

# **Roosevelt Elementary**

815 East Highland Avenue

Ponca City, Oklahoma

580-767-8060

Fax 580-767-8062



## **STUDENT HANDBOOK**

**2022 – 2023**

Revised 09.10.21

## ROOSEVELT ELEMENTARY STAFF

2022-2023

Kiespert, Jera	Principal
Snyder, Cheryl	Instructional Coach
Anderson, RaeShauna	Kindergarten
Stephenson, Beckie	Kindergarten
Baker, Emilee	1 <sup>st</sup> grade
Schade, Camry	1 <sup>st</sup> grade
Leonard, Allyson	2 <sup>nd</sup> grade
Platt, Adriane	2 <sup>nd</sup> grade
Davis, Jessica	3 <sup>rd</sup> grade
Williams, Brooke	3 <sup>rd</sup> grade
Bartley, Keri	4 <sup>th</sup> grade
Burden, Jackie	4 <sup>th</sup> grade
Cawley, Aaron	5 <sup>th</sup> grade
Dingus, Alaina	5 <sup>th</sup> grade
Meason, Matthew	Art
Myers, Lisa	Library Media
Orcutt, Wayne	Music
Rolf, Katie	Orchestra
Hall, Casey	Special Education Resource
Wilson, Terri	Physical Education
Pruett, Courtney	Counselor
Cude, Sara	Response Counselor
Hailey, Billy	Assistant and Crossing Guard
Tebow, Tanya	Assistant
Getman, Courtney	Assistant
McVicker, Rebecca	Assistant
Escobedo, Relena	Assistant
Ailey, Vanessa	Site Secretary
Hunsucker, Marty	Assistant Secretary
Wallace, Tammy	Daytime Custodian
Hamlin, Barbara	Evening Custodian
Jacobs, Nate	Evening Custodian



# THE WILDCAT WAY

## Work Ethic

*Great Effort/Your Very Best, Every Time*

## Improve

*Get Better—Every Day: As a Player, Student, and Person*

## Leadership

*Everyone Can Set a Good Example:  
Administration, Coaches, Parents, and Athletes*

## Discipline

*On the Field of Play, In the Classroom, and  
In Your Personal Life*

## Compete

*Expect to Win/Don't Accept Losing*

## Attitude

*You Can Always Control Your Attitude and  
Effort/Enthusiasm*

## Teamwork

*Team First/Unselfish*

## The Roosevelt Creed

I am a Roosevelt Roughrider.

I respect myself and others.

I make responsible choices  
that affect my attitude,  
my behavior, and my achievements.

I conquer all challenges  
with courage and perseverance.

I seize every opportunity to learn,  
grow, take risks,  
and celebrate life's journey.

**I am a Roosevelt Roughrider.**

**I WILL SUCCEED!**

## **The Roosevelt Wildcat Vision, Mission, and Belief Statements:**

**Vision:** Roosevelt Elementary provides a positive school community in which each person is valued and successful.

**Mission Statement:** All individuals will be equipped for successful, lifelong learning!

### **Roosevelt Elementary follows the Great Expectation Tenet Statements:**

- We believe that **all children can learn** in their own unique and special ways. We celebrate strengths and nurture weaknesses in every child and adult.
- We believe that a **climate of mutual respect** creates a threat-free environment that allows every person to learn and grow at their maximum potential.
- We believe **high expectations** are a life quest for excellence in all things.
- We believe that **building self-esteem** comes from within by making choices to do the right thing and feeling connected to the world around us.
- We believe that **teacher/student knowledge, skill, learning and growth** are the results of a commitment to hard work, the acceptance of life's challenges, and taking appropriate risks.
- We believe that **teacher/student attitude and responsibility** are the most critical choices one makes in pursuit of a happy, productive life.

### **The Rocks of Roosevelt!**

**At Roosevelt we build students who:**

- **Solve Problems**
- **Love Reading and the Learning Adventure**
- **Prepare Themselves -- Physically, Emotionally, and Intellectually**
- **See Their Dreams Through to Reality**

## **GREAT EXPECTATIONS**

Roosevelt Elementary has been recognized as a Great Expectations Model School for the past 17 years. Roosevelt students and staff work diligently to incorporate the ***6 Tenets and the 8 Expectations of Living*** in our daily actions. We believe these practices are a critical piece of creating an optimal learning environment at our school. We encourage all families to become actively involved in their child's/children's understanding of these concepts. Learn more at [www.greatexpectationsok.org](http://www.greatexpectationsok.org).

### **6 TENETS of GREAT EXPECTATIONS**

- *All Children Can Learn*
- *Teacher/Student Attitude & Responsibility*
- *Building Self Esteem*
- *Climate of Mutual Respect*
- *High Expectations*
- *Teacher/Student Knowledge & Skill*

### **8 EXPECTATIONS OF LIVING**

- *We will value one another as unique and special individuals.*
- *We will not laugh or make fun of another person's mistakes, use sarcasms or put downs.*
- *We will use good manners saying please, thank you, you're welcome, excuse me, and allow others to go first.*
- *We will cheer each other to success.*
- *We will help one another whenever possible.*
- *We will recognize every effort and applaud it.*
- *We will encourage each other to do our best.*
- *We will practice virtuous living using the Life Principles.*

## **Ponca City Public Schools Board of Education Belief Statements**

### **We Believe:**

- Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happen.
- Our students can achieve beyond expectations.
- Students learn and achieve at different rates and in different ways.
- All students have value and a natural desire to learn.
- Self-esteem and performance are interdependent.
- Parental involvement is vital in the education of children.
- The entire school community must model life-long learning, open communication, high standards and ethical behavior.
- Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

### **Goals for the Ponca City Public Schools**

- All students will learn a rigorous content-based curriculum within a 21st century framework of collaboration, communication, critical thinking, and creativity.
- All students entering Ponca City Public Schools will leave only by transfer or graduation.
- A continuing commitment to excellence in our extracurricular programs will be maintained.
- Parents' input and participation in their child's education is actively sought and encouraged by the school.
- A high level of retention of trained and dedicated employees will be sustained.
- Effective teaching practices will be used by all teachers to ensure student learning.
- The district will provide and sustain a technology-enriched environment that is necessary to support student learning within a 21st century framework.
- There will be a commitment to excellence through ongoing capital improvement.

**ROOSEVELT ELEMENTARY SCHOOL HOURS**

<b>BREAKFAST/WALK-N-TALK .....</b>	<b>7:30-7:50</b>
<b>SCHOOL / REVEILLE BEGINS.....</b>	<b>7:50</b>
<b>DOORS ARE LOCKED, CHECK IN AT FRONT DOORS.....</b>	<b>7:50</b>
<b>DISMISSAL.....</b>	<b>3:20</b>

**ROOSEVELT STUDENT PROCEDURE**

**Attendance:**

Regular and punctual attendance is necessary for the academic and social development of all students. Under Oklahoma law, it is unlawful for a parent, guardian or other person having custody of a child who is over the age of five years and under the age of eighteen 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. As a staff, the two areas which we primarily focus upon at Roosevelt are student experience and student achievement. We respectfully request your support and punctuality, ensuring that students attend school on time, every day, so that they may access and maximize learning opportunities. Excessive absences will result in direct contact from the Roosevelt Administrative staff, and may result in an attendance conference with your family. Inability or unwillingness to improve upon the situation can result in citations, fines, and retention of students. It is necessary to call the school office when your child is absent or tardy for any reason (767-8060). A student must be present for at least two hours between the hours of 8:00-11:00am to be considered present for the morning. A student must be present for at least two hours between the hours of 12:00-3:00pm to be considered present for the afternoon. Students will be counted tardy if they arrive at school after 8:00am.

