interventions & Supports (PBIS): In our efforts to establish Watonga Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At WMS the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students who have strong character act appropriately, maximize their learning opportunities, and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what the Pillars of Character mean and look like in all areas of our school through activities, lesson, demonstrations, videos and role-playing. In addition to learning the pillars; teachers and staff will recognize students for better-than-expected behavior.

Discipline and Control of Students Policy:

The Watonga Board of Education believes that the school’s primary goal is to educate, not discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

Oklahoma Law, Title 70, Section 6-114 provides teachers with the same rights as parents to control and discipline school children within local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior which is not included in the following

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

- 1) The student's attitude
- 2) The seriousness of the offense
- 3) The effect of the offense on other students
- 4) Whether the offense is physically or mentally injurious to other people
- 5) 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 following types of behavior will generally require remedial or corrective action. 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.

Possible, but not limited to, student violations

- *Violation of bus rules
- *Cheating
- *Computer/Internet or Chromebook policy abuse
- *Disorderly conduct
- *Dress code violation
- *Extortion
- *Fighting
- *Hall/corridor abuse
- *Harassment
- *Possession of non-educational material
- *Possession or use of alcohol or drugs,
- *Public display of affection
- *Possession of weapons/explosives, pyrotechnics
- *Profanity and/or threats to school personnel
- *Sexual misconduct
- *Tardiness
- *Willful disobedience of a directive of any school official
- *Vandalism/theft
- *Locker abuse
- *Library violations

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. In considering alternatives for disciplinary actions, the faculty/administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events the appropriate to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine remedial or corrective action in each instance. If a violation occurs at the end of the school year, the disciplinary action may be carried into the next year.

Possible, but not limited to, disciplinary actions

- * conference with student and or parent
- * student warning (verbal, written, conference)
- * referral to counselor
- * removed from class/group/bus
- * suspension of library or off-campus privileges
- * suspension from extra-curricular activities
- * parent shadowing child
- * changing student's seat assignment
- * confiscation of non-allowed items
- * after-school detention
- * in-school suspension
- * financial restitution for damaged or stolen property
- * requirement of student to clean items or facilities
- * restriction of privileges
- * referral to police, sheriff or district attorney
- * referral to appropriate social agencies
- * suspension
- * ISS
- * referral to superintendent/board for expulsion
- * other appropriate actions as required and as indicated by the circumstances

The above schedule is a list of alternatives, of which one or more may be used as the principal or designee deems just given the circumstances for the individual case. Alternatives are not necessarily selected in numerical order but are to be determined by the principal or teacher according to the severity of the offense. All students enrolled in Watonga Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and board of education while in attendance at school, at school-sponsored activities, or during transportation to or from school. In general, the authority of the school official includes control of student conduct off school grounds and outside the school hours when students are engaged in a school-sponsored activity. The authority of school officials is the same as if the activity took place on school property. Parents, guardian, 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 toward 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.

Bus Rules

A student can create a dangerous situation by misbehaving on the bus and thus diverting the driver's attention. It is absolutely necessary that every student passenger conduct himself/herself in a manner that will not take the driver's attention away from the road. Students should wait until the bus comes to a complete stop before attempting to enter. Misconduct on a bus will be brought to the principal's attention immediately. Misconduct will be treated as disorderly conduct.

Cell Phones

Cell phones are permitted on school property, but they must not be seen or heard. All students must turn off cell phones during school hours. Cell phones are not permitted to be used at ANY time during the day or in school buildings and/or grounds. Confiscated cell phones must be picked up by parents. **Refusal to give up a cell phone due to abuse of this policy will then constitute disobedience of authority.**

Chrome Book:

There will be a \$20.00 usage fee due at the time the student checks out his/her chrome book. If this fee is not paid at the time of checkout, WMS may require the student to leave the chrome book at school. This equipment is, and at all times remains, the property of District # 1042, Blaine County, OK District #6, a/k/a Watonga Public Schools (the "District"), and is loaned to the student for educational purposes for the academic school year. Borrower may not install or use any software other than software owned or approved by the District and made available to the Borrower in accordance with this Agreement.

