

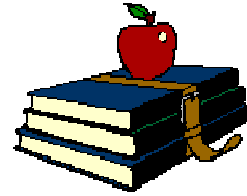
Stillwater Junior High School

Pioneers



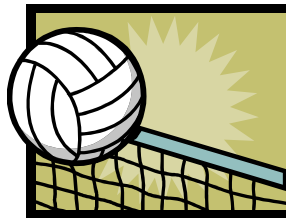
**Student Handbook
2009-2010**

**Approved by the Superintendent
And Board of Education**



Stillwater Junior High School

Welcome to Stillwater Junior High School! High academic and social standards are established expectations at Stillwater Junior High School. The students, staff, and parents take great pride in the learning process, academic accomplishments, and outstanding programs provided at SJHS. We are pleased you have chosen to be a Pioneer and a member of our learning community. Please use the student handbook as an educational guide to learn more about our school, its opportunities and daily functions.



Stillwater Public Schools Mission Statement

The mission of Stillwater Public Schools is to provide a learning environment that respects the individual needs of its students and helps them to reach their full potential.

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DISTRICT CALENDAR

August 20	First Day of School
September 7	Labor Day
October 15	Parent Conference Day
October 16	Fall Break
October 23	End of First Quarter
November 25, 26, 27	Thanksgiving Holidays
Dec. 23-Jan. 6	Winter Break
January 6	Professional Day
January 8	End of First Semester
January 18	Holiday – MLK Day
February 12	Professional Day
February 15	Holiday – President’s Day
March 5	Parent Conference Day
March 12	End of 3 rd Quarter
March 15 -19	Spring Break
April 2	Inclement Weather Day
May 7	Inclement Weather Day
May 27	Last Day of School
May 27	End of Second Semester

ACADEMICS

ACADEMIC ELIGIBILITY

Stillwater Junior High School follows the same rules, regulations, and guidelines that are set forth by the Oklahoma Secondary Schools Activities Association.

Academic eligibility refers to a student's ability to be passing their academic courses while participating in extra curricular activities (ex. football, cheerleading, academic contests, and band competitions).

All Stillwater Junior High School students must be passing their academic courses to participate in extra-curricular activities.

- Eligibility reports are turned in each week by classroom teachers. The first eligibility reports of the semester will be turned in after the third week of fall/spring semester. The weekly eligibility report is in effect from Monday through Sunday of the week.
- Any student, who fails only one class the previous school semester, will be able to participate/compete in extra curricular activities the following school semester.
- Any student who fails two or more classes the previous school semester will be able to participate (ex. practice) but cannot compete in any extra curricular activities for the first six weeks of the semester.
- The first time a student is turned in on the weekly eligibility list, they are placed on probation. Once students are placed on probation, they are still able to participate/compete in all extra curricular activities.
- If a student is on the weekly eligibility list for two weeks in a row, no matter if it is for two different classes, the student is automatically ineligible for the following week's extra curricular activities. The particular student will remain on the eligibility list until they are passing all classes and their name has been removed from the weekly eligibility list.

ACADEMIC HONESTY

1. The first physical evidence of cheating and/or documentation of a student/teacher conference regarding cheating with an explanatory note, if necessary, is filed with the principal and placed in a locked file in the main office. The teacher will talk to the student and administer whatever punishment is to be deemed appropriate.
2. The parent will be notified. The student will be given the opportunity to respond to the allegation.
3. Teachers who discover a student cheating will give the student a "zero" for the test or assignment.
4. The second instance of cheating will require that a checklist of behaviors be sent to each teacher to help determine if this is a general or a particular problem, and then a conference will be held with the student and his or her parents. Consequences of further cheating will be explained to the student and parents.
5. The third instance of cheating in the same class will result in the student being dropped from the class and given an "F" in the course after the parents are notified.

Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized to use during a test.
4. Collaborating during a test with any other person by giving or receiving information without authorization.
5. Using specifically prepared materials during a test, e.g., notes, formula list, notes written on the student's clothing, etc.

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own work.

When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if proper credit is given:

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.

3. Whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.

Some of the information cited above is taken from "Academic Dishonesty" published and prepared by the Office of Student Conduct, Oklahoma State University 74078.

FINAL TEST POLICY

All end of year finals must be taken in a period of two weeks following the last day of school. Any test not taken will become a zero and the grade calculated accordingly, unless otherwise arranged by the principal.

Stillwater Public School Grading Scale:

90-100.....	A
80-89.1	B
70-79.1	C
60-69.1	D
59 and below.....	F

GUIDANCE AND COUNSELING SERVICES

The Junior High School counselors work closely with students and teachers. If you need to discuss a personal problem or some concern relating to your personal welfare, an appointment may be made by contacting the counselor's office at 533-6422.

Eighth grade counselor - Ms. Susan Sinderson

Ninth grade counselor - Ms. Debbie Smith

HOMEWORK WEB SITE

Students who are absent can access homework assignments via the Internet using the following web site:

<http://www.stillwaterschools.com/Schools/JuniorHigh.aspx> Students who do not have access to a computer and have been absent 3 consecutive days may call the main office at 533-6420 to get their homework assignments. Parents may pick up those assignments after the main office has had appropriate time to collect assignments.

PARENT-TEACHER CONFERENCES

Parents are welcome and encouraged to visit the school. It is important for parents and teachers to work together for the students' welfare. Conferences with teachers may be arranged by calling the school counseling office at 533-6422 or the principal's office at 533-6420. Please refer to the school calendar for parent conference dates.

SCHEDULE CHANGES

No class changes will take place following the tenth day of classes of the first semester. This policy is in accordance with the district's attendance policy of 90% attendance each semester in a class to receive credit for that particular class.

For all practical purposes, the current class schedule is complete and final and will not be changed except in cases of obvious conflicts in scheduling. Teacher, parent, and student input have gone into each schedule, and we now feel that you have a good schedule based on that input. In those cases where schedule changes are requested, changes will be handled on an individual basis through the counseling office at the discretion of our counselors.

STILLWATER JUNIOR HIGH REQUIREMENTS

Eighth grade students must enroll in six courses. Four of the six are required classes: Language Arts, Social Studies, Mathematics, and Physical Science. Students have two hours of electives each semester.

Students in the ninth grade are required to enroll in six units of work. Ninth graders enroll in the four courses required: English, Oklahoma History/ Government, Mathematics, and Physical Science. Students choose two, year-long electives.

ATTENDANCE

ABSENCES

When a student must be absent, the parent or guardian should contact the school attendance office before 9:30 a.m. on or before the day of the absence. The school will attempt to contact parents who fail to call. The student will be notified that no contact was made. Should there be no contact from the parent within two (2) school days, the absence will be unexcused.

All work missed during a period of an excused absence may be made up. The student shall have the same number of days to make up the work as the student misses unless the teacher grants additional time. No penalty shall be assessed against work made up for excused absences. Any examination or test announced during the student's presence shall be made up on the day the student returns to class. The student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and thus is not aware of the scheduled test, the student shall have the same number of days to make up the test(s) as the student misses unless additional time is granted by the teacher. Any exceptions to this procedure shall be limited to those exceptions made by the building principal.

ABSENCES AND COURSE CREDIT

In order to receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades one through eight, a student must be in attendance at school a minimum of 90% of the time each semester. This amounts to a maximum of five (5) absences each nine-weeks grading period and ten (10) absences per semester. All absences, whether excused or unexcused, are counted in computing minimum attendance. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy. Any student who misses ten (10) consecutive days without excuse will be placed "off roll" beginning the eleventh day. Upon returning to school, the pupil will be returned to "on roll" status.

All exceptions to these rules must be requested in writing to the individual site's attendance office by the parent/guardians with documentation for medical reasons of consecutive absence or family emergencies no later than one (1) week after the close of the semester or term. Exceptions will be determined by building administration. If the administration denies the waiver, the parents/guardians may request a review by an attendance committee composed of the assistant principal, a school nurse, a teacher, and a counselor.

EXCUSED ABSENCES

The school administration makes final determination of whether an absence is excused. Students with excused absences will be given the same number of days to make up their work as days they were absent. The receiving of assignments and make-up work is a student's responsibility to initiate. No penalty shall be assessed against work made up during the specified time period for excused absences.

