



6th Grade Academy

@ Grant Foreman

STUDENT

HANDBOOK

2020-2021

Bell Schedule

Pod A Schedule - E-Learning Academy

Office Hours -8:45-10:15

Homeroom - 10:15-11:45 - (checking and answering of emails; setting up Google Meets/
conducting Google Meets; collecting data)

Lunch - 11:49-12:14

Homeroom - 12:14-12:42 (checking and answering of emails; setting up Google Meets/
conducting Google Meets; collecting data)

E-Learning Team Planning - 12:45-1:25

Office Hours - 1:30-3:30

Pod B Schedule

1st Period - Homeroom - 8:30-9:26

Passing 9:26-9:29

2nd Period - Elective #1 - 9:29-10:22

Passing 10:22-10:25

Lunch - 10:25-10:50

Passing 10:50-10:53

3rd Period - 10:53-11:46

Passing 11:46-11:49

4th Period - 11:49-12:42

Passing 12:42-12:45

5th Period - Elective #2 - 12:45-1:38

Passing 1:38-1:41

6th Period 1:41-2:34

Passing 2:34-2:37

7th Period - Intervention & Enrichment - 2:37-3:30

Pod C Schedule

1st Period - Homeroom - 8:30-9:26

Passing 9:26-9:29

2nd Period - Elective #1 - 9:29-10:22

Passing 10:22-10:25

3rd Period - 10:25-11:18

Passing 11:18-11:21

LUNCH - 11:21-11:46

Passing 11:46-11:49

4th Period - 11:49-12:42

Passing 12:42-12:45

5th Period 12:45-1:38

Passing 1:38-1:41

6th Period - Intervention & Enrichment - 1:41-2:34

Passing 2:34-2:37

7th Period - Elective #2 - 2:37-3:30

Pod D Schedule

1st Period - Homeroom - 8:30-9:26

Passing 9:26-9:29

2nd Period - 9:29-10:22

Passing 10:22-10:25

3rd Period - Elective #1 - 10:25-11:18

Passing 11:18-11:21

4th Period - 11:21-12:14

Passing 12:14-12:17

Lunch - 12:17-12:42

Passing 12:42-12:45

5th Period 12:45-1:38

Passing 1:38-1:41

6th Period - Intervention & Enrichment - 1:41-2:34

Passing 2:34-2:37

7th Period - Elective #2 - 2:37

MUSKOGEE PUBLIC SCHOOLS

Dr. Jarod Mendenhall, Superintendent

**Educational Service Center - ADMINISTRATIVE
OFFICES 2809 N Country Club Road, MUSKOGEE, OKLAHOMA
74403 PHONE: 918-684-3700**

6th Grade Academy @ Grant Foreman

Mrs. Karen Watkins, Principal

E-MAIL ADDRESS: karen.watkins@roughers.net

**DEAN OF STUDENTS Mr. Steve Barton
ADDRESS: steve.barton@roughers.net**

**800 Bacone Street, Muskogee, OK 74403
918-684-3860**

www.muskogeeps.org

[Return to Learn](#)

MUSKOGEE PUBLIC

SCHOOLS DISTRICT POLICY 2020-2021

Muskogee Public Schools VISION The Muskogee Public Schools exist to create and provide educational opportunities in a success based education environment to empower all students to become lifelong learners and participants in an ever changing world.

6th Grade Academy @ Grant Foreman Creed The Rougher Way

At the 6th Grade Academy, we pursue excellence in scholarship and character. We celebrate and honor each other by being respectful, honest, kind and fair. We show our cultural appreciation for each other in all we do. We give our best in and out of the classroom and take responsibility for our actions. This is who we are, even when no one is watching.

Student/Parent Handbook The student/parent handbook is not intended to create a contractual relationship with the student and/or parent: rather, it is intended to describe the school, its current practices, rules and regulations. In support of the aims of public education, all students are expected to behave in a manner reflective of good citizenship standards. Failure to maintain such standards of conduct or the commission of an act, which disrupts the educational process, shall result in disciplinary action. To maintain an atmosphere conducive to learning, the following guidelines have been developed for student behavior. These guidelines will be followed as uniformly as possible while taking into account extraordinary circumstances, which may cause a deviation in the discipline plan. Parents and/or guardians and students residing in the school district shall be notified of the district's discipline policy and regulations will be made available to parents and/or guardians upon request during the school year.

“Parent’s Right To Know”

**Parents have the right to request information on
the professional qualifications of their children’s
teachers.**

DISCLAIMER School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a discipline handbook; however, we expect students to follow reasonable rules and not violate the rights of others. Appropriate consequences will be administered for violating these rules. Failure to read the handbook and not know the rules cannot be used as an excuse to not follow the rules.

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's nondiscrimination policies:

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

Shannon Turner, Coordinator Special Services N
208 W. Broadway,
MUSKOGEE, OKLAHOMA 74403

Phone # 918.684.3700 ext. 1655

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Shannon Turner, Executive Director of Federal Programs
208 W. Broadway,
MUSKOGEE, OKLAHOMA 74403

Phone # 918.684.3700 ext. 1655

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

Jason Parker, Athletic Director

208 W. Broadway
MUSKOGEE, OKLAHOMA 74403

Phone # 918.684.3700 ext. 1770

Age Act Officer (for questions or complaints based on age)

Human Resource Officer

208 W. Broadway
MUSKOGEE, OKLAHOMA 74403

Phone # 918.684.3700 ext. 1626

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Human Resource Officer

208 W. Broadway
MUSKOGEE, OKLAHOMA
74403

Phone # 918.684.3700 ext.
1626

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights One Petticoat
Lane 1010 Walnut Street, Suite 320
Kansas City, MO 64106 (816)
268-0550 (816) 268-0599 (Fax)
(877) 521-2172 (TTY) Email:
OCR.KansasCity@ed.gov

COUNSELING - GUIDANCE SERVICES Counseling services are available to every student in the school. These services include: assistance with educational planning; social and or emotional concerns; peer mediation and conflict resolution; academic and behavior interventions; study help; assistance with home and school issues; interpretation of test scores; college and scholarship information, career information; or any question the student may feel he or she would like to discuss with the counselor. The counselors believe that parent conferences are important and encourage parent input and involvement. Counselors may meet students on an individual basis or through group guidance sessions.

EVALUATION AND GRADING SYSTEM Student evaluation and grades are based on daily classroom performance, homework, classroom tests, Benchmark exams, attendance and other required activities and projects.

GIFTED and TALENTED Muskogee Public Schools provide Gifted and Talented programs which serve the 6th grade students. Student participants are served through differentiated curriculum in the classroom as well as advanced classes. Additional services are provided through Academic and Talent Competitions. Students must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law and district policy. Contact the administration or counselors for more information.

GRADING SYSTEM Students earn letter grades in grades 6th grade based on the following scale:

Letter	Grade	Number	Grade	4	Point
A	94-100	4.00	A-	90-93	3.67
B+	87-89	3.33	B	83-86	3.00
B-	80-82	2.67	C+	77-79	2.33
C	73-76	2.00	C-	70-72	1.67
D+	67-69	1.33	D	63-66	1.00
D-	60-62	0.67	F	59-0	0.00

HOMEWORK Believing that homework and practice of instruction are essential to perfecting the skills of learning, the administration and Muskogee Board of Education endorses the use of homework as an academic teaching strategy. Incomplete homework or failure to do homework may result in a failure course grade.

HONOR POLICY Cheating is considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. The penalty will be a zero for the assignment or test. Parents will be notified immediately. No provisions are made to "make up" or otherwise receive credit when cheating is involved.

HONOR ROLLS The honor roll recognizes academic achievement. In an attempt to create an enthusiasm for scholarship, each secondary school shall publish a Superintendent's Honor Roll and a Principal's Honor Roll at the end of each semester.

SUPERINTENDENT'S HONOR ROLL Students will be selected with the highest scholastic Grade Point Average for each grade level in each school. Additionally, in order to qualify for this honor eighth graders must be enrolled in Algebra I. To determine "highest scholastic grade point average", schools serving seventh and eighth grade students are to consider all scholastic grades earned, beginning with grade seven (7) and extending through the first semester of the current year.

PRINCIPAL'S HONOR ROLL Those students having a semester grade point average of 3.00 to 3.65, inclusive, and who have no grade lower than a (C) will be placed on the Principal's Honor Roll.