Dress Code

One of the primary objectives of a public school education program is to instill in the student lasting personal pride and beneficial self-respect. Good standards of dress and appearance reflect good judgment and maturity. Good grooming is more than just for appearances' sake; it denotes your way of life. It becomes difficult for even the best student to maintain high ideals within if he does not have a neat and clean outward appearance. For this reason, the school takes a personal interest in your appearance and feels that this is an important part of your educational training. The personal appearance of any student is primarily the responsibility of the individual and the parents/guardians. At the beginning of first hour each morning, classroom teachers will check students dress.

Any students violating the dress code will be sent to the office.

Parents will be contacted and students will be sent home to change clothing. If parents cannot be reached, clothing will be provided for the student to wear. The following standards of dress must be followed:

- 1) Jeans and slacks in good repair/condition are acceptable. No holes larger than a half dollar are permitted in jeans above mid-thigh unless tights are worn underneath.
- 2) Appropriate footwear is required.
- 3) Pajamas and house shoes are not allowed.
- 4) Tank tops, tops with narrow straps such as spaghetti straps, tube tops, muscle shirts, see-through shirts/blouses, and fishnet tops will not be permitted. Straps on the sleeveless shirts must be 2" wide at any point.
- 5) Bare midriff blouses/shirts, crop tops, or halter tops will not be permitted.
- 6) Casual shorts, dresses, and skirts may be worn to school, but they must be at least finger-tip length (with arms extended straight.) No biker, spandex, or boxer shorts will be allowed. Tights/leggings must have covering that covers the crotch areas and buttocks at all times.
- 7) Hats, caps, hoods, bandanas, or helmets will not be worn in the school building.
- 8) The waistbands of pants must ride at the wearer's hipbones or higher.
- 9) Garments, jewelry, and other accessories with symbols, patches, letters, numbers, slogans, pictures, advertisements, or phrases that advertise or promote the use of alcohol, tobacco products, controlled substances, gang memberships, inappropriate language, disruptive behavior, or are of a sexual nature will not be permitted.
- 10) Button-front shirts/blouses cannot have more than two buttons open at the top.

- 11) Suspenders/overall straps must be fastened.
- 12) Pocket and/or wallet chains will not be permitted.
- 13) No tattoos will be allowed to be shown (must be covered at all times).
- 14) Jewelry for pierced ears is the only jewelry for body piercing that is allowed.
- 15) Abnormal hair coloring that is a distraction to others is not allowed.
- 16) No unauthorized marking on clothing or self, including personal notes using magic markers, pens, permanent markers, etc., is allowed.

CLOTHING OF QUESTIONABLE TASTE WILL BE UP TO THE DISCRETION OF THE ADMINISTRATOR TO DETERMINE.

There appears to be a definite relationship among good dress habits, good work habits, and proper school behavior. When a student's dress causes a distraction from the normal school work or presents a safety or health hazard, immediate disciplinary actions will be taken by the teacher and administrator. Students sent home to change clothing will be considered absent from class. In interpreting the dress code to all students, the principal will have total authority. If situations arise that are not specifically covered, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final.

Student Retention Policy

In accordance with the policy of the Board of Education, in the middle school, a placement committee consisting of the principal, counselor, and teacher (s) shall determine if a student is to be retained in his or her current grade or promoted to the next higher grade. The committee will use the following criteria to determine if a student should be assigned to the next higher grade:

- * Pre and post testing in STAR math
- * Pre and post testing in STAR reading
- * Pre and post testing in STAR early literacy
- * Developmental ability
- * Report card grades
- * Teacher observation

The building principal will notify the parent of the committee's decision. Whenever the placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become part of the student's permanent record stating the reason (s) for disagreeing with the decision of the board.

Semester Test Exemptions-Incentive Program

All hours (1st-7th) are included. Students who meet the following criteria will be exempt from taking the semester exam in that class:

- A) Grades must be A, B, or C for the semester.
- B) Students cannot have more than 3 absences in any class per semester. (Parental and medical notes do not excuse an absence for the incentive trip.)
- C) Students can have NO more than 2 office referrals and NO serious violations such as assignment to ISS, OSS, etc.
- D) Students required to take any semester test should be in school all day.

Students who qualify for semester test exemption will qualify for the incentive trip (incentive trips are scheduled the same day as semester test).