Excused absences will include:

1. Personal or family illnesses, substantiated by a doctor's statement or a parent's telephone call
2. In-school appointments, i.e., with a counselor or nurse
3. Medical appointments with verification from the medical professional indicating the date and time of the appointment
4. Legal matters, for example, a subpoena to attend a court appearance, or service on a jury
5. Extenuating circumstances determined by the principal to be an excused absence, i.e., funerals
6. Observance of holidays required by student's religious affiliation
7. Family business trips and educational trips pre-arranged by the parent. It is the responsibility of the parent to contact the school administration to make necessary arrangements. In addition, the student as directed by the school administration will make contact with his / her teachers prior to the trip and will have assignments completed upon returning to school unless arrangements have been previously made with the teacher.

UNEXCUSED ABSENCES

Students who are absent with no legitimate reason will not be allowed to make up work for credit in any classes missed. A zero ("0") will be given in any class where grades are given during the unexcused absence. That grade will be reflected in the 9-weeks average for each occurrence. This procedure will also be in effect on semester and 9-weeks test day.

FOLLOW-UP TO UNEXCUSED ABSENCES

1. The first and second unexcused absence in a term will result in a parent or guardian contact. The student will receive a zero ("0") in any class where grades are given during the unexcused absence and no make-up work will be accepted.
2. The third unexcused absence will result in a conference with the parent(s) and student with an attendance contract developed this will include participation in the in-school placement program.
3. Student compliance will determine the student's enrollment status and course credit.

SCHOOL ACTIVITY ABSENCES

Stillwater Public School's extracurricular activities attendance rules are guided by the Oklahoma Secondary School Activities Association and the Stillwater Board of Education; **therefore, any student participating in a school activity on a school day may not be absent from school for more than half a day in order to participate in the school activity.**

The maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes students from the classroom shall be ten (10) for any one class period each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. For all additional absences, the following criteria must be met:

1. The student must have an overall G.P.A. of 2.5 or greater with no less than a "C" in any class.
2. The student will be responsible for all missed make-up work. Failure to turn in make-up work according to building regulations could result in a student not being allowed any further activity absence.
3. Students who have unexcused absences in the current year will not be considered for exception to this policy.

In keeping with State Department of Education guidelines, school-sponsored activities shall not be counted in the ten (10) day per semester limitation.

Day of Contest

Students must be in attendance one half of the school day unless cleared by the Principal and/or Athletic Director.

TRUANCY

A student is considered truant when absent from the classroom without the knowledge or approval of either the school or the parent. Leaving class without permission is considered truancy. Repeated violations could result in legal actions according to state attendance laws.

Students who are absent due to truancy shall not have the opportunity to make-up any of the work missed. If students are truant in one or more classes, they will not receive credit for work given for the classes missed and will receive a zero ("0"). This procedure shall also be in effect on semester and 9-weeks' test days.

If a student is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the student and immediately report the absences to the county district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. In the case of Stillwater Public Schools, the reporting agency is the City Attorney.

Once a decision to refer a student to the City Attorney has been made, a municipal citation will be issued to the student, parent or guardian with a date for an intake meeting. This meeting will take place at the City Attorney's office and a Resolution Form will be developed which will identify the problems and what the family will do to correct the attendance concern.

ATTENDANCE CONTRACTS

In grades 6-12, after the tenth absence, an attendance committee shall meet with the principal to develop an attendance contract for placement in the evening alternative school or the in-school placement program. The attendance committee will be composed of an administrator, counselor, school nurse, and one or more teachers.

The following factors will be used in determining placement and in developing the attendance contract. Student and parent compliance with the attendance contract will determine the student's enrollment status and credit for the course(s).

1. Additional medical professional documentation
2. Outside social or legal agency documentation
3. Additional academic assistance needed
4. Family counseling and/or intervention strategies
5. In-school counseling plan
6. Necessary psychological or academic evaluations

Students with excessive absences who fail to comply with the attendance contract shall be suspended from all classes for a specified period of time with no make-up work allowed until the student complies with the recommendations of the attendance committee. State law requires that students suspended out of school for more than 5 days (for offenses not related to dangerous weapons or controlled dangerous substances) are to be provided with an education plan in core areas designed for reintegration into school. This plan is also to address academic credit for work satisfactorily completed if students are suspended for more than 5 days for failure to comply with the recommendations of the attendance committee.

CLASSROOM TARDY POLICY

Tardies will be recorded each nine weeks. Students must be in class by the time designated for the class to start. Five minutes are provided to travel from one class to another. Students who are late to class must report immediately to the Attendance Secretary to receive an admit slip to class. Excessive tardiness before the first class bell or between class periods will not be tolerated. Being late to school and/or class will be considered unexcused for all reasons except the following: Court date, medical appointment, funeral, or other instances that will be determined at the discretion of the administration. Coming to school late because the family is running late is not considered an excused tardy. Excessive tardiness, whether excused or unexcused before the first class bell or between class periods will not be tolerated and will result in disciplinary action by the teacher and/or principals

WITHDRAWAL PROCEDURES

Students wishing to withdraw from school should notify the principal of the impending withdrawal. The student will be given a withdrawal form to take to each of his or her teachers, notifying them of the withdrawal. All school district books, materials, and equipment must be returned to the teacher to whose class they belong. When the withdrawal slip has the signature of each appropriate teacher it should be returned to the principal's office. The student will be reimbursed any money belonging to him or her for such items as deposits or lunch fees.

Failure of the student to comply with such requirements may result in a delay in forwarding the student's records.

Students who withdraw from school and do not enroll in another school are dropouts. The district shall update the State Department of Education each month with the name of any student known to drop out.

A student shall be dropped from school membership after 10 days of unexcused absences.

VISITORS

Bringing visitors (other students) to school is not allowed. Unauthorized visitors on the school campus or in the building will be asked to leave. All visitors must check in at the main office.

DISCIPLINE

STUDENT DISCIPLINE DISTRICT POLICY

The Board of Education of the Stillwater School District adopts the following policy and procedures dealing with student conduct and behavior:

GENERAL EXPECTATIONS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Stillwater Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

The district believes that every instance of wrong doing and conflict is an opportunity for learning. The district supports the concept that discipline for violation of rules not detract from the learning experience for the student when possible. Before the student is removed from school or the classroom, alternative discipline such as loss of privileges, closed campus, loss of computer access, loss of parking privileges, after-school detention, and Saturday school, may be used when rules are violated. However, the use of out-of-school suspension and/or in-school placement may be used even for the first offense or rule violation.

DISCIPLINE CODE

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

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, 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);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);

30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco in any form;
38. 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;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Vandalism;
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
42. Vulgarity;
43. Willful damage to school property;
44. 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.

SAMPLE DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT

SEVENTH HOUR DETENTION

Seventh hour detention is one of the means used as discipline for student misconduct. This can be served before or after school. Parents must be notified in writing, at least (24) hours prior to the expected detention time so they can make transportation arrangements.

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.

STUDENT SUSPENSIONS

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a. violation of a school regulation;
- b. immorality;

- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offenses; possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
- d. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts which fall within part "e," above.

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.

SCHOOL DISTRICT'S OBLIGATION APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

ALTERNATIVE IN-SCHOOL PLACEMENT

Before the School District's designated representatives recommend out-of-school suspension, alternative in-school placements including, but not limited to placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

PRE-CONFERENCE APPLICABLE TO OUT-OF-SCHOOL SUSPENSION CONFERENCE

- 1) When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the principal shall conduct an informal conference with the student.
- 2) At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
- 3) The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
- 4) If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
- 5) The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been 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.

IMMEDIATE OUT-OF-SCHOOL SUSPENSION WITHOUT A PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCE

1) A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2) In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

CONFERENCES WITH PARENTS

1) The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school 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 notified that an out-of-school 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.

2) At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3) At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review 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.

OUT-OF-SCHOOL SUSPENSION REQUIREMENTS

1) An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2) In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3) Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4) Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

INDIVIDUALIZED PLANS FOR OUT-OF-SCHOOL SUSPENSIONS

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which 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 as warranted by the circumstances of the out-of-school suspension.