**Arrival:**

Roosevelt Elementary students are invited to arrive at school at 7:30am. **Adult supervision is not provided before 7:30am.** Students may enter on the east side of the school through the lower level doors or via the northwest gym doors. Upon entering the building, students will first walk to the gym to place their belongings in their class line. After dropping off their belongings, students have the option of eating breakfast or joining peers on the track for Walk-N-Talk. Students who choose to eat breakfast may join peers upon completion of their meal. The school day officially begins at 7:50 with Roosevelt Reveille (daily morning assembly). Parents are invited to attend Reveille with their children. Students will report to class under the supervision of their classroom teachers after Reveille concludes. For security purposes, the school doors will be locked at 7:50. After 7:50, students must be walked to the office to enter the

building. Students arriving after 8:00 will be counted tardy and must be signed in by a parent/guardian in the office.

### **Dismissal:**

Student dismissal is 3:20pm. For the safety of your student, please be certain you are loading and unloading students only in designated areas. Students may ride their bikes to and from school with parent permission. When arriving on the school grounds, bikes are to be walked to the bike rack. When leaving school, students should walk bikes off the school grounds. Students are encouraged to lock all bikes. Skateboards, roller-skates and/or roller blades must remain at home. Please make teachers aware of your pick-up arrangements and/or of changes which may be contrary to your student's regular dismissal plan by 2:30.

### **East Parking Lot:**

The East loading zone is for picking up students, and then immediately moving on. Please do not leave your vehicle unattended in the school parking lot during arrival or dismissal. Only people who remain in their vehicles to pick up students may utilize the area right of the white line. This line often leads all the way back to the street. Please move as quickly and as politely as possible. Left turns are not allowed when exiting the parking lot. **We DO NOT allow students to walk across the parking lot between cars to load unless accompanied by an adult.**

If you are leaving your vehicle to pick up your student, park in designated areas only. Parking spots are available in the North, South, and East parking lots.

### **South Parking Lot:**

Parking spaces are provided for you to wait for your child. If your child is waiting on you, loading may occur without parking. Students who are picked up in the south lot or walk south of Highland Avenue must be escorted safely across the street by the crossing guard using the main crosswalk adjacent to the school entrance.

### **North Parking Lot (Poplar Street):**

This is a great place to meet your student with an easy entrance and exit.

### **Bus Lane:**

*It is paramount that parents **DO NOT PULL INTO THE BUS LANE** in front of the school, during drop off or pickup, between the hours of 7:30 am and 8:30 am or between the hours of 2:45 pm and 3:45 pm. This area must be kept open for loading buses. Parents may either park in the East lot, the South lot, or on Poplar Street.*

### **Street Pickup:**

Children are NOT to load vehicles on Highland. Parents MUST pull into a parking lot in order to **safely** put their children in the vehicle.

**Bus Transportation:**

District bus drivers have the responsibility for the safety and conduct of ALL students riding the bus to and from the school or to or from school activities. Students are to obey the bus driver at all times. Bus conduct rules are outlined in the Student Transportation Handbook. Students should know the arrival time of their bus and be prompt and ready to gain access to the bus. Drivers will make every attempt to be on time. In case of bad weather, the Superintendent will decide whether or not it is safe to run a route or any part of it. Local radio stations are notified as soon as a decision to cancel school is made.

**School Closing:**

Sometimes it is necessary to cancel school because of severe weather. In these moments, the district will communicate to families via local radio stations, prior to school. Radio stations carrying the announcement may include WBBZ (1230 AM), KLOR (99.3 FM), KPNC (100.9 FM), KIXR (100.1 FM) and KLVV (88.7 FM). Area television stations will be contacted as soon as possible. All announcements will be made as quickly as possible out of respect for our school families. Parents may also check the district website ([www.pcps.us](http://www.pcps.us)), social media, or the PCPS Mobile App for weather based or important school communications.

### **Student Conduct Expectations:**

The faculty and staff of Roosevelt Elementary believe that high expectations and devout efforts to know and acknowledge all students--socially, emotionally, and academically--allows ALL of us to become positive, considerate members of the school community. To accomplish this goal, each student will be expected to follow the procedures listed below, as set forth by our 8 Expectations for Living:

- Students are expected to show respect for their peers, teachers, school property, and the school building.
- Students are expected to practice good table manners during both breakfast and lunch.
- Students are expected to use playground equipment appropriately and safely. When supervisory persons blow their whistles, students should line up promptly.
- Students are expected to be kind, safe, and considerate while interacting with peers.
- Students are expected to make choices which provide the best learning opportunities and daily experience for all members of the Roosevelt Family.

Thank you for endeavoring to instill these same expectations at home. Your partnership and support in these efforts encourages proper behavior at school and maximizes learning opportunities for all students.

### **Discipline Consequences:**

Every disciplinary circumstance is unique. With that in mind, disciplinary action will be based on a careful assessment of the circumstances surrounding each situation. The intent of our Roosevelt staff is to provide logical consequences for any negative behavior which takes place.

These consequences focus on the following:

#### **If you break it, you fix it!**

- “You break it, you fix it” is a logical consequence to be used when a student makes a mistake. This consequence allows the students to apologize (hurting someone’s feelings), repair a damaged item (torn page in a notebook, knocked over science experiment), or replace a broken school tool (pencil/crayon).

#### **Loss of Privilege**

- A student may lose a privilege when they have not met an established school/classroom rule or procedure. This may include a misuse of materials

(using crayons incorrectly—may have to use pencil only), avoid being truthful (if a student says they have completed work in order to play a game—may have to use personal time to complete the assignment), or disregard for others' feelings or rights (being unkind to peers in a group setting—the student may have to work alone until they can show they can be a part of a productive group).

### **Positive Time-Out (Take A Break)**

- Positive time-outs are an opportunity for students to regain composure after difficulty in the classroom. This may take place when a student disrupts a class conversation or when the student loses self-control. This moment is brief but allows struggling students to consider the circumstance, regain composure, and return to the group.

If student behavior is repetitious during the day or escalates beyond the norm, a school administrator may be requested to intervene. In these moments, the principal will mediate the situation and will contact the family of those involved. As necessary, further consequences can be assigned in accordance with district policy, and are open for review as outlined in that policy. As a school, it is simply our hope to mediate any student struggles and help the student take ownership of the situation so they can restart their day and head back to class. We encourage consistent communication between our staff and families to support student growth in these manners.

The Ponca City Public School Student Discipline and Due Process Board Policy is available on the PCPS district website. It may be accessed by going to the Ponca City Schools website at [www.pcps.us](http://www.pcps.us). From there, click on the left menu bar for *Board of Education* and then click on *Policy*. It is listed in the Student Section 7.16 under Student Discipline and Due Process.