Possession of Non-Educational Materials/Electronic Devices

Materials without educational merit are not to be brought to school unless so requested by a faculty member. Examples of these materials would be pocket knives (non-threatening manner), radios, stereos, headphones, laser pointers, gum, candy, soft drinks, other food items, water guns, card collections, super glue, white-out, etc. Notes are also considered non-educational material that may be confiscated; therefore, note writing, note passing, and note reading are prohibited

Drawings of weapons are considered inappropriate. Confiscated materials will be returned to the parents/guardians upon their request.

Electronic signaling devices, and beepers are prohibited unless approval has been given by administration and parents of the student. 70 O/S 24-101.1 S.L.O. 488 (refer to cell phone policy for cell phones)

Public Display of Affection

Students must accept the responsibility of conducting themselves in a manner that is not subject to question. Public displays of affection between students are considered offensive and unacceptable behavior.

Suspension of Students

Suspension and expulsion are disciplinary measures involving exclusion from school. Suspension is exclusion for a short period of time, usually less than ten days, which under some circumstances may be served at school as an in-school suspension. Expulsion is an exemption from school for a period of time such as the remainder of the semester and cannot extend beyond the succeeding semester.

Students who are suspended from school for short-term, non-violent offense suspensions will be allowed to make up their work, and absences due to that type of suspension will not count against them on the 10-day policy. Parents will be responsible for picking up and returning assignments between 3:00 and 3:30pm each day beginning with the first day of suspension, or the work will not count.

Work must be returned on a per-next day basis. No work assigned during the suspension period will be accepted after the day the student returns to school Federal legislation has been enacted that requires. the expulsion from school FOR A PERIOD OF NOT LESS THAN ONE YEAR for any student who brings a firearm to school, except that the school's chief administering officer may modify the expulsion requirement case-by-case.

Suspension of Students: (regulation)

The authority to suspend a student from a school in the school district is delegated to the respective building principals. A student may not participate or represent Watonga Middle School at any school- sponsored activity while under any form of suspension. In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of students from school:

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, damages property, persists in a misbehavior,

or is guilty of misconduct which, in the judgment of school officials, warrants the reasonable belief that substantial disruption of school operations will likely result.

2. A suspension shall not extend beyond the present semester and the succeeding semester, except for of the violation Weapons Free School policy (FNCGA), which provides suspensions for up to one calendar year.

3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.

4. Make-up work for long-term suspensions due to violent offenses shall not be permitted.

5. Procedural steps to suspension:

a. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

b. In-School Suspension (ISS). This is an alternative to short-term out-of-school suspension. ISS will be imposed by the student's principal. In-School Suspension involves certain procedural rules, which do not pertain to other types of suspension.

Therefore, a separate regulation, FOD-ISS-R, has been established. That regulation can be found elsewhere in this manual.

c. Short-term suspension. A student may be suspended from school for up to a ten-day period by the principal. Both the student and the parent(s) shall be notified of the suspension, the reason therefore,

and the right to appeal the suspension to the Suspension Committee

d. Long-term suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester.

Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Superintendent of Schools.

6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee, if the period of suspension is ten days or less, or to the Superintendent of Schools, if the suspension is for more than ten days.

The following procedures shall govern the appellate process:

a. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of intent to suspend of their intent to appeal the suspension.

b. The suspension committee (short term) or the Superintendent of Schools (long term) shall be advised of a student's or parent's intent to appeal. The appeal shall be heard within ten days from the date the notice of intent is filed. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

c. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative, may examine witnesses on the student's own behalf, witnesses, and offer other evidence in his/her behalf including the student's own testimony.

7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester or more may petition the superintendent for a reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification, which would support reinstatement.

The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action it deems appropriate.

NOTE: 70 O.S.24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public or private school of this state until the terms of the suspension have been met or the time of suspension has expired. Summary Suspension from school, without prior notice and hearing, may be imposed when the student's continued presence in school poses a danger to other persons, property, or an ongoing threat of disruption of the academic process. Due process shall be afforded as soon after a summary suspension as is practical.

Transportation

Free transportation in district-owned buses is furnished to students who reside one and one-half (1.5) miles or farther from the school in which the student attends. All buses used by the Watonga Public School meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times. The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. After getting on the bus, no student is to depart from the bus until it reaches the destination. Any deviation from the student's regular destination must be submitted in writing to the office the day of the change so the bus driver can be notified.