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 or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for 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 AND REPORTS

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS FOR MORE THAN TEN (10) SCHOOL DAYS

RIGHT OF APPEAL

A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools or designee and, following the appeal to the Superintendent or designee, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS OR DESIGNEE:

- 1) An appeal can be presented by letter to the Superintendent of Schools.
- 2) If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
- 3) The Superintendent of Schools or designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- 4) At the conference, the Superintendent of Schools or designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or designee if he/she understands the rule and the charges against the student.
- 5) At the conclusion of the conference the Superintendent of Schools or designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of the parental right to have the out-of-school suspension reviewed as determined by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or designee, the parent shall be requested to sign a Waiver of Final Review by the Board.

METHOD OF APPEAL TO THE BOARD OF EDUCATION OR THE BOARD'S HEARING OFFICER:

- 1) An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
- 2) If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or designee is received by the parent or student, the decision of the Superintendent or designee will be final and nonappealable.

HEARING THE APPEAL:

- 1) The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
- 2) The parent and student will be notified in writing of the date, time and place of the hearing.
- 3) The parent and student will have the right to an "open" or "closed" hearing, at their option.
- 4) Reasonable efforts will be made to accommodate the work schedule of parents.

PROCEDURE FOR STUDENT OUT-OF-SCHOOL SUSPENSION APPEAL HEARING BEFORE THE BOARD OF EDUCATION:

- 1) The Board President or the appointed Hearing Officer should:

- a) Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
- b) Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request 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 parents/child:
 - 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 parents or their legal counsel will be given an opportunity to cross-examine.
 - c) That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d) That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e) That the parents/child may ask any questions about the procedure.
- 3) Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
- 4) Parents/child may call any witnesses and present any documents subject to cross-examination.
- 5) After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
- 6) Parents'/child'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 parents or 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 out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school 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 with respect to rendering a decision.

ATTENDANCE AT SCHOOL PENDING APPEAL HEARINGS:

Pending the appeal hearing of an out-of-school suspension to the Board, 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:

- a) the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- b) the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the School District's discretion.

RIGHT OF APPEAL:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

METHOD OF APPEAL TO THE COMMITTEE:

1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

HEARING THE APPEAL:

1. The Superintendent of Schools or designee shall appoint a review committee consisting of not less than three School District employees who shall be 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 of Schools or designee 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 or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. 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 out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian 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 out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

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 of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then 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.

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, and wireless telecommunication devices. The student may also be searched for missing or stolen property if such property

is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed. The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student. Any dangerous weapon, controlled dangerous substance and intoxicating beverages, including low-point beer, shall be given over to the police department for appropriate destruction.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy.

EVENING ALTERNATIVE SCHOOL (EAS)

Evening Alternative School is designed to serve as an intermediate measure in the school's routine disciplinary procedure. Students failing two or more classes may be placed in EAS until passing grades are obtained.

This program is offered from 3:05 to 5:00 p.m., Monday through Thursday. Students are expected to be seated in the classroom at 3:05 p.m. Class will be dismissed at 5:00 p.m. Students will be given a brief break from 4:00 to 4:05 p.m. Parents will need to pick up their student(s) at the main entrance on the east side of the building at 5:00 p.m.

IN-SCHOOL PLACEMENT PROGRAM (ISP)

The In-School Placement Program has as its purpose an alternative to long-term, out-of-school suspension.

This is an all day program Monday through Friday with specific restrictions inherent to an in-school program. Students in the program remain all day, even during their lunch, in a room that is set aside for the program. Students placed in ISP for any length of time will not be allowed to participate in any Stillwater Public School extra curricular activity, (i.e. sporting events, athletic practices, & field trips).

The administration decides whether to place a student in the in-school program and the administration also determines the length of stay. All students will be required to serve the assigned length of time by the given administration. Absences and partially missed days will need to be made up in full.

GUN-FREE SCHOOL AND DANGEROUS WEAPONS ENFORCEMENT

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

REPORTING STUDENTS UNDER THE INFLUENCE OF INTOXICATION OR DANGEROUS SUBSTANCES

It is the policy of the Stillwater School District that any teacher, administrator, or security personnel who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, including low-point beer, or a controlled dangerous substance as defined by law shall immediately notify the principal or his/her designee of such suspicions. The principal will then notify a parent or guardian of the student concerning the policy violation. The principal will file a police report.

Any search, seizure or subsequent disciplinary action shall be subject to any applicable school policy, regulation, and state law or student handbook rule.

Every teacher, administrator, or security personnel employed by the board that has reasonable cause to suspect that a student is under the influence of or have possession of alcoholic beverages, including low-point beer, or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

ALCOHOL AND DRUG TESTING POLICY

One of the major responsibilities of Stillwater Public Schools is to protect the health and safety of all students in its charge. The position of the district is that the use and abuse of alcohol by students is not only against the law, but harmful to the individual student, fellow students, and the school community as a whole.

The district subscribes to and supports the state and national program for drug-free schools. The district intends to keep its schools free of the use and abuse of alcohol and from the harmful effects that alcohol has on the lives of students.

Accordingly, the Stillwater Board of Education has established a **Drug and Alcohol Testing Policy** and procedure to underline their expectation that all school activities will be drug and alcohol free. This system of testing may be used at dances, proms, and other school activities as deemed appropriate by school administration.

While this policy targets those students who may have ingested alcohol, it should be noted that all other substance abuse policies of Stillwater Public Schools and Oklahoma School Law are also in effect at all school activities.

A student whose behavior gives administrators and/or adult chaperones reasonable suspicion that the student might be under the influence of alcohol or drugs may be asked to take a breathalyzer test. The breathalyzer will be administered by the superintendent, principal, teacher, or security personnel in a private location. Students who test “positive” will be re-tested as directed by the manufacturer of the breathalyzer device. A further positive test will result in the student being detained until a parent can come to escort them home. Students and parents will be referred to the SPS Intervention/Prevention Specialist. Additional consequences for testing “positive” may include disciplinary action or referral to the legal authorities at the discretion of the principal.

Any student whose behavior while on school property, at a school sponsored event, 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 school district from disciplining any student in the absence of an alcohol or drug use test of the student.

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-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances. Other methods of determining use, intoxication or under the influence may be used by police, medical or school personnel.

The principal will notify students and parents of this policy on an annual basis. This policy will also be included in the student handbook and on posters placed in prominent locations at the entrance to school events where the breathalyzer tests will be used.

ATHLETIC/ACTIVITY STUDENT DRUG TESTING

The Stillwater Board of Education, in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Stillwater Public School District, has adopted the following policy for drug testing of activity students.

Participation in school-sponsored extracurricular activities at the Stillwater Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Stillwater Public School District. For the safety, health, and well-being of students in extracurricular activities, the Stillwater Public School District has adopted this policy for use by all participants in extracurricular activities in grades 8-12.

PROCEDURES

Each extra-curricular activity student shall be provided with a copy of the “**Activity Student Drug Testing Consent Form**” which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular athletic activities. The consent requires

the activity student to provide a mouth swab sample: (a) when a athletic activity student is selected by a random selection basis to provide a mouth swab sample; or (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in extracurricular activities involving competition unless the student has returned the properly signed "Activity Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each activity student to educate them on the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each extra-curricular activity student shall receive a copy of the Activity Student Drug Testing Policy. The head coach shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

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

USE OF TOBACCO ON SCHOOL PROPERTY

The Stillwater Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth.

Therefore, smoking, chewing or any other use of tobacco or tobacco products by staff, students and members of the public is prohibited on or in any school property. Additionally, tobacco products will not be used by school personnel on duty at any school-sponsored event outside school premises or while in transport to or from an event in school-authorized vehicles.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both.
3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy. Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined and may be referred to law enforcement officers for issuance of a city citation.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Stillwater Board of Education that students should be permitted to carry wireless telecommunication devices, including, but not limited to, electronic pagers, cellular phones, and personal digital assistance on the premises of this school district, in transit under the authority of the school, or at school district functions. Upon request, the principal or superintendent may make exceptions if written permission of the administrator and parent are given for medical necessities or other appropriate circumstances.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be permitted to take "photographs" of any kind.

Electronic devices should not be used during class time. Use of such devices during non-instructional time is at the discretion of the building administrator.

METAL DETECTOR USE

In an effort to ensure that every available means is being used to keep our school safe, we will be utilizing hand held metal detectors when the administration deems it necessary. This is an additional school safety strategy that has been implemented as part of our school's overall safety plan.