OKLAHOMA CORE CURRICULUM TEST (OCCT) As required by the Oklahoma State Department of Education, all students will participate in the OCCT. The test is designed to provide information on specified areas of knowledge, skills and content and is used to measure state mandated curriculum in Reading and Math for 6th grade.

PARENT/TEACHER CONFERENCE DAY Parent/Teacher Conferences are scheduled for September 24th after School from 4:00-7:05 pm and September 24th after School from 4:00-7:05 pm., February 8th after School from 4:00-7:05 pm and February 9th after School from 4:00-7:05 pm. Additional conferences can be scheduled at the request of the parent, student, teacher or administrator.

PRIVATE/HOME SCHOOL TESTING Grades 1-8 1. Students in grades preschool - 8th enrolling in Muskogee Public Schools from private schools accredited by the Oklahoma State Department of Education will be admitted into their corresponding grade level. 2. Students in grades 1-8 enrolling in Muskogee Public Schools from Private Schools/Home Schools **not** accredited by the Oklahoma State Department of Education will be conditionally admitted into the corresponding/age appropriate grade level. To ensure appropriate mastery* of grade level curriculum, one of the following methods may be utilized: - An approved standardized test given by the building counselor. Parent permission must be obtained. - Review of previous year achievement test scores, given within the past twelve months, by an accredited public or private school. If the above information is not available, the student may be tested by the district's Psychometrics to check that appropriate mastery* of grade level curriculum has been obtained. Building principals must obtain parent permission for the testing. The principal will then notify the office of special programs to schedule testing. If the student does not present or demonstrate appropriate mastery* of grade level curriculum, the student will be placed into a previous grade level. The decision of the placement will be made and documented by the building site placement committee which includes the principal, counselor, teachers, and psychometrics (if applicable). Documentation will be placed in the student's cumulative folder. * Appropriate mastery is defined as scoring in the average range on at least three out of five core areas (reading, math, language, science, and social studies.) 3. Students who **may not** be considered for testing are those whose previous attendance record shows absences in excess of those allowed by the district's current attendance policy, students who have been retained in previous years, students who have been withdrawn from school for less than twenty (20) school days. These students will be assigned to the grade level last attended. Students with disabilities and ESL students will be placed **into their age appropriate grade level and will not be tested**. 4. Building Principals and parents will fill out the permission form and the site principal will contact Dr. Kim Dyce, Assistant Superintendent at the Educational Service Center to schedule testing of Private Schooled/Home Schooled students upon enrollment. 5. The **MPS Private School/Homeschool Test** will be offered three months during a calendar year (June, July and December) for placement into Muskogee Public Schools.

PROFICIENCY BASED PROMOTION PROCEDURE Students in Muskogee Public Schools will be permitted to receive credit in any academic curriculum area, by course, by scoring at least 90% on a criterion-referenced assessment designed for that specific curriculum area.

Proficiency Based Promotion 1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. 2. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.. 4. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. 5. Qualifying students are those who are legally enrolled in Muskogee Public Schools. 6. Tests will be offered the second week of the following months: **June, July and December**. Students will be required to register for the proficiency assessment one month in advance of the assessment date. 7. Students will be allowed to take proficiency assessment in multiple subject areas. 8. Students not demonstrating proficiency will be allowed to try again during the next assessment period. 9. Exceptions to standard assessment may be approved for those students with disabling conditions. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. 10. The school will confer with parents in making such promotion/acceleration decisions. Factors as social and mental growth will be considered in promotion/acceleration decisions. 11. If the parent or guardian requests promotion/acceleration contrary to the recommendation of the school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student. 12. Failure to demonstrate proficiency will **not** be noted on the student's transcript. 13. Students must progress through a curriculum area in a sequential manner. Elementary, 7/8 Grade level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area. 14. If proficiency of at least 90% is demonstrated in a 9-12 curriculum area, the student will be granted an A or the percentage earned on his/her report card and his/her high school transcript. The unit shall count toward meeting the requirements for the high school diploma. 15. If a student earns units by proficiency assessment, these units will become a part of the official transcript and will be accepted by their public school districts within Oklahoma.

Proficiency assessments will measure mastery of the Priority Academic Student Skills (PASS) in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessments will be aligned with curriculum and instruction.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following: 1. Individualized Instruction. 2. Independent study 3. Concurrent enrollment. 4. Cross-grade grouping. 5. Cluster grouping. 6. Grade/course advancement. 7. Individualized education programs.

Students should see the school principal to make an application for taking proficiency

tests.

PROGRESS REPORTS Progress reports will be given to students at Parent/Teacher Conferences. Parents will have access to look at their child's grade anytime on the Parent Portal. For more information regarding Parent Portal, contact Billie Seth. A student or parent may request a conference with the teacher, a counselor and/or a building administrator whenever he/she feels the need. Individuals should contact the school secretary or appropriate counselor to schedule a conference.

REPORT CARDS Report cards will be distributed at the end of each semester.

STUDENT SCHEDULE CHANGES The first 5 days of the school year are set aside for scheduling conflicts. The counselors and assistant principals may make changes during the first 5 days of school. Any changes past this 5 day period must have pre-approval of the Principal. The principal may consider changes following a conference with the parents/guardian and the student.

TEXTBOOKS AND SUPPLIES Students in Muskogee Public Schools are provided free textbooks for all classes where required. Once a student is issued a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be issued until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose check-out privileges of library books for failure to return books already checked and not returned.

LAPTOP/1:1

Muskogee Public Schools believes that it is the student's responsibility to exercise good citizenship in regard to his/her laptop, just as with any piece of school property. Students who have maliciously damaged their laptop or any part of it are liable for restitution. Restitution can occur by repayment of the laptop or damaged parts at the original price or by doing community service equivalency. The Site Committee will initiate the need for restitution. If it is deemed that the laptop was damaged through maliciousness or extreme negligence, the restitution process will originate with the technology department and continue as follows:

1. Technology will fill out the Community Service Form and carbon copy it to the appropriate principal and to the financial secretary or school bank.
2. Principal will contact parent and assign community service.
3. Students will have the log sheet signed for each set of hours and turn the completed form in to technology.
4. Technology will notify the principal and the bank that community service has been completed.
5. Students who have not been cleared will not be allowed to attend extracurricular activities.

Google Chromebook Student Device Repair Costs

Part Name Repair Cost CS Hours

Hotspot Charger \$10/1 Hour

Power Supply (Charger) \$30/3 Hours

Screen \$50/5 Hours

LCD Cover Kit Black \$20/2 Hours

Keyboard \$40/4 Hours

Power Connector \$45/4.5 Hours

Base Cover \$20/2 Hours

Wireless Card \$45/4.5 Hours

6 Cell Battery \$60/6 Hours

Bottom Cover \$20/2 Hours

Motherboard \$75/7.5 Hours

Asset Tags \$50/5 Hours

Hotspot \$80/8 Hours

Chromebook Lenovo N22 \$250/25 Hour

ATTENDANCE POLICY

I. Expectations/Notifications In the Muskogee School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes on time each day of the school year. When students miss school, parents are responsible for notifying the school's attendance office regarding the reason for the absence. This notification may be communicated by phone or written note dated and signed by the parent/guardian. **If notification is not made the day of the absence, it should be received by the school before the end of the school day immediately following the absence, or the absence(s) will be considered a truancy. Regardless of parent contact, upon the student's 5th absence in a 4 week period, the student will be considered truant without proper documentation. The student must provide written documentation in order to be granted relief of the absence from the following:**

- A. Doctor B.
- Dentist C.
- Therapist, etc. D.
- Court related

The school will notify parents in writing upon the 4th consecutive or non-consecutive day a child is absent without valid excuse in a four week period. If within five (5) days (after a warning has been issued) the parent, guardian or custodian of such child does not comply with the provisions of attendance and the rules stated in the school handbook, the attendance officer shall make a complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for the attendance violation. If a child is absent without valid excuse four (4) or more days or parts of days within a four- week period, or is absent without excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the City Attorney. Parents are encouraged to meet with school officials regarding the attendance records of their student at any time during the school year.

II. Definitions

- An absence at the secondary level is defined as being more than 25 minutes late to an assigned area or not being present for an assigned class/activity. Once a student reaches 6 unexcused tardies in a 9 week period a citation will be issued. Absences are documented on appropriate school records, and accumulate toward the maximum allowable by the district. The absence limit per semester (18 weeks) for students in grades 7 & 8 is nine (9) days per semester. The teacher will notify parents, and the teacher will refer the student to the counselor in writing upon the fifth (5th) absence. If a student should miss ten (10) days during the semester, another letter will be sent to the student's parent/guardian and to the counselor to alert the family and counselor that the student's absence count for the semester is beyond the nine (9) day limit. Counselors and/or administrators will visit with the student and/or parent/guardian to determine if the school can be of assistance in any way.