Health

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical care and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable. It is also imperative that your child's immunizations are kept up to date in accordance with the state law.

Accident and Illness

The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is there to receive him/her.

Medicine

An administrator or designated school employee may, ***after receiving written authorization*** from the parent or guardian of the student, administer a non-prescription or medicine or a filled prescription medicine prescribed in student's name, pursuant to the administration directions listed on the prescription vial label or as otherwise directed by a physician. The written authorization of the parent or guardian that permits the school to administer medicine to the student will be kept on file by the school.

Lockers

Each student will be assigned a locker. Students should see that lockers are kept neat and orderly with no marking inside or outside; no stickers of any kind are allowed on or in lockers. Lockers are to be shut at all times after use. Students must use only the locker assigned to them and must have permission from the office to change lockers. All personal items and books, when not in use, are to be kept in lockers. Students may not tamper with another locker. Students are responsible for the contents of their locker. Lockers may be opened and examined by school officials at any time, and random lockers checks will be made throughout the school year. Students should leave their backpack in their lockers. Backpacks should not be taken to the classroom.

Schedule Change

Students desiring to make changes in their schedule should make the request to the principal. Changes not requested by the end of the fifth day of the semester will not be considered.

Withdraw from School

When a student withdraws from Watonga Middle School, the student should report to the principal's office on the morning of the last day of attendance. The student will receive a withdrawal notice form to be signed by each of his/ her teachers at the end of each class period. At that time the student will return his/her textbook to the teacher and complete other requirements set forth by the school.

Library and Media Center

The library staff is on duty during school hours. Students may check out books according to the library rules. Students are responsible for all material checked out, and when materials are lost or damaged, the student must pay for the replacement cost.

Security of Money and Clothing/Lost and Found

It is highly recommended that all coats, jackets, rain apparel, P.E. equipment, etc., be clearly and permanently marked with the owner's name. Fortunately, we do not have many thefts. Thefts might be prevented if students would be careful not to leave personal items in clothes during P.E. or athletic classes, and keep their purses/bags with them rather than laying them down by lockers or in restrooms where they are temporarily out of the sight of the owner. All lost and found articles should be taken to the Principal's office. Students should check the office about lost articles. Articles not collected by the owner by the end of each semester will be donated to the local second-hand store. Parents need to understand personal items brought to the school have a risk of being lost, stolen, or broken, and **the school is not responsible for these personal items.**

Personal Property:

Watonga Public School is not responsible for student, parent, or teacher property that is lost, stolen, damaged, or destroyed.

Loss of School Property

Students who lose textbooks, Chromebooks, library books, locks, athletic gear, etc., will be held responsible for them. All items not accounted for must be paid for by the student responsible for them.

Visitors

All visitors (including parents/legal guardians) must check in at the main high school/middle school office immediately upon entering and sign the visitor's log. Strangers on the school campus or in the building will be asked to leave the campus.

Assemblies

In assemblies, students will sit by class as assigned by the principal of the school site. Students will also leave the auditorium by classes. Sponsors and teachers will sit with their classes.

Meetings and Events

All meetings and events are to be scheduled through the office of the principal one week before an activity.

Cafeteria

Watonga Public Schools provides an open campus for 6th thru 12th grade students during their assigned lunch period. Students must have parent or guardian permission to eat off campus. Off-campus privileges can be suspended or revoked if any provisions are violated or due to discipline or attendance issues. Students eating in the cafeteria are assigned a lunch number. Students can't use another student's lunch number; doing so will be considered theft. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. We have two serving lines, a regular food line with two menu options, plus a salad bar and a fruit bar every day. The lunch room rules must be followed by every student entering and exiting the cafeteria. Disciplinary action will be taken if students don't abide by the lunch room rules.

Drug Testing Extra-Curricular Activities

Each activity student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/ sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent shall be to provide a urine and/or saliva sample:

A) as chosen by the random selection basis; and B) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent form.

Athletic Eligibility and Participation

All students who enroll in athletics are required to turn into their coach a Physician's and Parent's Certificate certifying that the athlete is physically fit and has permission of parents to

participate in the athletic program of Watonga Public Schools for the current term year prior to practicing or participating in the sport. Watonga Public Schools adheres to the OSSAA requirements and regulations for all sports. In order to participate in any extra-curricular or co-curricular activity, including any type of competition, a student will be required to be in attendance the entire day of the activity. Exception may be granted by the principal.