### **Students Messages and School Contacts:**

Please help us eliminate as many end-of-the-day messages and phone calls for after-school arrangements as possible. In necessary circumstances, to ensure that your child receives a message, **please call before 2:15**. We understand there are emergencies that do occasionally arise.

### **Roosevelt Dress Code Policy:**

All Roosevelt students are expected to display pride in how they are dressed without disruption to the learning environment. Please help us by adhering to the following:

- **Tennis shoes are required** for daily physical education. Boots, flip flops, sandals, etc., create an unsafe situation on stairs and playground equipment.
- If clothing includes a slogan, it must promote self-respect, kindness, and personal responsibility.
- Sagging pants will not be permitted.
- Hats and hoods should be removed when entering the building.
- Shirts need to cover the entire midriff area. Dresses, skirts, and shorts should be of modest length as determined by school officials. Straps on dresses/tops should be no thinner than two inches and must cover undergarments. Off-the-shoulder tops or dresses are not allowed. **Students will be asked to change or call home if inappropriately dressed.**

### **Roosevelt Phone Call Policy:**

**Please help us protect classroom instructional time.** Phone calls are limited to emergencies or parent/teacher contacts. If you need to visit with your child during the day, the office staff will deliver a message to the classroom. If your child must return a call, please leave a number. Your child may then return the call on his/her break. In case of an emergency, please contact Mrs. Kiespert to pull your child from the classroom.

### **Roosevelt Cell Phone/Electronic Device Policy:**

Roosevelt Elementary strongly discourages students from bringing cell phones to school. If a cell phone is specifically necessary for your student, and provides safety before or after school, we would endeavor to support your family. With these considerations in mind, students will be required to turn the phone in to their classroom teacher to be locked away, and may retrieve it at the end of the day. This will ensure that the phone is not stolen, it will not disrupt learning, and it will not be used in an inappropriate manner, contrary to district policy. Electronic devices including iPods, Game Boys, Switches, Smartwatches, etc.... should not be brought to school. Please contact the office with specific questions or concerns.

### **Roosevelt Lunchroom Policy:**

In order to support the Ponca City Schools Wellness Policy and to continue to promote healthy habits in our students, soda pop is not allowed by any student. We discourage candy as part of all sack lunches. Any candy provided in a lunch will only be for that child's individual consumption. Sharing or trading of lunches is not allowed.

**Roosevelt Birthday Celebration Policy:**

We will recognize student birthdays in Reveille. Individual birthday invitations may be delivered on school property, ***only if ALL students in the class receive one***. In order to eliminate classroom interruptions, we will not deliver treats, balloons, flowers, etc., to classrooms. Students must come to the office to pick items up after school. If at all possible, we ask that you have deliveries made to the home. ***Please make arrangements with your child's teacher in advance should you desire to provide a birthday snack.***

**Recess:**

Roosevelt Elementary provides students with at least one twenty minute recess each day. Students are encouraged to play games and interact in a positive way with peers. Sports equipment will be provided for their use. Recess will not be taken away from students as a consequence of classroom behavior.

**School Visitors:**

For your child's safety, all exterior doors are locked except those at the main entrance. All visitors must report to the office and gather an appropriate visitor identification badge should they choose to enter the building. Parents are always welcome at Roosevelt, so long as it does not interrupt learning opportunities for students. Please remember that each teacher's first responsibility is to his/her classroom and students. It is necessary for parents to schedule a conference should they have concerns about their child. Class time, school functions, and/or impromptu visits are not appropriate times to discuss student progress.

**Evacuation Procedures:**

In case of an emergency requiring the evacuation of the building, students will either walk or be transported by bus to a safe site. Please listen to local radio stations for information. Teachers will not dismiss students to anyone other than their parents or legal guardian except with written permission of the parent. Each building has developed a building evacuation plan. A copy of the plan is kept on file in each office and at the Board of Administration Building.

**Volunteer Program:**

School volunteers are essential to school success. We welcome interested adults and family members to join our team of volunteers. Even small amounts of time invested consistently in a child's life can make a difference. If you are interested in volunteering, please call the school at 767-8060. All volunteers will be required to take part in a background check.

**Tornado Procedures:**

If the tornado-warning siren blows during school hours, children will be taken to a protected area on campus for safety. Children will not be dismissed from school until the Civil Defense officials have given the "All Clear" signal. Two practice drills on how to take shelter in case of a tornado will be conducted each year.

**Fire Procedures:**

The fire alarm will be sounded in case of a fire. Students will follow instructed paths of exit. Two practice drills on how to properly exit the building will be conducted each semester.

**Violence Free Schools:**

It shall be unlawful for any students, employee, or patron to have in his/her possession or participate in any person's possession of dangerous weapons on any premises owned by the Ponca City Public Schools. Any person found to be in violation of this policy would be subject to all penalties outlined in Board of Education policy, state statute, and federal law.

**Illness:**

For the health and well-being of the students, faculty, and staff of Roosevelt, please do not send your child to school when he or she is sick. If he/she has a fever of 100 degrees or more, is vomiting, has diarrhea, or any unidentified or contagious rash, the child should be kept at home. Students should not return to school until a 24- hour period has elapsed from the first normal temperature reached, naturally (not as a result of medication). When any of these symptoms appear after your child is in school, we will contact you. If you cannot be reached, we will contact the emergency number which you have provided. If your child has a physical or health problem that would keep him/her from participating in certain activities, please inform their teacher and the office. On the student enrollment form, there is a "Medical Alert Information" section. The information given here will alert staff members to student health problems or physical conditions.

**Immunizations:**

All students enrolling in any school in the district shall provide the building principal or designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Regretfully, without proof of immunization, students are required to be excluded from school by the superintendent or his/her designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

- Pre-Kindergarten (4-year-old program): 4 DPT, 3 OPV, 1 MMR\*, 3 Hep B, 2 Hep A\*\*\*, Varicella (or statement of when the child had chickenpox).
- Kindergarten, 1st, & 2nd: 5 DPT\*\*, 4 OPV\*\*, 2 MMR\*, 3 Hep B, 2 Hep A, Varicella (or statement when the child had chickenpox).
- 3rd and 4th Grades: 5 DPT\*\*, 4 OPV\*\*, 2 MMR\*
- 5th and 6th Grades: 3 DPT, 3 OPV, 2 MMR\*
- 7th and 8th Grades: 3 DPT, 3 OPV, 2 MMR\*, 3 Hep B, 2 Hep A \*All MMR doses must have been administered on or after the child's first birthday. \*\*\*If the 4th dose of DTP and 3rd dose of OPV are administered on or after the child's 4th birthday, then the 5th dose of DTP and 4th dose of OPV are not required. \*\*\*Hepatitis A must be administered on or after the child's 2nd birthday. \*\*\*Free Immunization Clinics: Kay County Health Department, 433 Fairview, Ponca City

### **Head Lice:**

Ponca City Public Schools' head lice policy is as follows:

1. Each school should have at least two persons on staff who are trained to screen children for head lice. Annual training will be held by the school nurse at the beginning of the school year to train personnel in screening for head lice and nits, and in talking with parents about treatment and nit removal.
2. General screenings of students may take place at the beginning of the school year and as needed throughout the year. If a child is found to have lice or nits, the parents/guardians should be contacted at work or home and asked to meet a representative of the school when he/she picks up the child. The timing of this meeting should depend on the circumstances: such as severity of infestation, ability of parents to leave work, and the emotional state of the child. The child may remain in the facility until a parent or guardian can arrive. The school nurse, school social worker, or one of the trained staff members may be notified in an effort to support parents with questions which may arise when parent/guardian comes to pick up the child. Educational materials detailing proper treatment and methods of nit removal should be sent to the parent and child, as well. The parent should understand that the child is expected to return to school the following day after shampoo and/or nit removal has been accomplished.
3. The following day, the parent/guardian must present the child at the school for recheck and must remain present until the child has been cleared by trained school personnel to reenter. If significant improvement has occurred with no live lice and a reduction of nits, then the staff member may allow the child back in school.