Any unexcused absence is a truancy.

School related activities within the school day are defined as not being present in assigned classes due to participation in school sponsored events (i.e., Music, Speech, Drama, Athletics, Field Trips, etc.) and documented on appropriate school records. Students who are participating in school related activities are not considered absent (see the ten day activity rule).

The principal may excuse an absence upon the receipt of verified medical /legal documentation pertaining to the specific absence. **Documentation of this nature should be received by the site attendance office within three (3) school days after returning from an absence.**

III. Truancy Definition- includes but is not limited to the following actions

- Leaving the campus during any part of the school day without receiving written permission from the administrative/designee in advance of the departure time. Failing to return or remain in a designated area (i.e. classroom, counselor/administrator's office, library, gymnasium, etc.) Failing to attend assigned classes or school-sponsored activities whether or not it is on the school campus any unexcused absence. Parent/guardian failure to contact the school will result in a truancy being recorded in the student's attendance record.

Consequences - Students who are truant face the following consequences in addition to those outlined above: All truantries will result in parent contact and disciplinary consequences. Out-of-school suspension may be used if the student refuses to comply with disciplinary

consequences, refuses to attend specific classes,

or fails to change his/her behavior. □ The school has the responsibility to refer chronic attendance problems to the City Attorney, the district truant officer, as well as other appropriate juvenile authorities. The site principal or the district truant officer will file with the City Attorney's Office whenever a student is truant for four (4) or more days or parts of days within a four-week period or is absent without medical/legal documentation for ten (10) or more days or parts of days within a semester or term.

IV. Absences - Make Up Work Students may request, complete, and receive credit for make-up work for any absence during any school day or partial school day, with the exception of absence due to truancy. Make-up work will be granted for absences upon the student/parent's request. These requests for make-up work shall be initiated within two (2) consecutive school days after returning from an absence. Make-up work shall be completed and returned to the respective teacher(s) within five (5) school days following the absence(s), unless additional time is granted by the principal.

V. Tardies/*Unexcused Tardies A.

Definition

□ A student not within his/her assigned area when the tardy bell begins to ring is considered tardy (T). A secondary student more than five (5) minutes tardy to class, but less than 25 minutes tardy, and without the proper clearance will have an unexcused tardy (UT). Third (3) tardy will automatically be 1 day in ISP. Teachers should wait until the end of each class period to record attendance.

Subsequent tardies: Shall result in Multiple Days of ISP or OSS along with referral to City Attorney for truancy. Tardies will be considered on a per-classroom semester basis. Truancies, which include odd or random periods, will still receive mandatory three (3) days in ISP.

TEN DAY ACTIVITY RULE The Muskogee Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility and self-discipline. Since the educational merit of the co-curricular program is recognized, the goal of the Muskogee Board of Education is to facilitate a balanced education for each student. It is with this goal and philosophy that the Muskogee Board of Education established the following Attendance/Activities Regulations: REGULATION 1: It is the intent of the Muskogee Board of Education that the Superintendent, or his/her designee, annually review the scheduling of activities and comply with the Oklahoma State Department of Education Attendance/ Activities Regulations. REGULATION 2: The maximum number of absences for activities, which removes the student from the classroom, shall be ten (10) for any one class period of each school year. In addition, any deviation from the ten days absence rule shall not exceed five days. Excluded from this number are these activities and/or contests:

□ State and National Contests sanctioned by the Oklahoma Secondary Schools Activities Association □ Academic field trips approved by the building principal. □ Assembly programs involving all enrolled students. □ Administration of group or individual tests, as approved by the building principal or district administrators. □ Scholastic competitive contests in science, mathematics, social studies and English, as approved by the Superintendent of Schools.

BUS BEHAVIOR PHILOSOPHY Student behavior on the bus plays a major role in determining just how safe the bus ride will be. It is essential that the bus driver be able to concentrate on driving the bus and not be distracted by disruptive behavior. **THE RIGHT OF ALL STUDENTS TO RIDE THE BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS.** Students who violate any of the bus behavioral codes will be reported to the appropriate building administrator/principal. If the administrator determines that the action of the student endangered the safety of the bus or other students, students will lose their bus privileges. If the student is denied bus privileges, **PERMISSION TO RIDE AGAIN MAY BE GRANTED** when: the student completes all special assigned requirements, and the parent/guardian agrees that the conditions set forth will ensure the misbehavior will not happen again. If the student is denied bus privileges, the principal will prepare a written notice and send a copy of the suspension notification to: The parent/guardian, the Director of Transportation, and the Superintendent.

Riding school buses is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus. Video and audio recordings will be used to monitor student behavior. Only school officials and school security officers are permitted by law to view video recordings which have been recorded to monitor student behavior. **Inclement Weather Transportation Policy** The Transportation Department may contact parents to ask for children to be picked up or dropped off at a point closest to their assigned bus stop which is deemed safe for bus travel.

Bus Safety and Student Behavior All passengers are expected to comply with the following rules and guidelines. Students, parents, and school personnel who are involved in or witness an infraction of these rules and guidelines should report such incidents, complaints, or problems to the school grade level principal or the transportation office. All persons involved in student supervision should report inappropriate student behavior to the building principal or his/her designated person.

POSTING OF RULES THE FOLLOWING RULES WILL BE

POSTED INSIDE EACH BUS:

- Observe classroom conduct • Be courteous • Use no profane language • Do not eat or drink on the bus • Keep the bus clean • Cooperate with the driver • Do not smoke • Do not damage bus or equipment • Stay in your seat • Keep head, hands and feet inside the bus • Do not fight, push, or shove • Do not tamper with bus equipment • Do not bring pets on the bus • Do not bring flammable material on the bus
- The bus driver is authorized to assign seats • No weapon or any other items contrary to school policy will be allowed on the bus • Have bus rider forms on file at the school office.

DISSEMINATION OF RULES TO PARENTS AND STUDENTS The following safety and behavior code for bus riders will be given to all eligible bus riders each year and acknowledged by parent(s) through return to the bus driver, the signed application for school bus transportation. Students who do not return the safety rules will not be allowed to ride the **SAFETY AND BEHAVIOR CODE FOR BUS RIDERS** Permission for any student to ride on a bus is dependent upon his/her good behavior and observance of the following rules and regulations.

1. Be on time at bus stop, avoid running to catch the bus as you may slip and fall under the vehicle. The bus cannot wait for those who are not on time. While waiting for bus, stay clear of roadway to avoid being hit by passing cars. (Line up in single file.)
2. Wait for the bus to come to a complete halt before trying to board; if you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10 feet in front of the bus.
3. When necessary, there will be at least three persons in a seat, and the practice of saving seats for students getting on at other stops will not be allowed.
4. After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Don't ask your driver to let you off at such places as a store, job, etc. All bus stops must be approved by the Transportation Office.
5. Please use handrails when getting on or off the bus. Be extra careful when the weather is wet or icy.
6. Treat bus equipment as you would the furniture in your home. Damage to bus seats, window, etc., must be paid for by student/students responsible for the damage. (Bus privileges will be denied until payment for damages have been made.)
7. Keep the aisles clear of items such as musical instruments, etc. If you must carry personal items with you on the bus, please hold them on your lap or store them under the seat.
8. At no time will a student place hands, head or other parts of the body out of the window.
9. Don't be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
10. Absolute quiet during railroad crossings is required. The driver needs to listen for oncoming trains and your talking could drown out all warning signals.
11. Do not throw paper or other objects on the bus or out bus windows. This could obstruct the view of oncoming vehicles and result in an accident, or cause the driver to stop very suddenly, causing injury to passengers.
12. No consumption of food or beverages is permitted on the bus. (On field trips, special arrangements may be made for eating on the bus with the Transportation Department and the rules, as defined by the driver, are followed). Loose papers or food on the floor may cause a slipping hazard.
13. A driver has the responsibility to correct any student on the bus for improper conduct. This includes, but is not limited to: improper language, use of tobacco, and unnecessary noise, etc.
14. Drivers have the authority, given by the School Board, to enforce all rules for the safety and welfare of all bus riders. Any student refusing to obey these rules will be reported to the appropriate school authorities, and the student may lose his/her riding privilege.
15. Students have the responsibility to inform the bus driver about any problems he/she is having on the bus.
16. Remember your driver is human; greet him/her cheerfully each time you board the bus and give him/her the same respect you would like to receive.
17. Any complaints by drivers or parents should be reported promptly to the Transportation Office (684-3730), or to the student's school administration.
18. Riding the bus is a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused.
19. School rules and regulations apply to students while riding a bus.
20. Inflated balloons are not permitted on the bus (unless special arrangements have been made with the Transportation Department and the rules, as defined by the driver, are followed).