Eligibility and Participation:

- 1) Any participant becomes ineligible if she has not attended school 90% of the semester.
- 2) A participant whose conduct or character at school is under discipline or whose conduct or character outside of the school is such as to reflect discredit upon the school shall be ineligible until reinstated by the principal.
- 3) Athletic participants are eligible in the public middle-high school district in which their parents are bona fide residents.
- 4) Athletes will not be allowed to participate if a physical and parental consent form has not been placed on file in the school office.
 - a. Physicals will be required by the first day of school for all students enrolled in athletics-boys and girls. Students who do not have a physical within the allotted time will not be allowed to enroll in athletics. Students who enter at mid-year will have 10 days to get a physical or have one sent from their previous school.
- 5) The above-mentioned eligibility requirements shall not be in effect for activities such as school dances in which out of school participants are allowed, and all end of school banquets.
- 6) OSSAA Rule 3 – Scholastic Eligibility –
 - a. Section 1. Semester Grades
 - I. A student must have received a passing grade in any five subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen or more days.
 - II. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
 - III. A student who does not meet the above minimum scholarship standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
 - b. Section 2. Student Eligibility During a Semester
 - I. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
 - II. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing in all subjects he/she is 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 his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
 - III. A student who has lost eligibility under this provision must achieve minimum scholastic standards in order to regain eligibility.
A student regains eligibility under RULE 3 with the first class of the new week period(Monday thru Sunday).
 - c. Section 3. Special Provisions
 - I. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units, which are accepted by the

Oklahoma State Department of Education (physical education and athletics cannot be in the four requirements).

II. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in RULE 3, Section 2-b at the end of a three-week period.

III. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (RULE 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster).

IV. One summer credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of RULE 3, Section 1-a for the end of the spring semester.

V. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin Monday following the day eligibility is checked. These are only a few of the rules and regulations of the Board of Education and the Oklahoma Secondary Schools Activities Association. If a question arises during the school year, please feel free to visit with the principal for further, more detailed information.

Conduct Code for Spectators

Believing that sportsmanship is a by-product of a spirit of tolerance and goodwill, and the centering of attention on the good qualities of all involved; and, believing that my conduct is an important part of the school's athletic program, I pledge myself to act in accordance with these principles:

As an athletic spectator I will:

- * Exemplify the highest moral character, behavior and leadership, so as to be worthy example.
- * Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
- * Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
- * Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
- * Treat the visiting team and spectators as guests, being courteous and fair.
- * Avoid actions which will offend the individual.
- * Accept the judgment of the coach.
- * Respect the property of the school.
- * Display good sportsmanship by being modest in victory and gracious in defeat.
- * Pay respect to both teams as they enter the competition.
- * Appreciate the good plays by both teams.
- * Show sympathy to an injured player.
- * Regard the officials as guests and treat them as such.
- * Direct my energies to encouraging my team rather than booing the officials.
- * Believe that the officials are fair and accept their final decision.
- * Learn the rules of the game in order to be a more intelligent fan.
- * Consider it a privilege and duty to encourage everyone to live up to the spirit of rules of fair play and sportsmanship.
- * Realize that privileges are invariably associated with great responsibilities, and that spectators have great responsibilities.

Citizenship

The purpose of any school is to help create productive members of society. Our school and our community have a long, proud heritage. It is up to us to live up to that heritage. Put simply, we expect our students at Watonga High School to be of high character and to be good people. We expect you to conduct yourselves as ladies and gentlemen at all times. When you are out in the community, you are surrounded by graduates of Watonga High School. Let's do our best to make them proud!

Prohibiting Harassment, Intimidation and Bullying (Investigation Procedures)

The following procedures will be used by any person for the filing, processing, and resolution of reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. "Electronic communication" means the communication of any written, verbal pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication, as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that the available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 5 days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 5 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying. The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Harassment

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school ground if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the schools educational mission or the educational mission or the education of any student. Such behavior is specifically prohibited. 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 graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

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

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

THIS POLICY REQUIRED BY LAW.

To all Parents and Guardians of students

Notification of AHERA

The U.S. Environment Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection for all asbestos present in the school.