4. In the case of significant improvement, the parent must continue daily nit combing and removal of remaining nits. A second treatment and recheck will be performed in 10 days to ensure that the child has remained free of nits and lice.

#### **Drug Free Schools:**

In recognition of the clear danger resulting from drug abuse and, in good faith effort to promote the health, safety and welfare employees, students, and the community as a whole, the Board of Education of Ponca City Public Schools will provide a drug free school district in compliance with the Drug Free Schools and Community Act Amendments of 1989 (PL101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drugs is prohibited anywhere on the school premises or as part of any of its activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees or patrons is prohibited on school premises.

#### **PARENT INVOLVEMENT POLICY:**

##### **Title I Parental Involvement Policy**

The Roosevelt Title I program is a school-wide program ensuring that all students, regardless of income or academic achievement may receive Title I services. Roosevelt Elementary School makes the commitment to provide an excellent education for each child. Roosevelt parents are involved in the development, planning, review, and periodic update of our school improvement plan. The Parental Involvement Action Team will be a part of the Building Level Team and participate in the decision-making process as appropriate. An annual meeting will be held to inform parents about the Roosevelt School-Wide Title I program. The staff will work hard to assure meetings, which involve parents, will be held at times convenient to them. School performance profiles that demonstrate Roosevelt's progress toward meeting the state's performance standards will be made available to the parents upon request. Individual student's assessment results and interpretation of the tests will be provided annually. Strategies that strengthen and improve the child's performance will also be discussed with parents. In a collaborative effort, Ponca City Public Schools and Roosevelt Elementary will provide the following:

- Assistance, materials, and training on how to improve your child's achievement.
- Activities and opportunities to learn about child development and parenting skills.
- A partnership with parents, community-based organizations, and business.

- Above all, open communications between parents and Roosevelt Elementary will be given the highest priority. Requests, concerns, and suggestions will be dealt with in a timely manner.

## **Roosevelt Elementary: Title I School/Parent Compact**

Roosevelt Elementary offers Title I services to support student academic progress. Recognizing education is a mutual responsibility of school and home, we come together as families, administration, teachers, and school staff to exchange information, share decision-making, and support children in learning.

The staff at Roosevelt Elementary pledges to:

- Provide a safe and welcoming learning environment
- Respect and embrace diversity and cultural differences of students and families
- Partner with families to maximize communication
- Encourage families to work with school officials to be included in decision-making processes
- Welcome and provide families opportunities to promote and improve student learning
- Utilize the best teaching practices and materials available to achieve optimum learning progress for each child
- Incorporate the Six Tenets and Eight Expectations for Living according to the Great Expectations program.

Our Roosevelt Families pledge to:

- Maintain proper attendance and see to it that student(s) arrive on time each day.
- Complete and return homework as required by teachers.
- Attend Parent/Teacher conferences and other school activities, when possible.
- Communicate and partner with the school and teachers to support and challenge student(s).
- Read with and/or encourage student(s) to read independently, at least five days per week.
- Support the school in its efforts to utilize the Six Tenets of Great Expectations and the Eight Expectations for Living.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name/Signature:** \_\_\_\_\_

## **SCHOOL CLOSING**

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:

- PCPS App push notifications
- PCPS Facebook
- PCPS Website, [www.pcps.us](http://www.pcps.us)
- Local radio stations
- Ponca City News
- Ponca City Now
- Ponca Post
- Oklahoma City & Tulsa area TV stations

## **ASBESTOS NOTICE**

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement

plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 613 E. Grand Ave. or call 580-767-8000.

#### **CHILD FIND**

If you suspect that your child may have a disability or developmental delays, you can call Zuri Mayo, the Child Find Coordinator, at 580-767-8037, or the Office of Special Services at 580-767-8000. If your child is 0 – 3 years of age, you will be referred to Sooner Start of Oklahoma. If your child is 3 – 21, the Ponca City Public Schools District is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district, regardless of the severity of the disability or developmental delay.

#### **SMART SNACKS IN SCHOOL**

##### **USDA's "All Foods Sold in Schools" Standards**

Effective July 1<sup>st</sup>, 2014, the United States Department of Agriculture is requiring all schools to meet specific standards regarding foods available to students during the school day. These standards are modeled after the same standards for school breakfast and lunch programs. Foods must have as the first ingredient a fruit,

vegetable, a dairy product, a protein food or be a combination food that contains at least ¼ cup of fruit and/or vegetable or contain 10% of the daily value of one the public health concern in the 2010 Dietary Guidelines for Americans. Calories are limited to less than 200 for snack items. Food items must also have less than 230 mg of sodium, 35% calories from fat with no trans fats and 35% of weight from total sugars in foods.

Beverages available to students must be restricted to unflavored low fat milk, 1% flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces. Only sugar free soft drinks are available at the high school level.

Fundraisers are subject to the same rules if items are sold during the established school day.

### Fundraising

Fundraising Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the Alliance for a Healthier Generation and the USDA].

*• Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets HSP Gold)]*

### Other Food Items Sold on School Campuses

1. Ponca City Public Schools will comply with the USDA Smart Snack in Schools rules as they affect all food and beverages sold to children at school during the school day.

- 2. Ponca City Public Schools will adhere to the fundraiser exemption policy as set by the Oklahoma State Board of Education.**
- 3. Exempt food fundraisers are prohibited from taking place while meals under the National School Lunch, National School Breakfast, and After School Programs are being served to students.**
- 4. Under USA Smart Snack: Exempt Fundraisers, a school district that wishes to conduct fundraisers that are exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:**
  - Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site.**
  - A limit of 30 exempt fundraisers per semester may be held at each school site.**
  - Exempt fundraisers are prohibited from taking place while meals are served to students under the National School Lunch Program (NLSP) or the National School Breakfast Program (NSBP) and while after-school snacks are being served to the students under the After-School Snack Program (ASSP).**
  - The maximum duration of any individual exempt fundraiser shall be 14 days.**
  - For each individual exempt fundraiser, documentation must be kept on file at the school site showing:**
    - a. The school organization, activity, class, or other group that benefits from the fundraiser.**
    - b. The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.**
- 5. A summary of the guidelines can be found at:**  
**[https://fnsprod.azureedge.net/sites/default/files/allfoods\\_fundraisers.pdf](https://fnsprod.azureedge.net/sites/default/files/allfoods_fundraisers.pdf)**

Schools are encouraged to follow these standards for class parties, but at this time standards apply to regular foods available on campus through school sales and fund raisers.