RESPONSIBILITIES OF BUS DRIVER, PRINCIPALS AND PARENTS

1. It will be the responsibility of the Transportation Office to work with the building administration, drivers, teachers and students on discipline infractions.
2. The bus driver shall be responsible for the conduct of students on his/her bus. Infractions are to be reported (**on the bus conduct referral form**) no later than at the conclusion of the run to the Transportation Office. The infraction will be dealt with in a timely manner (if possible the same day the referral is delivered to the building) by the building administrator.
3. It is also the responsibility of the principals to publish the safety and behavior code for bus riders and consequences for violations in the student

handbook.

4. It is the parent's responsibility to discuss with his/her child the provisions of the safety and behavior code for bus riders and to support the Transportation Office and the school administration.
5. The parent must assume responsibility for the behavior of his/her child while riding the bus. If permission to ride is revoked, the parent must provide transportation to and from school for his/her child until such time as reinstatement may be made.

TRANSPORTATION TO ACTIVITIES Students who are participating in a school activity must travel in school transportation. Students may be permitted to return home with their parents if they have the approval of their advisor. Students are not permitted to return home with friends or other families. Students who are riding an activity bus to a student function or who are participating in a field trip are expected to use school transportation for the return trip to Muskogee. Any exceptions to this rule must be approved by the principal and the advisor/chaperone of the activity. Students may face disciplinary measures for unauthorized travel in private vehicles. Adult supervisors will ride the bus with students on all field trips. School day field trips are expected to maintain strict time guidelines so that route buses are not delayed. Failure of students/supervisors to return to the bus on time, causing the route bus to be late may result in cancellation of future field trip requests.

STUDENT DISCIPLINE POLICY

The Board of Education recognizes that students do not surrender the rights of citizenship while in attendance at Muskogee 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 obedience to school rules. The primary goals of Muskogee Public Schools are to educate and to develop student self-discipline in a positive manner. This school district has the responsibility of maintaining a high quality program of education for its students. The Board of Education, through its school officials, has the obligation to issue policies to ensure order as students pursue their education in an atmosphere free from disruptions or distractions which might interfere with this process. The schools' primary responsibility is to those students whose behavior falls within the accepted limits and to be fair and consistent in dealing with those students whose behavior falls outside the accepted limits of these policies.

DISTRICT STUDENT DISCIPLINE REGULATIONS The Board of Education believes that the school's primary goal is to educate, not discipline. However when behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. Oklahoma Law, Title 70, Section 6- 114, provides teachers and administrators with the same rights as parents to control and discipline school children within local school policies. **Disciplinary Procedures** Every student is entitled to due process in any situation in which out-of-school suspensions are deemed appropriate. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Standards of behavior for all members of society are generally a matter of common courtesy. Students are expected to treat other persons and their property with respect. Students are further expected to behave themselves in such fashion as not to infringe upon the rights of others to learn. The involvement of a student in certain types of behavior will not be accepted and will generally require corrective action. In administering discipline, consideration will be given to alternative methods of correction to ensure that the most effective discipline is administered in each case. The staff may consider consulting with parents to determine the most effective disciplinary measure. In all cases of disruptive behavior the penalties in each disciplinary action should be commensurate with the problem, consistent, and equitable across the district. Administrators may use discretion in creating other appropriate disciplinary interventions. A discipline matrix has been developed to ensure equity and is part of these regulations. The discipline matrix is intended to be a guide to appropriate disciplinary action. All disciplinary actions must be documented to include the date, time, the student's specific actions and the teacher/administrator's specific actions.

Student Rights in Relation to Disciplinary Procedures Individual rights granted by the Constitution of the United States are granted to all people regardless of age, color, or creed. Students have responsibilities and rights as individuals. The school disciplinary procedures should not violate those rights and the students should uphold their responsibilities. The essential rights involved in disciplinary procedures stem from the concept of due process. Due process is required at each level of the discipline procedures. A student may exercise his/her right: To know what the rules and regulations are. To know what charges are brought against him or her. To present his/her point of view and/or evidence about the charge. To have a notice of and hearing on the charges. To have counsel. To appeal a decision about the charges to a higher level. To have the charges or penalties removed from the record if the evidence demonstrated his/her innocence or non-involvement. In the administration of the district's uniform disciplinary procedures the student should be made to feel that his/her value as a person is not questioned, although his/her behaviors are. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for each other. They should also have respect for school property; take good care of books, desks, and other furniture and equipment. Disciplinary action may be imposed for misconduct or gross disobedience which includes but is not limited to the matrix:

Discipline

Levels and Responsibilities

Student Responsibility: Any student may face disciplinary action for failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

Teacher: The individual teacher has the primary responsibility for maintaining discipline in the classroom. The teacher/team has the discretion to establish specific requirements that are consistent with the building's rules and regulations. Classroom rules may come from general classroom conditions, the subject matter being taught, and/or the management philosophy of the teacher. The teacher/team is responsible for seeing that students understand what the rules are and why these rules are limited to a specific classroom. If teachers/teams establish specific requirements for their own classrooms, then these requirements should be put in writing. A copy of their individual rules and regulations should be given to each student, **a copy given to the principal**, and a copy posted in the classroom. Each teacher/team will develop a classroom discipline plan that includes both infractions and consequences.

DISCIPLINE INTERVENTIONS – PYRAMID OF INTERVENTIONS

Counseling: When unacceptable student behavior is observed, the staff member concerned with the behavior should confer individually with the student. This conference should focus on what behavior changes the student must make to eliminate future problems.

The counselor will be informed of the emerging behavior pattern and intercede as a preventive measure. If the behavior persists, the teacher and the counselor should alert the parents about the issue. Parent assistance in resolving the issue is highly encouraged. A telephone call is appropriate at the early stages, but personal conferences should also be utilized early in the process.

Peer Mediation: Peer mediation is a student-driven conflict resolution/violence prevention method of resolving conflict. Trained student mediators guide students through discussion of their conflict in a private, safe setting, strictly following a carefully-written script; the objective is not to determine guilt or innocence, but to get students to agree on how to resolve the conflict so it will not escalate.

Classroom Detention: A classroom detention is the keeping of a student before, during, or after the regular school hours for a reasonable period of time. A student may be assigned to a detention by a teacher to complete past due assignments or because the student has violated school rules. Teachers will document the Classroom Assigned Detention.

Restorative Practices: Restorative practices, is a field of study that has the potential to positively influence human behavior and strengthen civil society within our community. Restorative practices builds healthy communities, decreases antisocial behavior, repairs harm and restores relationships. A restorative conference is a specific process, with defined protocols, that brings together those who have caused harm through their wrongdoing with those they have directly or indirectly harmed.

SATURDAY SCHOOL/SAC Saturday School and/or SAC will be used as a placement for discipline and /or academics.

Administration - Short-term suspension Short-term suspension is a temporary **exclusion** of a student from school, from riding the school bus, or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from school and/or riding the school bus in excess of ten (10) school days for safety reasons. Prior to or during a pre-suspension/placement conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the administrator must also follow the procedures set forth under the Special Education Discipline Procedures (JG-R3.Reg). Written notice of short-term suspension recorded on the Suspension Notification form will be given to the student and also mailed home to the parent/guardian of record. A copy of the suspension notice will be sent to the office of the Superintendent. All suspended students must be dropped from the student enrollment list and reentered when they return to school at the end of their suspension.

Administration - Long-term suspension Long-term suspension is the exclusion of a student from school for a period of time greater than ten (10) school days, but for no longer than the balance of the current semester/term and next full semester/term. Prior to or during a pre-suspension/placement conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the administrator must also follow the procedures set forth under the Special Education Discipline Procedures (JG-R3.Reg). Written notice of long-term suspension recorded on the Suspension Notification form will be given to the student and also mailed home to the parent/guardian of record. Copies of the suspension notice will be sent to the office of the Superintendent, the District Attendance/Tuant Officer and to the Executive Director of Teaching and Learning.. Parents /guardians will also be mailed a copy of the appeals process policy for long-term suspensions. All suspended students must be dropped from the student enrollment list and

re- entered when they return to school at the end of their suspension.