DISTRACTING DEVICES

Students in the Stillwater Public Schools are not permitted to have any device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses at any time. Any such items will be confiscated and returned to the students or, in some cases, the parent, at the end of the school day or at another time designated by the administrator dealing with the situation.

Distracting devices include, but are not limited to skateboards, wheelies, rollerblades, roller skates, all radios, CD players, tape players, water guns, video games, laser pointers, playing or trading cards, curling irons, lighters, and other similar items. Any electronic appliance found in the restrooms will be confiscated and parents will be required to pick the appliance up in the principal's office.

Laser Pointers

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school event is prohibited.

Staff wishing to use laser pens for instructional purposes shall do so only with prior administrative approval.

Policy Violations

Any student who violates this policy shall be subject to disciplinary action, including the confiscation of the device. Confiscated devices will be taken to the building principal's office. The device shall not be returned to the student and may be returned to the student's parents after a conference among the student, the student's parents, and a school administrator.

GANG AFFILIATION

While on school property or at any school activity:

- Students may not wear, possess, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in a gang. This includes bagging and sagging pants.
- Students shall not commit any act or omission or use any speech either verbal or nonverbal (handshakes, gestures, etc.), showing membership or affiliation in a gang.
- Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 1. soliciting others for membership in a gang
 2. requesting any person to pay protection or otherwise intimidating or threatening any person, physically or non-physically
 3. committing any other illegal act or violation of school district policies
 4. enticing other students to act with physical violence upon any other person

SCHOOL RESOURCE OFFICER (S.R.O) PROGRAM WHO OR WHAT IS THE PROGRAM ABOUT?

The School Resource Officer Program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment on several different levels. The officer is involved in a variety of functions.

- A classroom resource for instruction in the following areas: law-related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention, and other areas

- A member of the faculty and administrative team working hand in hand to solve problems in the school community
- A resource for the students, which will enable students to be associated in a positive manner with a law enforcement figure in the student's environment
- A resource to teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions
- A counseling resource in areas which may affect the educational environment but may be of a law-related nature
- A visible, active law enforcement figure on campus dealing with any law-related issues

GOALS FOR THE SCHOOL RESOURCE OFFICER PROGRAM

- Bridge the gap between police officer and young people and increase positive attitudes toward law enforcement
- Teach the value of our legal system
- Promote respect for people and property
- Reduce juvenile crime by helping students formulate an awareness of rules, authority, and justice
- Take a personal interest in students and their activities
- Allow students access to the legal system
- To give students a realistic picture of our laws and legal system so they will have an investment in supporting and improving it
- Teach students how to avoid becoming a victim through self-awareness and crime prevention

D.A.R.E. / G.R.E.A.T. / I SAFE PROGRAM

Officer Ed Boese serves as Stillwater Jr. High School's Drug Abuse Resistance Education (D.A.R.E.), Gang Resistance Education & Training (G.R.E.A.T), and Internet Safety (I Safe) Officer. Officer Boese provides D.A.R.E. instruction for eighth grade students during the fall semester and G.R.E.A.T. instruction for the ninth grade students during the spring semester. I Safe instruction is also provided weekly to both 8th and 9th graders through the student's social studies classes during designated weeks of the semester.

DRESS

APPEARANCE

While the mission of Stillwater Public Schools is to educate its students, it is important that dress contribute to the atmosphere of a good educational environment. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building administration. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the educational process that the building administration may need to take immediate corrective action. In those cases requiring such action, the building administrators may act immediately.

1. Clothing must be clean, safe, and healthful.
2. Clothing, hairstyles, and/or accessories must not be revealing, disruptive, or distract from the educational process in any way. The wearing of halter tops, tank tops, and shirts that expose the midriff or full back are not allowed. Sunglasses and cut-off jeans are prohibited.
3. All students are required to wear shoes. Cleated or steel-toed boots are not permissible in the school building.
4. Hats, bandanas, and similar headgear are not to be worn in the building. Any hats taken from students during the school year will be returned at the end of the school year. Coats may not be worn during the school day, except at the discretion of the classroom teacher (dependent on classroom conditions) or the administration. Coats should be kept in lockers except when arriving or exiting the building.
5. Wallet chains are not allowed and students are advised to wear jeans that do not promote "sagging."

6. Students are prohibited from wearing colors denoting membership in a club or group not sponsored by the school.
7. Clothing must not carry messages, either written or suggesting the promotion of illegal substances, including but not limited to: drugs, alcohol, tobacco products or practices. Messages of a suggestive or vulgar nature are prohibited.
8. Clothing must not be derogatory to any individual, group, or institution, including hate group messages.
9. Shorts and skirts must be an appropriate length and in good taste.

Exceptions to this policy may be made by the building administration when special circumstances arise. The school reserves the right to amend the dress code at anytime.

EMERGENCY/WEATHER PROCEDURES

FIRE

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and leave the room under teacher supervision. Students are to stay in line, not run, and not talk. No one is to pass another or break the line of march. Students are to remain at least 100 feet away from the building until the signal is given to re-enter. No one is to return to the building until the principal or his/her authorized representative gives the signal.

POWER OUTAGE

In case of the loss of electrical power, students should stay in the classroom until a principal comes to the room with instructions. They should not go into the restrooms, hallways, and stairwells, as they will be dark. Battery-powered emergency lights provide limited lighting in the halls and stairwells.

TORNADOES

Severe weather is a common occurrence in Oklahoma, especially in the spring. Each of our schools has a tornado procedure, and the faculty and students practice storm drills periodically. If severe weather is rapidly approaching at the time of dismissal, students will be held at the school until the danger has subsided. If there is a tornado watch but no immediate danger, school will be dismissed on schedule.

FIRE AND TORNADO DRILLS

A fire and tornado evacuation plan is posted in each room. Students should study the plan and become familiar with it. The administration will make the students aware of the appropriate bells and signals for fire drill and tornado emergencies.

WEATHER PROCEDURES

Inclement weather sometimes dictates the closing of school in order to ensure the safety of the students. Safety is the principle which must guide our actions in any emergency situation. Inconvenience to parents, teachers, and students may be the price, but we believe it is a necessary sacrifice for the safe operation of the schools.

Heavy Rains

Heavy rains occasionally cause bus breakdowns and minor flooding in the district. When a bus “drowns out,” a replacement bus will be sent as soon as possible. Obviously, this delays the schedule. When minor flooding occurs, drivers are instructed to find an alternate route; if none is available, the children will be returned to their schools. Students are permitted to walk around obstructions only when they can do so without going out of sight of the driver.

Snow and/or Ice

Snow drifts and ice often make street conditions too hazardous for early morning travel. Occasionally it is prudent to run the morning bus schedules one hour late. This allows us to avoid dangerous conditions created by congested traffic as a result of snow and ice.

Early dismissal is not common at Stillwater Public Schools because of the many schedules of working parents. Every effort is made to keep a normal afternoon schedule and any change would only occur because of unusual circumstances. If early dismissal is warranted, we usually start the bus schedule one hour early. Because snow and ice conditions make travel slow, early dismissal does not necessarily mean students will arrive home early. Working parents with small children should make arrangements to ensure their children know where to go for supervision should it be necessary to dismiss early to avoid hazardous street conditions.

SNOW AND/OR ICE ALTERNATE BUS ROUTES

In the event of severe snow and/or ice, school buses will not travel the normal neighborhood pickup routes or country routes. As an alternative, the district will inform the public through radio and television that alternate snow routes will be in effect. Snow routes can be found on the city’s web page, www.stillwater.org/snowplan.htm.

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 on the following radio and television stations:

KSPI	FM 93.7
KSPI	AM 780
KGFY	FM 105.5
KVRO	FM 101.1
OKC Channels	4, 5, & 9
Tulsa Channels	6 & 8
Suddenlink	Channel 16
SPS web site	http://www.stillwater.k12.ok.us

EXTRA CURRICULAR

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities (athletics, music, etc.) is a privilege, not a right of every student. All of the athletic teams and activity groups represent our school when they perform. Therefore, it is of utmost importance that their behavior is conducive to the image of the school we want to display. Anyone behaving in any way that does not project a favorable image of our school will be removed from this activity and all other extra-curricular activities. Students will be subject to Oklahoma Secondary School Activities Association and local Board of Education guidelines for student eligibility. Students not in attendance (unexcused absence) during the regular school day will not be admitted to events. If a student participates in a sport and quits the sport, he/she is not allowed to go out for another sport until the sport they originally went out for has ended. The minimum disciplinary action for drug and alcohol violations for secondary students will include suspension, ISP, etc., and exemption from participation in or attendance at extracurricular activities for at least a six-week period. Students will be subject to Oklahoma Secondary Schools Activities Association and local Board of Education guidelines for student eligibility. Athletic participation is governed by the Athletic Activity Student Drug Testing Policy which will be reviewed with each Athletic Activity Student.