For information regarding the Smart Snacks in School standards go to:  
<http://www.fns.usda.gov/school-meals/smart-snacks-school>

Also, a Smart Snack calculator is available at:  
<http://rdp.healthiergeneration.org/calc/calculator/>

#### **DISTRICT, STATE AND FEDERAL POLICIES**

*To access all PCPS policies, go to <https://pcps.us>*

*And follow the link for Board of Education.*

#### **Policy 2.9-4.0 DISTRICT-WIDE PARENTAL INVOLVEMENT (PARENT BILL OF RIGHTS)**

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy book under Section II-Community Relations, policy 2.11-4.0 on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law

during regular school hours by contacting the building principal or the superintendent.

**PONCA CITY SCHOOL DISTRICT**

**Notice of Nondiscrimination**

**Section III—Administration, Policy 3.2-1.0**

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

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

**Mrs. Amy Swartz**

**Director of Special Services**

**613 E. Grand Ave.**

**Ponca City, OK 74601**

**(580) 767-8000**

**Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) and Age Act Coordinator (for questions or complaints based on age), all other complaints of discrimination**

**Mrs. Jennifer Dye**

**Executive Director of Human Resources**

**613 E. Grand Ave.**

**Ponca City, OK 74601**

**(580) 767-8000**

**Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)**

**Mr. Adam Leaming**

**Executive Director of Operations**

**613 E. Grand Ave.**

**Ponca City, OK 74601**

**(580) 767-8000**

### **Grievance Procedure**

**Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's *Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination* (Board policy 3.2-3.0, Section III). Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link.**

**PONCA CITY SCHOOL DISTRICT**  
**NOTIFICATION OF RIGHTS UNDER FERPA**

**(Section VII-Students, Policy 7.20)**

**FOR “VIRTUAL ONLINE SCHOOL FAMILY EDUCATION RIGHTS AND PRIVACY ACT  
 (“FERPA”), SEE POLICY 7.20-1.4**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

**1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.**

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

**2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.**

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).**

**School officials with legitimate educational interests are permitted disclosure without consent. 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 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 if the official needs to review an education record in order to fulfill his or her professional responsibility.**

**Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.**

**School districts may disclose, without consent, “directory” information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.**

**School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.**

**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**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-5901**

## PONCA CITY SCHOOL DISTRICT

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· **Receive notice and an opportunity to opt a student out of –**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. **Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.**

**·Inspect, upon request and before administration or use –**

1. **Protected information surveys of students;**
2. **Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and**
3. **Instructional material used as part of the educational curriculum.**

**These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.**

**The Ponca City Public Schools (“District”) will develop and adopt 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 District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:**

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

**·Administration of any protected information survey not funded in whole or in part by ED.**

·Any non-emergency, invasive physical examination or screening as described above.

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

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

**PONCA CITY SCHOOL DISTRICT  
DIRECTORY INFORMATION NOTICE  
(Revised 10/14/2019)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- **A playbill, showing your student’s role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**

- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

**Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.**

**If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:**

- 1. The student's name;**
- 2. The student's address;**
- 3. The student's telephone listing;**
- 4. The student's date and place of birth;**
- 5. The student’s dates of attendance;**
- 6. The student's grade level (i.e., first grade, tenth grade, etc.);**
- 7. The student's participation in officially recognized activities and sports;**
- 8. The student's degrees, honors and awards received;**
- 9. The student's weight and height, if a member of an athletic team;**

10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

**Policy 3.21 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES (Revised 9/14/2015)**

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

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

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

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

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

This policy in its entirety may be accessed from the district website, [www.pcps.us](http://www.pcps.us) under *Board of Education, Policy Book Section III*. Should you require a copy, please contact the Board Clerk.

**Policy 3.21-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE (Revised 9/9/2013)**

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

**Definition:**

**Key terms as defined in the Children's Internet Protection Act:**

***Access to Inappropriate Material*** - To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

Any individual who uses the district’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the district’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the district’s acceptable use policy.

### **Supervision and Monitoring**

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children’s Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

### **Personal Safety**

Employees and students shall not use the district’s technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

**Policy 3.21-2.0 PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS (Revised 10/14/2019)**

**It is the district's policy that students who possess a personal wireless device at the elementary and middle schools must keep that device turned off and out of sight throughout the entire school day. No student will be permitted to access his/her personal wireless device during the school day except with teacher permission.**

**It is the district's policy that students who possess a personal wireless device at the high school must keep that device turned off and out of sight during class time unless instructed by a teacher. No student will be permitted to access his/her personal wireless device during class time except with teacher permission. Students may use their personal wireless devices during breaks and lunch.**

**Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device at school or school-related activities for the remainder of the school year. Students are also subject to other disciplinary action.**

**Students may not use any personal wireless device to:**

- **send or receive answers to test questions or otherwise engaged in cheating;**
- **record conversations or events during the school day, on school property or at school activities;**
- **threaten, harass, intimidate, or bully;**
- **take, possess, or distribute obscene or pornographic images or photos;**
- **engage in lewd communications;**
- **violate school policies, handbook provisions, or regulations.**

**This policy may be read in its entirety on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education/Policy Book.**

**Policy 4.3 STUDENT PROMOTION AND RETENTION AND STUDENT PASS/FAILURE OF A COURSE (Revised 10/14/2019)**

**Introduction**

**This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.**

**As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.**

**As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.**

**As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.**

**Promotion/Retention and Failing Courses**

**Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.**

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

#### **Retention Based on the Reading Sufficiency Act**

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of

the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. For more information on the Reading Sufficiency Act Testing and Procedures Policy, please refer to board policy [4.2-7.0 Reading Sufficiency Act Testing and Procedures](#).

The complete policy on 4.3 Student Promotion and Retention and Student Pass/Failure of a Course can be viewed on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education, Policy Book.

#### **Policy 7.4-1.0 SCHOOL ATTENDANCE POLICY**

It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) and under the age of eighteen (18) years, and who has not completed four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the attendance rules of Ponca City Public Schools. 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 attendance rules of Ponca City Public Schools or receive an education for the full term that school is in session except under the following conditions:

1. If a child is prevented from attending school by reason of mental or physical disability as determined by a qualified physician.
2. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between the school district administrator and the parent, guardian or custodian of the child.

All absences excused or unexcused count toward chronic absenteeism with the exception of approved school-related activities.