Discipline Process - Due Process Any student involved in the discipline process in the Muskogee Public Schools shall be afforded due process. In out-of-school suspension or 30 or days, the following procedures shall be applicable: **IMMEDIATE CONFERENCE** As soon as possible, the student shall be informed, orally or in writing, by the appropriate administrator of the following: What he/she is accused of doing. The factual basis for the accusation; after receipt by the student of the foregoing notice, the student shall be permitted to report, both orally and in writing, his/her side of the story to the administrator and give a list of witnesses.

SUSPENSIONS/ALTERNATIVE PLACEMENT OPTIONS The following procedures provide for out-of-school suspensions and placement in a school setting. When a student is suspended, the student and his/her Parent/Guardian must receive a written notice - *Suspension Notification* of the suspension. A copy of the completed form should be given to the student at the time of the suspension and a copy provided to the parents/guardian **via the U.S. regular mail. Students who are on an out-of-school suspension will not be allowed on any school campus or to attend any school functions during the suspension period or enroll in any other Muskogee Public School.** A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state. No public school shall be required to enroll the student, until the terms of the suspension have been met or the time of the suspension has expired. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in 57 O.S. as an exception to a nonviolent offense or convicted as an adult of an offense defined in 57 O.S. or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students or faculty. Until the school determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction education plan, or other appropriate setting. (Reference 70 O.S.1997 24-101.3)

SUSPENSIONS OF FIVE OR FEWER DAYS OUT OF SCHOOL a student suspended for five or less days will be provided an education plan **only at the request of the parent/guardian. Suspended Five or Fewer Days - NO Education Plan** In order for a student suspended for five or less days with NO Education Plan to receive credit, the student, upon returning to school, will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher at a rate of 1 day makeup for 1 day out. Student or Parent must request assignments the day the students returns to school. **Suspended Five or Fewer Days - With an Education Plan** The Plan will include class work assignments **only for the core areas** in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Reading units required by the State Board of Education for grade completion in grades six through eight and for high school graduation in grades nine through twelve. The student who completes the assignments and returns them to the teacher on the day he/she returns to class will receive academic credit. **SUSPENSIONS OF SIX OF MORE DAYS OUT OF SCHOOL** The school shall provide an education plan designed for the eventual reintegration of the student into school.

The Education Plan The Educational Plan includes providing class work assignments only for the **core areas** in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Reading units required by the State Board of Education for grade completion in grades seven through eight and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. (Reference: 70 O.S. 1997 24-101.3)

Assignments and Examinations The education plan will be provided on the *Student Education Plan-OSS Suspensions* Form and any additional attachments necessary for class work assignment details, forms and procedures. The plan will include class work assignments.

Grades and Credit A student completing the assignments and returning them to the teacher by the date designated will receive academic credit.

Structured Environment The parent/guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and shall bear responsibility for monitoring the student's educational progress until the student is readmitted to school. (Reference: 70 O.S. 1997 24-101.3) The parent/guardian shall be responsible for providing a supervised, structured environment for the student which:

1. Is void of telephone, radio, and VCR and television access.
2. Is supervised by the parent/guardian or other responsible adult who monitors the student's academic progress until the student is readmitted to school.
3. Has study periods and lunch break/passing period/restroom times similar to the regular school environment of that student.
4. The student is confined to the supervised, structured environment during the entire length of the total school day unless accompanied

by the parent/guardian.

Due Process for Short Term Out-of-School Suspensions Short term out-of-school suspensions are from one to ten days. The length of the out-of-school suspension will be commensurate with the severity of the violation. Before an administrator assigns a student a short-term suspension, due process will be afforded the student. The elements of due process are as follows:

1. The student will be given written notice of the charges which states the rule or regulation the student allegedly violated.
2. The student will be given a written explanation of the factual basis for the charges against him/her.
3. The student will be given the opportunity to present his/her side of the story to the administrator. These requirements can be satisfied by discussion immediately after the alleged misconduct occurs. The student is given the opportunity to explain his/her version of the facts as shown in writing what he/she is accused of doing, and what the factual basis of the accusations is. Required written notice shall be set forth on the *Notice of Suspension Form*. A copy of the completed form should be given to the student at the time of the suspension and a copy will be provided to the parents of the student via the U.S. regular mail. Suspended students are not allowed on any Muskogee Public School campus or at any school activity during the time of the suspension.
4. A parent/guardian has a right to appeal to the building principal within twenty-four hours or one school day of the student's short-term suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal hearing at the building level within twenty-four hours or one school day. During the appeal process, the student will remain in school (placement in ISD) until final decision is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent/guardian appeal process to stay within the specified time limits for requesting the appeal shall constitute a waiver of the right to the appeal. Any out-of-school suspension of ten days or less (short-term) which prevents a student from taking final exams, graduating, or completing his/her course of study within the normal time, shall not be effective unless and until all due process hearing procedures for long-term suspensions are met, unless it is determined by the administrator that the student's presence on campus endangers himself, others, or school property.

Due process for Long Term Out-of-School Suspensions A long-term suspension is any suspension which exceeds ten school days. A long-term suspension may extend to the remainder of the semester/term or to the end of the next succeeding semester/term. During the appeal process, the student may remain in school (placement in ISD) until final decision is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent during the appeal process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal. In the event of the long-term suspension, the written notice for the suspension will contain:

- A. Specific charge or charges.
- B. Length of suspension, inclusive of beginning and ending dates.
- C. Statement of impact on course credit.
- D. Statement of the factual basis supporting the charge(s).
- E. Suspended student's statement of incident.
- F. Statement of the student's right to appeal the disciplinary action before a long-term suspension takes place and an explanation of the appeals process.

Level One A parent or guardian has a right to appeal to the building principal within twenty-four hours or one school day following the onset of the student's long-term suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal at the building level. Only after the building level appeal has taken place and only if differences cannot be resolved, will the next level of appeal be scheduled. Parents/guardians will receive a written decision of the building Principal. The Principal must include: A statement of the parents'/guardians' right to request or waiver a review of the suspension/placement to the Administrative Hearing Committee. The parent/guardian must request the level two appeal, in writing, directed to the building Principal and the Superintendent or his/her designee within three school days following the building level appeal decision. Failure of the parent /guardian during the appeals process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

Level Two If a Level Two Appeal is requested upon completion of the building level appeal, the Superintendent or his/her designee will forward the request to the District Administrative Hearing Committee who will schedule a hearing within five school days. A Level Two Appeal shall ensure compliance with the following due process rights: The parent/guardian and the student will be advised that at the due process hearing: 1. The school has the burden of proving the charges by substantial evidence.

- a. The student may be represented by a person of the parent's choosing (who may be an attorney); if represented by a person other than the

parent, the parent must notify the Administrative Hearing Committee Chairperson of this fact no later than noon or prior to the school day before the hearing. b. The parent or representative will have the right to confront and cross-examine, in a reasonable manner. c. The parent/representative will have the right to present witnesses and other evidence on behalf of the student. d. The student has the right to remain silent. e. The testimony, evidence, and statements of the parties will be recorded by an electronic device. A transcript of the hearing will only be prepared if requested by the Superintendent of Schools. f. The student will have the opportunity to present his/her case before the Administrative Hearing Committee. g. All parties, representatives, and witnesses will be expected to conduct themselves in a respectful, orderly and non-disruptive manner. h. The Administrative Hearing Committee, at the conclusion of the evidence, will make written findings of facts which will form the basis of the decision regarding the appeal.

Hearing Procedures will be as follows:

1. Opening statement of the Chairperson of the Administrative Hearing Committee and/or appropriate introductory remarks.
 - a. Brief statement of the school's position.
 - b. Brief statement of the student's position.
 - c. Presentation by school of its witnesses and evidence, with the right of the student or the student's representative to cross-examine.
 - d. Presentation of the student's witnesses and evidence, with the right of the school to cross-examine.
 - e. Rebuttal on behalf of the school, if any.
 - f. Rebuttal on behalf of the student, if any.
 - g. Closing remarks by the school.
 - h. Closing remarks by the student.

ADMINISTRATIVE HEARING COMMITTEE The administrative hearing committee shall be composed of three or more members. **APPOINTMENT AND TERM:** The members of the administrative hearing committee shall be appointed each year by the Board of Education based upon the recommendation of the Superintendent. Each member shall serve for the school year and shall be eligible for reappointment. A committee member shall excuse (remove) himself/herself if he/she has any personal involvement in the matters to be decided. Any issues involving a conflict of interest shall be decided by the Superintendent.