STUDENT ORGANIZATIONS: SCHOOL SPONSORED STUDENT ORGANIZATIONS AND INDEPENDENT STUDENT ORGANIZED GROUPS

The board of education of the Stillwater school district is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students, and that the policies of this school district should further students’ opportunities for participation. In allowing and furthering student activities and organizations, the board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

1. The school district may sponsor student organizations that the board determines are in furtherance of and consistent with the educational objectives of the school district and directly related to the school district’s

curriculum (“school-sponsored student organizations”). All school-sponsored student organizations should be listed in the student handbooks and approved by the board of education prior to the beginning of the school year. A list of school-sponsored organizations should be distributed to parents at the time of enrollment.

2. School-sponsored student organizations shall be considered to be directly related to the school district’s curriculum if they are (a) an extension, expansion, or application of material taught in a class; or (b) part of or an adjunct to student government, carrying out special projects or responsibilities.
3. School-sponsored student organizations shall have a faculty sponsor whose teaching field, education, background, or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.
4. Application for school district sponsorship of school-sponsored student organizations shall be made by the proposed faculty sponsor and at least ten (10) students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure, and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the superintendent of schools.
5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the board of education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and based on an opinion rendered by the school district’s legal counsel stating that the proposed organization meets the standards of this policy.
6. Copies of the by-laws, constitution, budget, and other relevant materials of school-sponsored student organizations should be available in the principal’s office.

INDEPENDENT STUDENT ORGANIZED GROUPS

The district shall make facilities available for meeting of independent student-organized groups in grades 6-12 (that is, students’ groups in grades 6-12 that are not officially sponsored by the school district as stated in the above section) subject to the following provisions. It is the intent of the school district to create a limited open forum under the federal Equal Access Act for independent student-organized groups pursuant to this policy.

1. Meetings of independent student organized groups may be held only during any non-instructional time, including before and after school, during lunch hour (if there are no classes being conducted during the lunch hour), or other non-instructional times. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.
2. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.
3. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.
4. An adult monitor, who may not be a school employee, shall be present at all meetings. A school employee shall be present only in the capacity of monitor and may not participate in any form or fashion in the meetings.
5. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, or regularly attend meetings.
6. If students wish to meet in independent student-organized groups under this policy, they must file with the building principal a request to meet that lists (a) the room in which they wish to meet and time during which they will meet; (b) the name of one student who will serve as the contact between the group and the school authorities; and (c) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of the approval or, if it does not meet the requirements of this policy, reasons for disapproval within two days of the submission of the request to meet. Once permitted to do so, an independent

student-organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

7. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms, the school may consider the number of persons expected to attend and the needs of the organization.
8. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization; the date, time, and place of the meeting; and a brief identification of the subject of the meeting or a list of agenda items.
9. It is understood that participation in and the content and purposes of independent student-organized group meetings are either approved or disapproved by the school district. The school district is neutral as to the content of these meetings.

BULLYING AND HARASSMENT

THE SCHOOL BULLYING PREVENTION ACT

(70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

HARASSMENT AND HAZING

It is the policy of the Stillwater School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

No student in this district will be subject to bullying, hazing, harassment, or any other form of persecution by any student or employee at school or at school-sponsored activities. Disciplinary Action may include suspension.

SEXUAL HARASSMENT POLICY

It is the intent of the Stillwater Board of Education to maintain a learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as sexual discrimination. Therefore, Stillwater Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district. That the alleged harasser did not intend to harass will not be considered an adequate defense.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any of the following situations exists:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity, or
2. Submission to or rejection of such conduct is used as the basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile or offensive education or employment environment.

This policy applies to all students; all district employees, and third parties of the district. (Third parties are defined as any individual who enters the school premises other than students or employees, i.e. parents, contractors, and vendors).

REGULATION, DEFINITIONS, REPORTING AND INVESTIGATION OF SEXUAL HARASSMENT

Sexual harassment can occur among staff-to-student, student-to-student, staff-to-staff, and student-to-staff (male-to-male, female-to-female, female-to-male, and male-to-female). Sexually harassing behaviors may include, but are not limited to:

1. **Verbal harassment or abuse:** derogatory comments, slurs, jokes, epithets, and sexually suggestive slang.
2. **Pressure for sexual activity:** continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment).
3. **Unwelcome touching or sexually offensive pranks:** bra-snapping, skirt "flip-ups," pulling down someone's pants/skirt, and pinching.
4. **Unwelcome nonverbal activities:** leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures, or cartoons.
5. **Suggesting or demanding sexual involvement:** as a means to control, influence, or affect the career, salary and/or work environment of another employee or to affect the educational opportunities, grades, honors, programs or activities available to students at or through the school.

REPORTING SEXUAL HARASSMENT

The Stillwater Public School District encourages anyone who believes that he or she has been subjected to sexual harassment to report the incident(s).

Students who feel that they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or administrator. If the student's immediate teacher or administrator is the alleged offender, the report should be made to the next level of administration or to any responsible adult. An Alleged Harassment Report Form **must** be completed as part of the documentation necessary to resolve the claim.

School district employees who feel they have been subjected to sexual harassment should report the incident(s) to the site administrator or to the superintendent if the site administrator is the harasser. An Alleged Harassment Report Form must be completed as part of the documentation necessary to resolve the claim.

School employees and third parties are responsible for reporting alleged violations of the school district's policy in accordance with this sexual harassment complaint procedure.

INVESTIGATING SEXUAL HARASSMENT

In determining whether conduct constitutes sexual harassment, the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent is delegated the authority and the responsibility of investigating and resolving complaints of sexual harassment. The superintendent may designate others to assist in the investigative process.

CONSEQUENCES OF SEXUAL HARASSMENT

Any employee found to have engaged in sexual harassment of students shall be subject to sanctions including, but not limited to, verbal warning, written reprimand, mandatory harassment training, transfer, suspension, or termination of employment subject to applicable procedural and due process requirements.

Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include, but not be limited to, verbal and/or written warning or reprimand, counseling, mandatory harassment training, community service, or suspension, consistent with the student discipline code.

APPLICATION

This policy applies to all students, employees (including administrators, teachers, and support staff) and third parties of the Stillwater School District. Third parties are any individual who enters the school premises who is not a student or an employee. This includes visitors, parents, contractors, consultants, and vendors.

It applies to students and employees in connection with all academic, educational, extra-curricular, athletic, and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school, or elsewhere.

PROHIBITION OF RETALIATION

The district will discipline any covered individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

***ALLEGED BULLYING/HARASSMENT REPORT FORM is located at the back of this handbook.**

INTERNET AND COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

TECHNOLOGY POLICY USE OF COMPUTER NETWORKS GUIDELINES

The Stillwater Junior High School recognizes the educational value of electronic networks such as the Internet. These electronic highways connect students and teachers to:

- Electronic mail communication with people all over the world
- Information and news
- Public domain software and shareware of all types
- Discussion groups on a wide range of topics
- Access to a vast array of print, audio, and video resources

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

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Stillwater Junior High will take precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The Junior High firmly believes that the valuable information and interaction available on these worldwide networks far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Students and staff will be informed by the administration that the use of these networks at school is considered a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives

access will receive an orientation from a faculty member regarding the proper use of the network. The Junior High may deny, revoke, or suspend specific user access.

PERSONAL RESPONSIBILITY

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

PRIVILEGES

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Stillwater Junior High School faculty member pertaining to proper use of the network. The system administrators and teachers will deem what is appropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

ACCEPTABLE USES

1. Educational Purposes Only. The school district is providing access to its computer network and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate. The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use in political lobbying is also prohibited.

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

- Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the material to use them.
- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students should not give other private information about the user or others, including credit card numbers and social security numbers.