It shall be the duty of the attendance office or principal to enforce all provisions of the Compulsory Attendance Law. Any parent, guardian, custodian, child or other person violating any of the provisions of the Compulsory Attendance Law shall be

**guilty of a misdemeanor and be fined according to the City of Ponca City Ordinance 7-2D-3.**

**In order to approach each child's individual situation in the most appropriate manner, the following procedures are to be followed when a student's attendance record indicates a pattern of absences that may be detrimental to his/her educational progress. The principal may determine extenuating circumstances. However, for reasons limited exclusively to medical or other extenuating circumstances, parents may appeal to a committee chaired by the appropriate principal or grade level assistant principal.**

- 1. On the occasion of the 4<sup>th</sup> absence, the building principal or designee will notify the parent/guardian in writing.**
- 2. On the occasion of the 6<sup>th</sup> absence, the building principal or designee will notify the parent/guardian with another letter along with a copy of the City of Ponca City's Truancy Ordinance.**
- 3. On the occasion of the 8<sup>th</sup> absence, the building principal or designee will schedule a conference with the parent/guardian and student to compile/complete an attendance contract and may report absences to DHS, the SRO, and/or DA office.**
- 4. On occasion of the 12<sup>th</sup> absence, the building principal or designee will arrange a parent/guardian meeting with the SRO, parent, and student to review the contract along with the city ordinance. At this time, the SRO may issue a warning to parents/guardians for failure to comply with the city ordinance. Failure of the parent/guardian to attend this meeting may result in a report to DHS and/or the DA office.**
- 5. On occasion of the 16<sup>th</sup> absence, the building principal or designee will notify the parent/guardian in writing about his/her child's chronic absenteeism status and will warn the parent/guardian again of the City of Ponca City Ordinance and possibility of a receiving a citation.**

**On occasion of the 17<sup>th</sup> absence, the parent/guardian may be issued a citation. Each additional day of non-compliance with the attendance policy may result in additional penalties.**

**Policy 4.3-1.0 90% STUDENT ATTENDANCE POLICY FOR SENIOR HIGH SCHOOL**  
*(Revised 6/10/2019)*

In an effort to promote excellence in the high school and to meet course requirements, all high school students must be in attendance 90% of each semester to receive course credit. For reasons limited exclusively to medical or extenuating circumstances, parents may appeal an attendance-based denial of course credit to a committee chaired by the appropriate principal or grade level assistant principal. The committee's decision is final.

**Policy 7.5-2.0 STUDENT RESIDENCY** *(Revised 10/11/2021)*

The Ponca City Public Schools District is established for the purpose of serving the educational interests of resident students. State Law provides that a child's residence for school purposes is the school district in which the parent, legal guardian or person having legal custody of the child holds legal residence.

The School District provides educational services for homeless children to the extent required by law.

Qualified students may establish residency under a Special Power of Attorney as required by the Compact on Education Opportunity for Military Students.

For more information on Student Residency, refer to board policy 7.5-2.0 Student Residency on the district website, [www.pcps.us](http://www.pcps.us) under Board of Education Policy Book.

**Policy 7.5-4.0 STUDENT TRANSFERS** *(Revised 12/13/2021)*

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy. The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of

achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first Monday in March. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the August 1 capacity data is determined for each grade level and site within the school district. For more information on transfers for non-resident students, please refer to board policy 7.5-4.0 Student Transfers.

**Policy 7.9 – 1.0 STUDENT SEARCH AND SEIZURE (Adopted 9/19/2005)**

The school principal or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

**1. Reasonableness.**

a. The decision to search must be based upon a reasonable suspicion that

(1) a violation of the law or school rules has occurred or is occurring;

(2) the student to be searched has committed the violation; and

(3) particular evidence of the violation will be discovered in the search.

b. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

(1) the student's age, history, and record in school;

(2) the prevalence and seriousness of the suspected violation;

(3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;

(4) the need to make a search without delay and further investigation;

(5) the specificity and source of the information used as justification for the search; and

(6) the particular teacher or school official's experience with the student.

**2. Scope.**

a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

b. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

**3. Discovered items.**

a. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

b. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

**4. Refusal to submit to search.** A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

5. **Reports.** The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.

6. **Vehicle Search.** Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

**Policy 7.9 – 2.0 LOCKER SEARCH AND SEIZURE (Adopted 9/19/2005)**

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local laws. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items

will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

**Policy 7.16 – 1.0 STUDENT BEHAVIOR** *(Revised 10/14/2019)*

**Discipline Code**

The following behaviors at school, while on school vehicles or while attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating

- 7. Conduct that threatens or jeopardizes the safety of others**
- 8. Cutting class or sleeping, eating or refusing to work in class**
- 9. Disruption of the educational process or operation of the school**
- 10. Extortion**
- 11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval**
- 12. Failure to comply with state immunization records**
- 13. False reports or false calls**
- 14. Fighting**
- 15. Forgery, fraud, or embezzlement**
- 16. Gambling**
- 17. Gang related activity or action**
- 18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts**
- 19. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location**
- 20. Immorality**
- 21. Inappropriate attire, including violation of dress code**
- 22. Inappropriate behavior or gestures**
- 23. Indecent exposure**
- 24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)**
- 25. Obscene language**

- 26. Physical or verbal abuse**
- 27. Plagiarism**
- 28. Possession or distribution of a caustic substance**
- 29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)**
- 30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test**
- 31. Possession, without prior authorization, of a wireless telecommunication device**
- 32. Possession, threat or use of a dangerous weapon[1] and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)**
- 33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.**
- 34. Possession or claimed possession of illegal and/or drug related paraphernalia**
- 35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval**
- 36. Profanity**

- 37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions**
- 38. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one’s body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.**
- 39. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers**
- 40. Theft**
- 41. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications**
- 42. Truancy**
- 43. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. “Marijuana” is defined as provided for in the District’s policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)***
- 44. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or**

similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

45. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

46. Using racial, religious, ethnic, sexual, gender or disability-related epithets

47. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

48. Vandalism

49. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

50. Vulgarity

51. Willful damage to school property

52. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## School Safety and Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

### Sample Disciplinary Options:

- ***Instructor or Administrator Intervention***

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- ***Detention or In-School Intervention***

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- ***Alternative In-School Placement***

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

- ***Alternative Out-of-School Placement***

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

- **School Service**

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- **Out-of-School Student Suspension**

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Corporal punishment will not be utilized at any school site.

### **Student Privileges While Under Suspension**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

**Policy 7.16 – 1.1 STUDENT SUSPENSION (OUT-OF-SCHOOL) (Revised 9/14/2015)**

**This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to “suspension” in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.**

***Behavior or Conduct that May Result in Suspension:***

**Students may be suspended for:**

- 1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);**
- 2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;**
- 3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms;**

**Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.**

**Violent Acts Toward School Personnel**

**Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for**

**the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.**

**Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.**

### **District's Obligations Prior to Suspension**

**Before the district recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.**

### **Pre-Suspension Conference**

**When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student.**

**At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.**

**If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.**

**A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.**

### **Conferences with Parents**

**The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.**

**At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.**

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

### **Individualized Plans**

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

### **Records**

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The

principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

### **Suspension Terms**

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

### **Long-Term Suspension Appeals**

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent

does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

***Appeals to the Superintendent or Designee ("Superintendent")***

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

***Appeals to the Board of Education or Designated Hearing Officer***

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

**If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.**

**The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:**

- 1. The board president or the appointed hearing officer should:**
  - a. Announce that the next agenda item is a suspension review hearing.**
  - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.**
- 2. The board president or hearing officer should advise the parent/student:**
  - a. That they are entitled to legal counsel, if they desire it.**
  - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.**
  - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.**
  - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.**
  - e. That the parent/student may ask any questions about the procedure.**

3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

### ***Attendance at School Pending Appeal Hearing***

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

### **Short-Term Suspension Appeals**

**A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.**

**An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.**

**Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.**

### **Hearing the Appeal**

- 1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.**
- 2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party**

twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
  
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the principal and the superintendent.
  
5. The decision of the committee shall be final and nonappealable.

### **Student Privileges While Under Suspension**

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

**Policy 7.16 – 1.2 POLICY PROHIBITING STUDENT BULLYING (Revised 10/11/2021)**

## Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

## Definition of Terms

### A. Statutory definition of terms:

“Bully” 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.