CRITERIA FOR APPOINTMENT: The committee shall consist of one classroom teacher/counselor (as defined by state law), a building administrator and an administrator from the Educational Service Center. **TIME FOR APPEAL:** The parent/guardian must submit the request for appeal to the Superintendent /designee within three school days of the final decision of the building principal. **ALTERNATIVE PLACEMENT:** The committee shall hear and decide appeals from students of student placement in an alternative school program where the placement is for student misconduct.

OUT-OF-SCHOOL SUSPENSION: The committee may also hear and decide out-of-school suspension cases of a student for student misconduct. **The decision of the committee shall be final with respect to all suspensions of less than 10 days.** The decision of the committee shall be appealable to the Board of Education in accordance with the School District's Discipline Policy and Regulations for level three hearings where the out-of-school suspension is for 10 or more days. **PROCEDURES:** The committee shall conduct the appeal in accordance with the procedure set forth in Policy/Regulations JG for Level Two due process hearing for out-of-school suspensions. One of the three members shall serve as chairperson of the committee on each appeal. The chairperson position shall be rotated among the three members. Three members of the committee must be present to conduct the appeal. The committee shall decide the guilt or innocence of the student and shall decide the reasonableness of the term of the placement. The decision of a majority of the committee shall control. The committee shall prepare written findings and conclusions within two working days after the hearing is concluded. All proceedings on appeals shall be confidential.

A student may be represented by attorney or by his parent or guardian. Because of right to privacy concerns, no person other than an attorney or a parent or guardian may represent a student.

APPEALS TO THE BOARD OF EDUCATION: If a Level Three Appeal is requested, the parent/guardian must submit a written request to the Superintendent or his/her designee within three school days of receipt of notice of the decision of the administrative hearing committee for the Board of Education to hear the appeal. The Superintendent or his/her designee will forward the request to the President of the Board of Education. The Board of Education shall decide the appeal, if the notification has been received by the Board at least five days prior to the next regular meeting, no later than the next regular Board meeting, based upon the record made in the hearing before the Administrative Hearing Committee. The record shall consist of a transcript of the hearing, any physical evidence presented to the committee, and the written findings and conclusions of the committee. Additionally, the student and the school administration may, within 5 school days after the notice of appeal is filed, submit a written argument to the Board which is not to exceed 15 typewritten pages in support of their position. No additional evidence shall be presented to the Board, nor will the Board hear any oral argument from the parties. The Board may affirm, reverse or modify the decision of the Administrative Hearing Committee. The Board may also remand the case back to the committee for further evidence. All deliberations by the board shall be in executive session, however, the Board will vote on its decision in public. The name of the student involved in the appeal shall not be disclosed to the public.

PLACEMENT The decision of the building Principal shall be effective during the pending of any appeal process. The Superintendent, in his/her sole

discretion, for what he/she believes to be in the best interest of the student and the School District, may direct that the student placement be delayed until the appeals process or any part of the same is concluded. The decision of the Superintendent is not appealable. The Board of Education believes that only in rare and unusual cases should student placement be delayed pending appeals.

CONSEQUENCES FOR FIGHTING Fighting will not be tolerated by Muskogee Public Schools. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. As soon as possible after a fighting incident, any student participating in the fight will meet individually with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given an opportunity to tell his/her side of the story. If the student participated in the fight, the student will be immediately suspended and taken to CIC, unless the administrator finds that the student acted in self-defense. When a student uses self-defense as an excuse for fighting, the student must be able to prove **all** of the following:

1. The claimant must not have provoked or behaved in a manner to cause the incident;
2. The claimant must have had reasonable fear of danger of harm; and
3. The claimant used no more force than needed for protection from the threatened harm. If it is determined either that the student was not involved in the fight, or that the student acted solely in self-defense, the student will be reinstated in school, without penalty. The facts to be considered regarding the length of the suspension are as follows:
 1. Whether the student has previously complied with the student discipline policy.
 2. The damage done or injuries sustained by any person as a result of the fight.
 3. The potential danger that the student poses to other persons.
 4. The fact that the student was provoked into a fight by nonviolent, but otherwise offensive conduct, such as verbal abuse, obscene gestures, line jumping, and similar types of behavior, will not be considered as a factor for determining the length of the suspension.

Fighting In a case involving fighting, excessive violence or physical damage, if the student is suspended, the suspension may be extended into the succeeding semester/term or the entire school year. Any student who strikes another person on a Muskogee Public School campus, on the bus, or during a school sanctioned activity shall be subject to the following consequences: (For campus and sanctioned activities) The discipline matrix will be followed. (City Citation **MAY BE** filed by the building administrator or the building security officer on **ALL** students involved in fighting unless the student acted solely in self defense. Students may be taken to CIC. If a student commits assault or is involved in mutual combat, all participants will receive a \$145.00 fine from the Muskogee Public Schools Police Department. If a student obstructs a staff member or administrator during a fight/altercation, the student may receive same punishment as the fighter/instigator.

*****If a student takes a picture or video tapes a fight/altercation and promotes on social media, the student may receive same punishment as the fighter/instigator.** For fighting on the bus will result in: Loss of bus riding privileges for the number of days as determined by the building administrator. City Citation **MAY** be filed by the building administrator or the building security officer and student will be taken to CIC.

ILLCIT DRUG, ALCOHOL, OR TOBACCO USE/ABUSE BY STUDENTS Reporting students under the Influence of, possessing, or distributing low point beer, alcoholic beverages, illicit drugs, tobacco, and/or other controlled dangerous substances. Standards of Conduct It shall be the policy of the Muskogee Board of Education that the use/abuse, possession and/or distribution of illicit drugs, low point beer, alcohol, tobacco (as currently defined by state law), controlled dangerous substances, and/or imposter drugs/Look-a-like drugs on school premises or as a part of any school activity is prohibited. Definition:

1. Low point beer means and includes beverages containing more than one-half of one percent (2 of 1%) alcohol by volume, and not more than three and two-tenths percent (3.2%) alcohol by weight.
2. Alcoholic beverages.
3. Controlled or illicit dangerous substances includes, but are not limited to, controlled, illegal, addictive or harmful substances, including anabolic steroids, prescription and over-the counter drugs and household products such as paint.
4. Imposter drugs/Look-alike drugs are those being sold/distributed/used as real drugs.

WITH PARENT PERMISSION, STUDENTS MAY BE SUBJECT TO DRUG TESTING, WHEN THERE IS REASONABLE SUSPICION. Penalties for violation of Standards of Conduct: Students who violate the standards of conduct may be suspended by the Principal per discipline Matrix requirements. The police **MUST** be called when students are involved in the use/abuse, possession and/or distribution of illicit drugs on school premises or as a part of any school activity. Illicit drugs include prescription and over-the-counter drugs. Interscholastic Drug Testing Policy Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form and Policy" 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 activities.

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

BULLYING Premise: "When individuals are afraid to attend school or come to work, they cannot function. Bullying prevention programs can help provide a safe environment in which teachers can teach and students can learn. When an individual is bullied his/ her ability to participate in and benefit from the school's educational programs or activities is adversely affected." **Policy:** The Muskogee Public Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are each forms of dangerous and disrespectful behavior that will not be tolerated. **Definitions: Bullying** means any **repeated** and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more persons in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to: hazing, harassment, intimidation, or menacing acts of a student, employee or volunteer which may, but need not be based on a person's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. **Harassment** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. With the exception of **sexual bullying and sexual harassment**, any bullying behavior shall be considered **repeated** upon the second incident. **Sexual bullying and sexual harassment** are considered so **heinous** that they will be dealt with severely upon the first occurrence. **Disability Harassment** is defined as intimidation or abusive behavior toward a person based on disability that creates a hostile environment by interfering with or denying an individual's participation in or receipt of benefits, services, or opportunities in the district. Harassment and Disability Harassment include but are not limited to: Verbal acts, teasing, use of sarcasm, jokes; Name-calling, belittling; Nonverbal behavior such as graphic or written statements; Conduct that is physically threatening, harmful, or humiliating; or Inappropriate physical restraint by adults. **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the conduct:

Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or Otherwise adversely affects an individual's academic opportunities. **Sexual Harassment** means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances: When submission to such conduct is made, explicitly or implicitly, a term of condition of obtaining an education or doing a job; or Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education or job; or Interfering with an individual's education or job, or creating an intimidating, hostile or offensive educational/ work environment. **Hazing** means committing an act against an individual, or coercing an individual into committing an act, that creates a risk of harm to a person in order for that individual to be initiated into or affiliated with an organization, or for any other purpose. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the individual to an unreasonable risk or harm or any conduct that adversely affects the mental or physical health or safety of the individual. Any activity that intimidates or threatens the individual with ostracism, that subjects the individual to extreme mental stress embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the individual or discourages the individual from remaining in school or coming to work. Any activity that causes or requires the individual to perform a task that involves a violation of state or federal law, or district policies. **Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which have the effect of:

Physically, emotionally or mentally harming an individual; Placing an individual in reasonable fear of physical, emotional or mental harm; Placing an individual in reasonable fear of damage to or loss of personal property; or Creating an intimidating or hostile environment that substantially interferes with an individual's educational/ work opportunities. **Physical Bullying** means causing harm to another's body, or property. It also encompasses threatening physical harm or making threatening gestures. It includes, but is not limited to Tripping, Hitting, Starting fights, Destroying property, and Extortion. **Sexual Bullying** means committing sexual harm to another including unwanted sexual comments and behaviors such as: Dating violence, Domestic violence, and Sexual assault. **Social bullying** means causing harm to another's self worth, including but not limited to: Gossiping, Playing mean tricks, Spreading rumors, Insulting race, Excluding from the group, Arranging public humiliation, or Ruining a reputation. **Emotional bullying** means causing harm to another's self-worth, including but not limited to: Insulting remarks, Insulting gestures, or Negatively impacting one's ability to do one's job.

The prohibition against bullying shall be publicized by including the following statement in the student/ staff handbook(s):

"Bullying behavior by any person in the Muskogee Public School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school or in the case of school employees, disciplinary action. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying

includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may, but need not be based on the individual's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know would have the effect of:

Placing an individual in reasonable fear of physical harm or damage to the individual's property; or Physically harming an individual or damaging a individual's property; or Insulting or demeaning any individual or group of individuals in such a way as to disrupt or interfere with the school's educational mission or the education/ work of any individual. Students, parents, or employees may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly investigated, with possible consequences up to and including alternative placement, suspension, and/or expulsion, or in the case of employee's termination." A. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually. B. The Anti-Bullying Policy will be available on the Muskogee Public Schools website, and in all student, staff, and parent handbooks. C. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). **Reporting Intimidation, Harassment, or Bullying Behavior:** Any person who believes he/ she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward an individual should immediately report the alleged acts. The report may be made to any staff member. The staff member will assist the individual in reporting to the principal or other district personnel. Teachers and other school staff who witness acts of bullying or receive a report of bullying are required to promptly notify designated staff. **Complaint Form.** A copy of this form will be submitted to the Principal. The school principal or his/ her designee is **required** to accept and investigate all reports of intimidation, harassment or bullying.

The principal or designee is **required** to notify the parent or guardian of a student who commits verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying. A report of any form of bullying must be accompanied by a completed Complaint Form and a Completed Investigative Document. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending due process. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is **required** to notify the parent or guardian of a student who is a target of an act bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior: The Principal or designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the individual's history, and the context in which the alleged conduct occurred will be investigated. The administrator shall inform the parents/ guardians of any victims under the age of majority and the accused of any report of harassment, intimidation, bullying, or hazing. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator. The district may take immediate steps to protect the complainant, student, teachers, administrators, or other school personnel pending the completion of an investigation. The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report to the Superintendent **or designee** upon completion of the investigation. If the complaint involves the Superintendent, the report shall be reported to the Muskogee Public Schools Board of Education and filed directly with the Oklahoma State Department of Education. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district Director of Security. **Consequences of Student Bullying (to include student to student bullying and student to adult bullying):** Verified acts of bullying involving students shall result in age appropriate interventions, intended to ensure that the prohibition against bullying behavior is enforced. Bullying behavior can take many forms and can vary dramatically in severity, and in the impact it has on the targeted individual and others. Accordingly, there is no one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action is a matter for professional discretion of the building principal, with the MPS Discipline Matrix *being the guiding document*. **Consequences of Adult Bullying (to include adult to student bullying and adult to adult bullying):** Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. **Consequences for Knowingly Making False Reports:** False charges shall also be regarded as a serious offense and will result in disciplinary action commensurate with the MPS Discipline Matrix, or other sanctions as deemed appropriate.

Threats of Violence: Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, other disciplinary action as appropriate, regardless of whether the individual has previously engaged in such conduct. All employees and students are required to report evidence of threats of violence to their Principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the Principal. In cases of threats that may constitute a violation of criminal law, the Principal, Superintendent or

designee shall notify the MPS Director of Security, who may report the incident to the Muskogee Police Dept. The Principal/ Superintendent shall not be precluded from contacting the Muskogee City Police Department, if warranted. Individuals who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion, or other disciplinary action as deemed appropriate. For Special Education students, administrators will consult with the Coordinator of Special Services regarding the appropriate action.

Bullying will not be tolerated at Muskogee Public Schools. Any student who feels he/she is being bullied should report it to the appropriate administrator. Bullying is defined as: Any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on the school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. Any student involved in bullying shall be subject to the consequences listed in the discipline matrix for bullying.

Different Kinds of Bullying

Physical Bullying: Harm to another's body or property (threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, assaulting with a weapon, homicide).

Emotional Bullying: Harm to another's self-worth (insulting remarks, insulting gestures, harassing and frightening phone calls, challenging in public).

Social Bullying: Harm to another's group acceptance (gossiping, playing mean tricks, spreading rumors, insulting race, excluding from the group, arranging public humiliation, understanding other relationships, ruining a reputation).

Sexual Bullying: Sexual harm to another (unwanted sexual comments and behaviors including dating violence, domestic violence, sexual assault, sexual - sadism - rape - homicide).

I. Reporting of Bullying:

➤ Any student who is or has been subjected to bullying or knows of any student who is or has been subjected to bullying, is encouraged to report all such incidents to his or her principal, assistant principal, counselor or teacher. It is the duty of any employee of the district who has knowledge of possible bullying of a student to report the incident/s to the appropriate administrator, i.e., school principal. ➤ It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons. ➤ All reports of bullying should state the name of the student or employee involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary for a full report and investigation of the matter. ➤ All formal or informal bullying complaints shall be promptly investigated as quickly as is reasonably possible.

II. Investigation of Bullying:

The following are established as guidelines for investigations that focus upon allegations of bullying.

- a. After receiving a report or complaint of bullying, the building Principal or his or her designee (the Investigator) shall immediately investigate or immediately authorize the undertaking of an investigation of the claim to determine if the School District's policy against bullying has been violated. If the principal or his or her designee is alleged to have engaged in bullying, then a different investigator will be appointed by the Superintendent/Personnel, or the District's Title IX Coordinator to conduct the investigation.
- b. The investigation of a bullying claim may consist of personal interviews with the complaining party, the person or persons alleged to have engaged in the bullying conduct and any other persons or witnesses identified by the complaining party, or other person who may have knowledge pertaining to the incidents or events alleged to have given rise to the claim. The investigation can also include a review of any written materials furnished by any party claiming to have some bearing on the issues raised by the complaint.
- c. In conducting the investigation, the Investigator shall review all the relevant facts and circumstances to confirm or deny the claims of in order to determine if this policy has been violated. Factors the Investigator can consider include, but are not limited to: The nature of the behavior; How often the conduct occurred; Whether there were past incidents or past continuing patterns of behavior; The relationship between the parties involved; The race, national origin, sex, and age of the victim; The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying; The number of alleged harassers; The age of the alleged harasser; Where the harassment occurred; Whether there have been other incidents in the school involving the same or other students; The context in which the alleged incidents occurred pending criminal charges if any.
- d. While awaiting completion of the investigation, and if circumstances warrant, the School District, as soon as reasonably possible, shall take appropriate and reasonable steps to separate and protect the individual who allegedly being bullied from the alleged harasser, until the matter can be fully investigated, and the appropriate remedial steps taken.
- e. Pending the completion of the investigation, the School District will keep the individual who is allegedly being bullied, reasonably

apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation.

f. At the conclusion of the investigation, and based upon facts taken as a whole and the totality of the circumstances, the Investigator shall determine whether a violation of the School District's bullying policy has been established. If a violation is established, the School District will take prompt action to address and, where appropriate, remediate the violation.

g. Unless otherwise prohibited by federal or state confidentiality or privacy laws, the final conclusion reached by the Investigator on any claim of bullying under this policy will be communicated to both the complaining party and parties, and to the person alleged to have engaged in bullying conduct.