3. Etiquette. An Internet user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Messages should not be abusive to others. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Illegal activities are strictly prohibited.
- Note that electronic mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that are connected to the Internet backbone. It also includes the deliberate interference with the operation of the school's computer system, whether damage originates in the school or in some other location. This includes, but is not limited to, the uploading or creation of computer viruses.

HACKING AND ILLEGAL ACTIVITIES

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

Additional guidelines and procedures will be developed by the Stillwater Junior High School administration to ensure that student activities are appropriate and solely for educational purposes.

MEDICINES

DISPENSING MEDICATIONS

The Stillwater Board of Education recognizes that students will on occasion need to take medicine at school. The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine."

DEFINITIONS

"Non-prescription medicine" is that medicine which may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original container and have affixed the name of medicine, dosage, guidelines and directions for administration. A student's name must be written on the container. "Non-prescription

medications” may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student’s physician.

“Filled prescription medicine” is a medication contained in a prescription container with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container, or a sample is provided by a doctor, or a prescription changes, a doctor’s written instructions are required.

AUTHORIZED PERSONNEL TO ADMINISTER MEDICATIONS

The principal, school nurse, contracted nurse, or designated school employee will oversee and record any filled prescription or nonprescription medication a student uses or takes. All medicines will be properly stored in a designated location and kept locked at all times. These medicines will not be readily accessible to anyone other than school employees designated to administer medication. The building principal may suspend any student who fails to follow the non-prescription/filled prescription medication policy.

RECORD OF MEDICATIONS ADMINISTERED TO STUDENTS

School personnel will keep on file signed authorization forms as well as a record of the following: name of student to whom the medication is administered, date the medicine is administered, name/initials of person administering the medicine, name of medicine, dosage of medicine, time medicine is administered.

AUTHORIZATION FORM

If it becomes necessary for a student to use or take filled prescription medicine or non-prescription medicine at school, it is the policy of Stillwater Public Schools that a parent or guardian must sign a Parent Provided Prescription/Non-prescription Medication Authorization form provided by school personnel. A new medication authorization form must be filled out for each medication at the beginning of each school year, for each change in medication, and for any change in dosage.

DISTRICT RESPONSIBILITY

Stillwater Public School District assumes no responsibility for the control of medicines not registered or stored with designated school personnel. Medication brought to school not meeting stated guidelines will not be administered. The principal, school nurse, contracted nurse, or designated school employee may not be held liable to the student or his/her parent or guardian for civil damages, for any personal injuries to the student which result from acts or omissions of the principal, school nurse, contracted nurse, or designated school employee in the administering of any medicine. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

SCHOOL-PROVIDED FIRST AID

If a student becomes injured or ill at school, it is the policy of Stillwater Public Schools to administer first aid/nonprescription medicine if a parent or guardian has signed a School- Provided First Aid Non-prescription Medication, First Aid and CPR Authorization form. Such authorization is to be in effect as long as a student is enrolled in Stillwater Public Schools unless the parent or guardian files a written request that the authorization is cancelled.

NO STUDENT SHOULD HAVE MEDICATION OR A CHEMICAL SUBSTANCE AT SCHOOL UNLESS IT HAS BEEN PROPERLY CHECKED IN FOR SAFEKEEPING IN THE NURSE’S OFFICE. ANY UNAUTHORIZED MEDICATION FOUND AT SCHOOL WILL BE CONFISCATED AND THE PARENT NOTIFIED. STUDENTS CARRYING MEDICATIONS NOT AUTHORIZED BY THE NURSE’S OFFICE COULD BE PLACED IN EVENING ALTERNATIVE PROGRAM, IN-SCHOOL PLACEMENT PROGRAM, OR SUSPENDED OUT OF SCHOOL.

ILLNESS

A student who needs help due to illness or accident should go to the main office. If it is deemed necessary that the student go home, the parents will be notified to pick the student up at school. The student will not be released if the parent is not at home. The name of a relative or friend who may be called in an emergency will be indicated on the enrollment card. In addition, a parent needs to sign the first-aid form to give school personnel permission to administer first aid.

PRIVACY ACT/STUDENT DIRECTORY INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

NOTIFICATION OF RIGHTS UNDER FERPA FOR STILLWATER PUBLIC SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and 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 of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as 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/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, D.C. 20202-4605

STUDENT DIRECTORY INFORMATION AND STUDENT RECRUITMENT

Stillwater Public Schools will maintain and release "directory information" without the parents or guardians prior written consent, unless the parent or guardian informs the district that any or all of the following information should not be released without prior consent.

"Directory information" is defined as:

- Student's name
- Address, telephone
- Date and place of birth
- Grade level classification
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance, dates of enrollment, withdrawal, and/or re-entry
- Diplomas, certificates, awards, and honors received

The district will give annual public notice of the categories of information which are considered to be student directory information. The school will allow ten days from the date of such public notice for parents and/or guardian to inform the superintendent or principal in writing of specific directory information that should not be released without prior consent. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

DISCRIMINATION

The Stillwater Public School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

TRANSPORTATION

TRANSPORTATION OF STUDENTS

Stillwater School District will provide transportation to and from school for students who attend this school district. The purpose of transportation is to provide for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half (1½) miles from the school. Transportation may be provided for other students if sufficient seats are available on the buses. State law states that school districts **may provide** transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a right.

BUS CODE OF CONDUCT

The student's safety is primary. Buses are considered as school classrooms on wheels. Therefore, school rules apply on the bus and misbehavior will be handled by applying appropriate consequences. Any misbehavior which distracts the driver is a serious violation, which may result in bus privileges being denied (see Bus Discipline Procedures). Students are to be transported from their homes stop to school and back to their homes stop only.

STUDENTS ARE NOT TO RIDE ANY BUS OTHER THAN THE ONE TO WHICH THEY ARE ASSIGNED.

The Director of Transportation must approve any exception to this policy. Parents must call Transportation, 533-6347, to get approval by the Director of Transportation who will then alert the bus drivers. In the afternoon students are to board their buses immediately or go to their assigned area as soon as they are dismissed from school. For the safety of all, students waiting at the loading area must refrain from running, pushing and wrestling (horseplay). No one is to move toward boarding until the bus supervisor gives the signal. At no time should an individual attempt to pass between two buses or between a bus and another vehicle.

BUS REGULATIONS FOR STUDENTS

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading students should:

1. Be on time at the designated bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Respect people and their property while waiting for the bus.
4. Be careful in approaching bus stops.
5. Wait for the bus to come to a complete stop at the loading zone before moving toward the bus and attempting to enter.
6. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.

3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. The life you save may be your own.
6. Never tamper with the bus or any of its equipment. Damage to seats or other parts of the bus shall be paid for by the offender.
7. Maintain possession of books, lunches, or other articles and keep the aisle clear.
8. Help look after the safety and comfort of small children.
9. Do not throw objects on or out of the bus.
10. Remain in their seats while the bus is in motion.
11. Refrain from horseplay and fighting on the school bus.
12. Be courteous to fellow pupils, the bus driver, and the driver's assistants.
13. Remain quiet when approaching a railroad crossing.
14. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus the students should:

1. Go at least (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.

Riding a school bus that serves this district is a privilege. The driver is recognized as the authority on the bus. A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from the students who are misbehaving. The following procedures will be followed when inappropriate behavior occurs on the bus:

<u>1st offense</u>	Driver will assign a seat and send a written warning home for parent's signature, to be returned the next morning.
<u>2nd offense</u>	Bus conduct report forwarded to principal of student's school for appropriate school discipline.
<u>3rd offense</u>	Bus conduct report forwarded to principal for a possible 5-day suspension from the bus.
<u>4th offense</u>	Bus conduct report forwarded to principal for a possible 10-day suspension from the bus. All following conducts will have an additional 5 days suspension.
<u>Severe Clause</u>	If a student's conduct seriously jeopardizes, the safety of other students and/or the driver, a suspension will be placed into effect immediately. Any student jeopardizing the safety of the bus will be removed at the next school site, by a person in charge at that school, and be expected to arrange a ride home from there.

EXTRACURRICULAR TRIPS:

1. The above rules and regulations apply to all trips under school sponsorship.
2. The superintendent or a person designated by the superintendent shall assign sponsors for extracurricular trips.