“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.

“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 telecommunication device, or a computer.

**Note: Bullying 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 bullying at school.**

**“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.**

## **B. The “Reasonable Person” Standard**

**In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.**

## **C. Types of Bullying**

**“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, 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.**

**“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.**

**“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.**

**“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.**

## **Understanding and Preventing Bullying**

### **A. Student and Staff Education and Training**

**A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.**

**Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.**

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

#### **B. Safe School Committees**

Each 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 which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

## **Student Reporting**

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

## **Staff Reporting**

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

## **Bullying Investigators**

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Adam Leaming, Executive Director of Operations.

## **Investigating Bullying Reports**

**For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.**

**In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.**

**At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.**

**Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.**

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Okla. Stat. tit. 12 § 1376, Okla. Stat. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

### **Parental Notification**

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

### **Parental Responsibilities**

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of 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:

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

### **Student Transfers**

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

### **Monitoring and Compliance**

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

**Bullying Report Form**

**Instructions**

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator (Bret Smith, Executive Director of Operations). Return the completed form to (Bret Smith, Executive Director of Operations, 613 E. Grand Ave., Ponca City, OK 74601).

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

**Individual Making the Report**

Name: \_\_\_\_\_ Report Date: \_\_\_\_\_  
School: \_\_\_\_\_ Grade / Job Title: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_

**Incident Information:**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_

**Describe Incident: *Use additional pages as necessary, and attach any relevant documents***

**Other Witnesses:**

**The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.**

**Reporter's Signature**

**Date**

**Policy 7.16 – 3.0 HAZING (Adopted 9/19/2005)**

**Hazing means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.**

**No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.**

**Students violating the hazing prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of three (3) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate the hazing prohibition shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.**

**This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.**

**7.17 - 1.0 ALCOHOL DRUGS, TOBACCO AND ILLICIT DRUGS (Revised June 9, 1997)**

**It shall be the policy of the Ponca City Board of Education that any teacher, or any other school employee, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function, either**

as a participant or spectator, at home or away, may have used or consumed or has in his or her possession:

- (1) 3.2 beer**
- (2) alcoholic beverages**
- (3) controlled dangerous substance**
- (4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)**

as the above are now defined by state law or as defined by federal statutes, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify the superintendent of Schools and a parent or legal guardian of said student of the matter.

Every employee employed by the Ponca City Board of Education, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function is under the influence or has in the student's possession alcoholic beverages, beer of any type or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability.

Students will be informed in writing THAT DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE, AND FEDERAL LAW), UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR ARE IN THE CHAIN OF SALE OR DISTRIBUTION OR ARE UNDER THE INFLUENCE OF 3.2 BEER, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR ILLICIT DRUGS. A disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Parents and students shall be given a copy of the Board policy 7.17 Reporting of Students Using, Possessing, or Distributing 3.2 Beer, Alcoholic Beverages, Controlled

**Dangerous Substances, or Illicit Drugs (Section VII) as this policy contains the standards of conduct and the disciplinary sanctions that can result by not complying with these requirements of student conduct.**

**In addition, information about drug and alcohol counseling and rehabilitation as well as re-entry programs will be made available to students and parents.**

**It shall be the policy of the Ponca City Board of Education that any substance believed to be a harmful illegal drug or illicit drug, whenever found, will be turned over to the Ponca City Police Department.**

**Policy 7.17 - 2.0 PUNISHMENT FOR POSSESSION OF 3.2 BEER AND ALCOHOLIC BEVERAGES (Revised June 8, 2009)**

**Any student who is found to be or have been in possession (person, locker or car) or have conspired to possess alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, or any student who is found to have used or consumed alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma, or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, shall, be placed in the In School Detention for a period of ten (10) school days, if the offense is the student's first violation.**

**It shall be the policy of the Board of Education that students who spend time in a residential treatment facility will have the time count in lieu of time that the student would have been required to spend in the In School Detention.**

**Any student found guilty of a second offense may be suspended out of school for the remainder of the semester and the following semester. Students assigned to In-School Detention will be ineligible to participate in any school activity during the day or evening hours.**

**Policy 7.17 - 3.0 DISTRIBUTION OR SALE OF 3.2 BEER, ALCOHOLIC BEVERAGES AND POSSESSION, DISTRIBUTION, OR SALE OF CONTROLLED DANGEROUS SUBSTANCES OR ILLICIT DRUGS (Revised September 19, 2005)**

A student who is found to have distributed, sold, conspired to sell or was in the chain of sale or distribution of alcoholic beverages or beer of any type, or is found to have been in possession, distributed, sold, conspired to sell or possess or are in the chain of sale or distribution or are under the influence of a controlled dangerous substance or illicit drugs, as defined by the statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or at a school-sponsored function, shall be issued a long-term out-of-school suspension.

The student violator may be considered for reinstatement after the Principal is assured that the student and the parents or guardian will cooperate fully in avoiding further violations.

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

**Policy 7.17 - 4.0 POSSESSION AND USE OF TOBACCO POLICY FOR STUDENTS (Revised 10/11/2010)**

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994 (P.L. 103-382), it shall be unlawful to use or possess tobacco products in any form by students while attending school, on school premises or at a school-sponsored activity. Any student in violation of said policy will face immediate disciplinary action. A person who knowingly violates this policy may commit a criminal misdemeanor under state law.

The disciplinary actions to be taken are:

**First offense – five days in In-School Detention.**

**Second offense – may result in an out-of-school suspension for the remainder of the semester and the following semester.**

**Policy 7.17 -- 5.0 TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES (Approved 10/14/2019)**

**The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, or in school vehicles, hereby adopts the following policy.**

**Statement of Purpose and Intent**

- 1. The safety of students and employees of the district is of paramount concern to the board.**
- 2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, or in school vehicles, pose serious safety risks to students, employees and the public.**
- 3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.**
- 4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.**
- 5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the**

board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, or in school vehicles.

6. This policy will apply to all students of the district.
7. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

## **Definitions**

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
3. "Under the influence" means any student of the district who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
4. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

5. "School property" means any property owned, leased or rented by the district, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

A. Observable phenomena, such as:

i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, or in school vehicles, or

ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, or in school vehicles.

B. A report of drug or alcohol use while on school property, at a school sponsored event, or in school vehicles, provided by reliable and credible sources;

C. Evidence that a student has tampered with an alcohol or drug test; or

D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, or in school vehicles.

### **Procedures for Alcohol or Illegal Chemical Substance Testing**

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have

detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

**2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.**

**3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.**

**4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.**

**5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.**

**6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites**

thereof. The use of samples to test for any other substances will not be permitted.

### **Student Alcohol and Drug Use Tests - When Required**

- 1. Any student whose behavior while on school property, at a school sponsored event, or in school vehicles, creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.**
- 2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.**

### **Medical Marijuana**

- 1. Pursuant to Okla. Stat. tit. 63, § 420 *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana holder.**
- 2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.**
- 3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:**

**A. Observation of any of the conduct or phenomenon described below:**

- (1) the smell of marijuana on around the individual;**
- (2) Disorganized thinking;**
- (3) Paranoia and/or confusion;**
- (4) Bloodshot eyes;**
- (5) Increased heart rate;**
- (6) Increased appetite; or**
- (7) Loss of Coordination and**

**B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.**

### **Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

**Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, or in school vehicles, or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.**

### **Persons Authorized to Order Alcohol or Drug Testing**

**The following persons have the authority to require alcohol or drug use testing of students under this policy:**

- 1. The superintendent;**
- 2. Any employee designated for such purposes by the superintendent or the board.**

### **Out-of-School Suspension Due Process Procedures**

**Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.**

### **Circulation of Policy**

**This policy shall be given broad circulation to all students of the district which shall include prominent posting at various places in the district.**

### **Policy 3.26 MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)**

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

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

This policy may be viewed in its entirety on the district website, [www.pcps.us](http://www.pcps.us), under the Board of Education/Policy Book.

**Policy 7.22-1.0 CODE ON STUDENT ATTIRE AND GROOMING FOR SENIOR HIGH AND SECONDARY SCHOOL STUDENTS**

An individual's grooming, the way he or she dresses and how he or she behaves, has a bearing on his or her school progress and how others react to him or her. Good standards of dress and appearance reflect good judgment, poise and increased maturity. Dress and grooming as exemplified by the student body and faculty help to create the personal, responsible and purposeful atmosphere of a good school. It is important for students to take pride in their personal appearance because, among other reasons, prospective employers request the school to provide information concerning the personal appearance and conduct of a student when he or she attended school. It is not the purpose to usurp the responsibility of the home but to set boundaries of acceptability for the entire student body. Dress and grooming should enhance the education process, not detract from it. The student's personal appearance should project a satisfactory self-image to his or her peer group and faculty. Parents and students are urged to use good judgment and accept responsibility for good grooming and the wearing of acceptable attire while attending school or school-related functions. The school Principals and counselors will evaluate all extreme or unusual deviations of dress and grooming and will counsel with students and parents when necessary.

**Policy 7.22 - 2.0 SECONDARY DRESS CODE (Revised 4/19/2004)**

The dress code at Ponca City Public Schools is a part of our total educational program. Our goal is multifaceted: to encourage a sense of modesty, to create a safe school environment conducive to learning, and most importantly, to help young people learn to make good decisions about the appropriateness of dress for different occasions.

1. Shorts, skirts, and dresses must be at least mid-thigh in length.
2. Excessively tight clothing is prohibited.

- 3. Clothing will not expose the midriff, any undergarment, cleavage, or full back. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum width of three fingers, determined by using the fingers of the person wearing the garment.**
- 4. Street shoes must be worn. Foot wear that can damage or mark carpet or flooring such as cleats or shoe skates may not be worn.**
- 5. Apparel with offensive writing, suggestive slogans or logos that pertain to beer, liquor, drugs, tobacco, or sex is not to be worn. Items which carry connotations of immorality, vulgarity, obscenity, or nudity or promote violence and/or gang activity are not allowed. Such items include but are not limited to articles of clothing, belts, jewelry, or school materials, including backpacks.**
- 6. Caps, hats, visors or other head coverings are not permitted within the school building unless approved by the school administration.**
- 7. In order to promote school spirit, school uniforms normally worn for extracurricular activities or performances may be worn to school on days designated by the activity sponsor and approved by the school administration.**
- 8. Sunglasses shall not be worn in class unless prescribed by a physician.**
- 9. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration.**

### **DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS**

**Failure to follow the school dress code while at school will result in the following:**

- 1st offense – Student will be given a verbal warning and provided with appropriate clothing.**
- 2nd offense – Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted.**
- 3rd offense – Student will be sent to ISD for the remainder of the day and will be provided with appropriate clothing. Parents will be contacted.**

- **4th offense – Student will be suspended for one day. A parent conference may be held.**

**A student aggrieved as to any disciplinary action under this policy may avail himself or herself of the existing appeal procedures for disciplinary action.**

### **Policy 7.22-3.0 ELEMENTARY DRESS CODE (Revised 4/19/2004)**

**The dress code for elementary students is designed with emphasis on good grooming, cleanliness, and proper dress. This code is an important part of our educational process and tends to enhance one's appearance and personal image in the school and community. Compliance with this dress code is a responsibility of every student and parent, and is to be enforced by every certified staff member in the elementary schools.**

**Any article of dress or any manner of hair style or makeup that is determined by school authorities to be a disturbing influence, undesirable from a health or safety standpoint, contrary to good taste, or likely to damage school property is subject to immediate 7-131 correction. Individual schools may specify specific dress code regulations in each school's handbook.**

### **DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS**

**Failure to follow the school dress code while at school will result in the following:**

- **1st offense – Student will be given a verbal warning and provided with appropriate clothing.**
- **2nd offense – Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted.**
- **3rd offense – Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted and a parent conference may be held.**

## IMMUNIZATIONS

Oklahoma State Law, §70- 1210.191 requires the parent to present evidence of the following immunizations before students can enroll in school. Immunizations must be given at the appropriate age and time interval and considered valid by the Oklahoma State Department of Health.

Pre-K	Kindergarten -6 <sup>th</sup>	7 <sup>th</sup> -12 <sup>th</sup>
<p>4 DTaP (diphtheria, tetanus, pertussis)</p> <p>1 MMR (measles, mumps rubella)</p> <p>1 Varicella (chickenpox)</p> <p>3 IPV (polio)</p> <p>2 Hep A (hepatitis A)</p> <p>3 Hep B (hepatitis B)</p>	<p>5 DTaP (diphtheria, tetanus, pertussis)</p> <p>2 MMR (measles, mumps rubella)</p> <p>1 Varicella (chickenpox)</p> <p>4 IPV (polio)</p> <p>2 Hep A (hepatitis A)</p> <p>3 Hep B (hepatitis B)</p>	<p>1 Tdap (tetanus, diphtheria, pertussis)</p> <p>5 DTaP (diphtheria, tetanus, pertussis)</p> <p>2 MMR (measles, mumps rubella)</p> <p>1 Varicella (chickenpox)</p> <p>4 IPV (polio)</p> <p>2 Hep A (hepatitis A)</p> <p>3 Hep B (hepatitis B)</p>

**Policy 7.23-5.0 ADMINISTRATION OF MEDICATION IN SCHOOL TO MINOR STUDENTS**  
*(Revised 10/11/2021)*

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. The parent must deliver the minor student's medicine to the school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or

sunscreen, and include or refer to the label for instructions on administration of the medicine. The parent must complete a new authorization form for each change of medication or sunscreen, change of dosage or change in time of administration. Authorization forms will be available in the campus director's office.

Pursuant to Oklahoma law, students may be allowed to carry and self-administer sunscreen, prescribed asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medications according to the provisions in PCPS Policy 7.23-5.0.

### **7.27 STUDENT ORGANIZATIONS** *(Revised 1/12/2015)*

The District sponsor or directs and controls the following clubs and organizations at [name of your school].

<u>Name of Club or Organization</u>	<u>Mission or Purpose</u>
<u>Faculty Advisor</u>	

[List]

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

## **Availability of Policy**

**A copy of the complete policy of the Ponca City Public Schools is available for parent and eligible student review in the principal's office of each school building, at the superintendent's office, and on-line at the district's web site [www.pcps.us](http://www.pcps.us) under the Board of Education link.**