FIELD TRIPS

Stillwater Public Schools policy for transportation to and from school events requires that students will ride on school transportation. The only way to deviate from this policy is for the parent to transport the student to and from the event. This will be approved on an individual basis. The student must pick up forms that the parents must sign and return for administrative approval.

ACTIVITY TRIPS

During interscholastic competition, school buses will be the source of transportation to and from the activity. Students will ride school provided transportation to all contests and events. If a student desires to ride home from the activity

with a parent/guardian he/she will need to make personal contact with the coach/sponsor and fill out a Contest Travel Release form available in the main office 24 hours prior to the activity.

When students do not adhere to this policy, they will not be allowed to represent the school in the events or contests. These same “bus rider rules” apply during the course of the year in any field trip or interscholastic competition trip.

MISCELLANEOUS ITEMS

BICYCLES

Bicycles are to be parked in the area provided northeast of the building. Bicycles are not to be ridden at any time during school hours. This includes the lunch period, unless special permission is given to the student to ride home for lunch. During after school hours, students are not to ride their bicycles through the bus loading area or on school lawns. The bicycle parking area is off limits to students at all times during school hours.

BOOK BAGS, DUFFEL BAGS, BACKPACKS

Students who bring book bags, duffel bags, and or backpacks to school are required to place them in their locker immediately upon arrival at school and pick them up before leaving. Students are not to take book bags, duffel bags, or backpacks to classrooms.

CARE OF BUILDING AND GROUNDS

Be thoughtful and have pride enough in the school not to throw waste paper, cups, napkins, etc., on the school grounds. Food and drink items are not allowed outside of the cafeteria area. By the same token, take care not to mark on walls, desks, lockers, or other school equipment. Careful use of our facilities is a mark of good citizenship and maturity, which we must all strive to obtain.

CARS/MOTORCYCLES

Those few students who may have cars are expected to drive with great care and caution, observing all driving safety rules. Violation of any of the standard rules of driving will be just cause to have driving privileges taken away for part of or for the entire school year. All student driver vehicles will be parked on the south side of the main building in the spaces provided and under no circumstances are they to be moved until the end of the school day. Student drivers must register their vehicles with the school administration. Violation of the rules of driving as well as rules of student conduct may cause driving privileges to be revoked.

Any vehicle entering school grounds is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Motorcycles

Motorcycles are to be parked in the south parking lot of the building. Motorcycles are not to be ridden at any time during school hours. This includes lunch period, unless special permission is given to the student to ride home for lunch. After school, students are not to ride their motorcycles through the bus loading area or on the school lawns. Students are not to be in the motorcycle parking areas at any time during school hours. All student drivers must register their vehicles with the assistant principal. Violation of the rules of driving as well as rules of student conduct may cause driving privileges to be revoked

CLOSED CAMPUS

After arriving at school in the morning, students are not allowed to leave the school grounds for any reason except:

- being checked out by a parent
- a school sponsored activity

Any student who leaves the school grounds for any other reason will be considered truant and will be disciplined accordingly. Students who leave school grounds without parent or school permission will have their parents contacted

upon their return. If a bus student leaves campus following the school day, he/she will not be allowed to return and will need to make other arrangements for transportation. Any student who leaves the Jr. High after school on their own accord (via walking, bicycle, etc.) will need to leave the campus area immediately and will not be allowed to return to the Jr. High. Students who depart the campus with junior high students and or high school students who drive will be required to have a written permission form on file and signed by the principal and students parent prior to departure.

DISTRIBUTION OF MATERIALS TO STUDENTS

Students may distribute materials according to guidelines established by the building administration. Please contact the principal for detailed guidelines.

HEALTH-IMMUNIZATION

The Oklahoma School Immunization Law, in accordance with the State Board of Health, requires that children attending school in Oklahoma be immunized. Immunization exemptions are authorized for medical, religious, and personal reasons if a signed certificate of exemption form is on file. A lost record is not grounds for exemption. The law provides for exclusion from school when children are not in compliance.

LOCKERS/DESKS

Lockers and student desks are the property of the school. Students are expected to care for them at all times. Students should clearly understand that since lockers and desks remain the property of the school, they and the contents inside are subject to search by school officials and/or law enforcement officers at any time for reasons of health and safety. Students should further understand that when there is a reasonable suspicion that contraband disruptive to the educational mission of the school exists, school officials can and will initiate searches of school property and individuals. When deemed necessary by reasonable suspicion or prior individualized suspicion, school officials can and will use drug-sniffing dogs to search school property.

Each student is assigned a locker. Under no circumstances are you to exchange lockers or locks. Students, you are well advised to make sure no one else has access to your locker and not to tell anyone else your combination. You will save yourself a lot of trouble and monetary expense if you heed this advice. Should your lock get lost for any reason, you are responsible for the cost of replacement. Should you have a mechanical problem with your locker, contact the library assistant in the library immediately. The school will not be held responsible for lost or stolen items that result from students not following this policy.

LOST AND FOUND

Articles of clothing or any other possession that has been misplaced may be located at the "lost and found" table outside the main office.

LUNCHTIME POLICY

During lunchtime, students must keep in mind that we have a closed campus, which means that no student is allowed off the school grounds without permission from a building administrator. Only students checked out by their parent or legal guardian will be excused to leave campus during lunch. (Parents must be present during time of student check out). All students will eat either food served in the cafeteria or a lunch brought from home. There will be an exception of those students living within walking distance of the school. Those students must obtain a permit from the office upon written request by a parent and approval of the principal. A student going home for lunch will need to have a permit in his/her possession at all times. The only area where students will be allowed to congregate during the lunchtime are the basketball playing area in the south parking lot. Students are not allowed to take food or drink items outside of the cafeteria during lunch. The inside of the building is off-limits during lunchtime except in times of inclement weather.

LUNCH TICKET DISBURSEMENT

Lunch tickets will be on sale in the cafeteria during the lunch periods each day of the school year. Lunches cannot be charged, but in an emergency situation where a student may have lost or misplaced his/her lunch ticket, he/she is allowed to confer with the assistant principal to determine an acceptable solution to the problem. Students should remember to write his/her name in the blank at the top of each lunch ticket that they purchase. This provides for easy identification of lost tickets. Students who have free or reduced lunch tickets are not to loan tickets to other students.

PICTURES AND YEARBOOK

School pictures are taken of students and teachers during the fall and spring semesters. Students may purchase pictures and Pioneer yearbooks containing individual pictures of students, teachers, and organizations plus an account of the year's activities and memorable events.

RESTRICTED AREAS

Students are not allowed north or west of the school at any time unless an adult staff member personally supervises them. Students are not allowed to enter the football stadium unless an adult staff member supervises them.

SCHOOL AND CLASSROOM INTERRUPTIONS

Deliveries of flowers, balloons, food items, and drinks are prohibited at Stillwater Junior High School. Businesses and merchants in the local area have been advised by the school administration not to accept orders for deliveries at SJHS. Attempted deliveries to the Junior High will result in that delivery being returned to the business of its origination.

SECURING MONEY AND CLOTHING

It is highly recommended that all coats, jackets, rain apparel, etc., be clearly and permanently marked with the owner's name. Each semester a load of good, unclaimed clothing is taken to some charitable organization. Unfortunately, there are a number of thefts of money each year. Some reasons for these thefts have been:

- Not making sure lockers are completely locked
- Leaving money in clothes in PE classes instead of locking it up
- Laying purses down by lockers or in restrooms where they are temporarily out of sight of the owner

Students are cautioned not to bring large amounts of money or cameras to school, and if they wear glasses, watches, or jewelry, they are to keep track of them at all times. Students, not the school, are responsible for their property. If it becomes necessary to bring more money than is needed to pay for lunch, it should be left in the office for safekeeping. Do not leave money in your locker. Students who leave money in their lockers are responsible for any loss.

TELEPHONE USE

Students needing to use the office telephone will be allowed to do so in an emergency. Please think ahead and arrange for all other needs before leaving home. Office hours are 8:00 a.m. to 4:00 p.m. Only one student at a time is allowed in the office to make a telephone call. Student phone calls are limited to one per day and to two minutes in length.

TEXTBOOKS

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give textbooks the best of care. They are to be used and not abused. To make it possible for these books to be used for normal periods of time, students are requested to have book covers on all school textbooks.

It is important that the student's name be written (in ink) on the inside cover. Each student will be assessed charges for lost textbooks and all book damages during the time issued.

As a general rule, assessment will be based on this formula:

Classroom notations and underline:	\$2.00
Inscriptions and doodling:	\$3.00
Obscenities and severely torn pages:	\$4.00
Damaged or defaced cover:	\$10.00 or cost of new book
Lost book:	New Book Price

USE OF LIBRARY MEDIA CENTERS

Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to fail to return any library media center materials which have been lent to said person by the library media center facility, within seven days after demand has been made for the return of the library media center materials.

ASBESTOS INFORMATION

“NOTICE: Under AHERA 40 CFR Part 763, Stillwater Schools has asbestos containing materials. Periodic surveillance of the facilities is conducted during January and July with 3 year re-inspections conducted tri-annually. Building occupants and workers shall be informed when response actions take place. Documentation for such actions shall be posted on the designated school information board for review. Management plans for the facilities that contain asbestos are available for review in the superintendent’s office and at each school’s administration office.”

CIVILITY TOWARD EMPLOYEES

Anyone having interaction(s) with employees of the District shall treat them with professionalism, courtesy, dignity and respect. Uncivil behaviors shall be prohibited.

Uncivil behaviors shall be defined as any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of uncivil behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person’s race, gender, nationality, religion, or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to face conversations, written letters and/or email messages.

Any uncivil behavior should be reported to the employee’s immediate supervisor or to the Human Resources department. A record will be made of the alleged incident and the action taken. Confidentiality will be observed whenever possible to protect the complainant and the alleged offending person. Employees may be subject to additional action under building and/or District policy or guidelines. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Stillwater Junior High - Student Activities

Clubs and Organizations

Academic Team
Beta Club
Builder's Club
Family, Career and Community Leaders of America (FCCLA)
Future Farmers of America (FFA)
Indian Student Association
Student Council
Technology Student Association
World Languages Club
Youth and Government

Independent Clubs and Organizations

Fellowship of Christian Athletes (FCA)

Athletics

Baseball (9th Only)
Basketball
Tennis
Cheer Leading
Cross Country
Football
Golf
Soccer (9th Only)
Softball (9th Only)
Swimming (9th Only)
Track and Field
Volleyball
Wrestling

ALLEGED BULLYING/HARASSMENT REPORT FORM

Name of Complaining Party: _____

Relationship to District: Employee (___) Student (___) Other: _____

School Site: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe bullied/harassed you: _____

If third party report, list: victim _____ alleged offender _____

List any witnesses who were present: _____

Where did the incident(s) occur? _____

Have you stated to this person either orally or in writing that you feel this behavior is inappropriate and unwelcome and you would like the behavior to stop? Yes No

NA—Third Party Report

(It is not necessary that you answer “yes” to this question to file a grievance.)

Describe the incident(s): what behavior(s)/action(s) occurred that has been bullying/harassing? Be specific; include verbal statements, threats, requests, and/or demands. What, if any, physical contact was involved? (Continue on back or attach additional pages if necessary.) _____

ALLEGED BULLYING/HARASSMENT REPORT FORM (Cont.)

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant and/or Parent Signature
Date

Received by
Date

Additional Information:

RESOLUTION:

Signed

Date

**STILLWATER PUBLIC SCHOOLS
NOTICE OF OUT-OF-SCHOOL SUSPENSION
AND RIGHT TO SUSPENSION CONFERENCE**

Student _____ Date _____

Parent or Guardian _____ Grade _____

Address _____ D.O.B. _____

_____ is being suspended out of school from the Stillwater Public Schools for _____. The out-of-school suspension will commence on _____, with the student allowed to return on _____.

The reason(s) for the out-of-school suspension is/are:

I held a conference with the student today during which I explained the reasons for the out-of-school suspension and gave the student the opportunity to explain his/her side of the case.

Before recommending out-of-school suspension, I considered alternative in-school placements, including, but not limited to, placement in an alternative school setting, reassignment to another classroom, and placement in in-school detention. I determined that these and other available options were inappropriate because:

I invite and encourage you as the student's parents to meet with me to discuss your child's behavior and any reasons you may have why the out-of-school suspension should not be imposed. I will be available to meet with you in my office on _____ at _____ .m. Please call _____ if you have any problems with the time or date of the conference.

The out-of-school suspension goes into effect on the date stated above unless (1) on meeting with you, I agree that the suspension should not go into effect, (2) you submit a request for appeal in accordance with the appeal rights listed on the back of this form, or (3) the following paragraph is applicable.

_____ (Principal should place an "X" here and initial this paragraph if applicable. If an "X" with accompanying principal's initials is placed here, then this paragraph is applicable. If no "X" is placed here, then this paragraph is not applicable) This out-of-school suspension is effective immediately because the student's conduct indicates that his/her continued attendance at school pending review or waiver of review of the out-of-school suspension would be dangerous to other students, staff, or school property or would substantially interfere with the educational process.

When the out-of-school suspension goes into effect, the student is prohibited from being on any school premises at any time, before, during, or after school. Notwithstanding the filing of an appeal, the student immediately forfeits the privilege of participating in all extracurricular activities of the school.

I acknowledge receipt of this notice at the conclusion of the conference with the principal.

Student

Parent or Guardian Signature (if available)

This notice has been hand-delivered to the named Student (with instructions to deliver it to his/her parent or guardian) and mailed to the parent/guardian on this date.

Date Administrator

- Enclosed is a copy of student rules with violation circled.
- Letter sent by registered or certified mail.
- Enclosed is a copy of Parent Rights in Special Education (only check for children with disabilities).

NOTICE TO PARENTS/GUARDIANS

DUE PROCESS

The student has

- * the opportunity to know these policies or any other school regulations or procedures.
- * been informed of the policy, rule or regulation allegedly violated.
- * sufficient opportunity to give his/her version of the alleged violation.
- * the right to a conference with the principal.
- * the right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

SPECIAL NOTICE: A disabled student and his or her parent/guardian are entitled to the procedural protection of Section 504 and/or IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook titled, "Discipline of Handicapped Students in Elementary and Secondary Schools," supplied by the U.S. Department of Education, Office for Civil Rights, Washington, D.C.

APPEAL

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- * A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of school suspension decision to a building SRC.
- * Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.
- * The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours in advance of the hearing.
- * The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses to support their position. Either party wishing to have legal counsel present must give the other party 24 hours advance notice or he/she may not have counsel present. The SRC will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
- * The SRC will sustain, rescind, or modify the out-of-school suspension action. **THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.**

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

- * A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.
- * Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent.

* The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.

* The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.

* If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. **THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.**

All appeal hearings are based on the following criteria:

* Is the student guilty or innocent of a violation of a school rule, policy, or regulation?

* Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

SPECIAL NOTICE: Students who are disabled and are subject to out-of-school suspension will be afforded the same treatment as provided to students who are not disabled in accordance with Section 504 and its implementing regulations at 24 C.F.R. § 104.4(a), (b) (1) (vii). Specifically, suspension and appeal procedures will be the same as for students who are disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would substantially interfere with the educational process at the school.

STILLWATER PUBLIC SCHOOLS

INDIVIDUALIZED PLAN FOR OUT-OF-SCHOOL SUSPENSION

(To be used for out-of-school suspensions in excess of five (5) school days that do not involve possession of a dangerous weapon or controlled dangerous substance.)

TO: _____
(Name of parent or guardian)

Date: _____

Subject: _____
(Name of student)

The named student has been suspended out of school in compliance with the policy of the Stillwater Public Schools. Because of the out-of-school suspension, the student has been placed in a home-based school work assignment setting or another appropriate work assignment setting. This Plan will provide for the core units in which the student is enrolled. Under state law, core units 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. As the student's parent or guardian, you are responsible for providing him/her with and placing him/her in a supervised, structured environment. You also bear the responsibility for monitoring the student's educational progress until he/she returns to school.

The following Plan will be in effect from _____, 20__ through __, 20__.
(Use additional pages if necessary.)

All assigned work completed and returned according to this Plan will be graded for full credit, and no absences will be charged to the student's attendance record. The student's failure to comply with this Plan by completing and returning all assigned school work according to this Plan, will result in a grade of zero for each such assignment.

Principal

Receipt acknowledged this __ day of _____, 20__.

Student

Parent or Guardian