III. Disciplinary Action for Bullying:

a. Any student engaging in bullying is subject to any and all disciplinary action which may be imposed under the School District's Student Behavior Policy.

b. Any employee engaging in bullying of a student is subject to discipline; which could include, but would not be limited to, verbal or written disciplinary action, administrative transfer, suspension, demotion, forfeiture of pay or termination in accordance with applicable law.

It is the School District's position that any person filing a grievance or anyone participating in the grievance process, or complaining of bullying, or participating in any way in any investigation of a bullying harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation, or harassment. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the School District who is determined to have engaged in such retaliatory behavior.

RESTORATIVE PRACTICES Restorative practices in schools are based on restorative justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

HAZING The term hazing is broadly defined to mean any intentional, knowing, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student or students, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, maintaining membership or becoming a member of a team. Hazing includes, but is not limited to: 1. Any type of physical brutality, such as whipping, striking, beating, electronic shocking, placing a harmful substance on the body or

similar activity. 2. Any type of physical activity, such as sleep deprivation, calisthenics, confinement in a small space, hitting or other activity that

subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student. 3. Any activity involving the consumption of a food, liquid, drug or other substance that subjects a student to unreasonable risk of harm

or that adversely affects the mental or physical health or safety of a student, and 4. Any activity that intimidates or threatens a student with ostracism, demeaning names, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of a student or discourages a student from entering or remaining a member of an organization or team. A student commits an offense if he/she:

1. Engages in hazing.
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing.
3. Recklessly permits hazing to occur, or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to an Assistant Principal or Principal of a building.

Consequences for committing acts of hazing include the following:

1. Removal from being a member of a team or organization.
2. A long term suspension, the number of days as determined by the building principal.

ENROLLMENT OF STUDENT SUSPENDED FROM A PREVIOUS SCHOOL DISTRICT A student who is suspended from the resident school may move into another district and seek enrollment. 70 O.S. Sec. 24-101 was amended in 1992 to provide in Section B that a student suspended for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students has no right to enroll in another district, and no district is required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension has expired. This discretion of the new resident district applies not only when the suspension was imposed by another public school district in Oklahoma, but also when the suspension was imposed by a private school, or by a public or private school in another state.

CONDUCT AT ACTIVITIES Students will be held accountable for their behavior at all school activities. Alcohol or drug usage will not be tolerated at school sponsored activities. Students should never come onto the athletic field or playing surface during an athletic contest. Students who come onto

the playing surface to initiate or enter a fight WILL be issued a Juvenile Citation. Students involved in fighting will have their opportunity to attend other school activities **revoked**. Athletic Events: Effective November 1, 1995, HB1459 allows a school superintendent or his/her designee to maintain order at a secondary school athletic event by directing any person to leave the premises who commits an act which materially or substantially interferes with the peaceful conduct of the athletic event.

EXTENSION OF SCHOOL AUTHORITY The school has jurisdiction over student behavior. A student may be suspended from school (OSS) for the misbehavior that occurs outside of the school day off the school campus which may affect the school in a negative way.

a. For Bus Students: From the time they board the school bus to the time they exit the school bus at the bus stop;
b. For Non-bus Students: From the time they enter the school grounds to the time they leave the school grounds. c.
The school also has authority over students at all school activities (home or away) or whenever students are participating in a co-curricular or extracurricular activity. Fighting, use of alcohol or illegal substances, or other forms of misbehavior will be considered as school problems* and dealt with by the school administration. *ALL students involved in fighting WILL be issued a Juvenile Citation. This may involve a police investigation.

DRESS CODE

DRESS CODE A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his/her peers, attire for students must be reasonable, modest and in such style that it will not cause a learning distraction. The guidelines below are minimum standards, should there be a question regarding clothing or grooming, a principal may be consulted for clarification. General Rules: The following decorations and/or designs imprinted upon or attached to the body or clothing is prohibited:

- ▶ Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- ▶ Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- ▶ Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.
- ▶ Excessively large or baggy clothes and sagging pants are prohibited. When appropriate a belt may be required by administration.
- ▶ Approved garments must be of a length and fit that are suitable to the build and stature of the student.
- ▶ Permitted garments should be clean, in good repair, and have no holes, slashes or rips at fingertip length.

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating.

Head

Coverings/Sunglasses:

- ▶ Curlers, bandanas, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- ▶ Caps, hats, hoods or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- ▶ Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

Upper Garments:

- ▶ The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited.
- ▶ Shoulder straps of permitted garments must be a minimum of the width of three fingers of the person wearing the

garment.

▶ Bare midriffs, immodest cut necklines, off-the-shoulder shirts or blouses, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

▶ A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making the determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive or distracting to the learning environment.

Lower

Garments:

▶ Undergarments or shorts under jeans shall not be visible.

▶ Outermost lower garments shall be worn at the waist, and shall not extend below the heel of the shoe in length.

▶ Tights, spandex, or leggings worn as outerwear will be covered by a blouse or shirt that is of appropriate length, baggy pants, bike shorts, bathing/swimwear, sleep wear (including pajamas, etc are not permitted)

▶ Shorts and skirts must be of modest length; defined as a finger length (shoulders relaxed and fingertips touching hem of shorts of skirt.)

▶ A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making the determination, the teacher

and/or administrator should be governed by whether the attire is offensive, disruptive or distracting to the learning

environment **Footwear:**

▶ Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds or participating in school activities.

▶ House shoes are not permitted nor shoes with roller

skates. **Accessories:**

▶ Jewelry and other accessories shall not convey prohibited messages as defined above.

▶ Visible body piercing **CAN NOT** be excessive or disruptive to the learning environment. Students can have one other piercing beside the ears.

▶ Dog collars, wallet chains, hair picks, or other chains are not permitted. A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making the determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive or distracting to the learning environment.

PROCEDURES FOR RELIGIOUS EXCEPTIONS TO DRESS CODE

1. Any student who requests permission to wear any head covering for religious reasons shall submit a written application on the form provided by the School District. The form will be located in the School Superintendent's office.
2. The School Superintendent will submit the application to the School Board for consideration at the next regularly scheduled School Board meeting.
3. The School Board will review the application and will approve it unless the School Board finds the religious reasons are not sincerely held beliefs, or that the exception would be likely to cause a material danger to safety and security. \
4. Until such time as the School Board approves the application, the student will conform to the dress code as published. The Superintendent has the authority to approve such application on a temporary basis until the next regular School Board meeting.
5. If the application is approved by the School Board for an exception to the dress code, there shall be no change in the approved head wear without further application and approval by the School Board.
6. Any deviation by the student from the head wear previously approved by the School Board will result in disciplinary action as provided by the Disciplinary guidelines.

RIGHTS AND RESPONSIBILITIES

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students Have the Right to:

1. A system of public education which meets the needs of the individual student.
2. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
3. Physical safety and protection of their personal property.
4. Free student elections for organizations within the school.
5. Consultation with teachers, counselors, administrators, and other school personnel.
6. Examination of their own personal school records. Students under the age of 18 are required to obtain parental/guardian approval.
7. Involvement in school activities without being subject to any form of discrimination.
8. Know if homework was completed correctly.
9. Respect from other students and school personnel.
10. Present complaints or grievances to proper school authorities and receive replies from school officials in a timely manner regarding the disposition of their complaints or grievances.
11. Be involved in the implementation and evaluation of the Discipline Management Plan.

Students Have the Responsibility to: Attend classes on a daily basis and be on time for all classes.

1. Follow directions of all supervisory adults in the building, on the playground, in eating areas, on buses, and during school-sponsored activities.
2. Behave in a manner that does not interfere with the learning process of other students.
3. Be prepared for each class with appropriate materials and assignments.
4. Pursue and attempt to master the essential elements of the curriculum as prescribed by the district and the state.
5. Respect individuals and property and conduct him or herself in a responsible manner.
6. Dress in accordance with district standards of propriety, safety, health, and grooming.
7. Pay required fees and fines, except as exempted by law.
8. Obey all school rules, regulations, and policies.
9. Seek changes in school policies and regulations in an orderly and responsible manner, through approved channels.
10. Report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents have the right to:

1. Send their student to a school with a positive school climate.
2. Expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. Be provided with an educational program with high academic and disciplinary standards for their students.
4. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
5. Address a question concerning their student to the proper authority and to receive a reply in a reasonable time period.
6. Be involved in the implementation and evaluation of the Discipline Management Plan.

Parents Have the Responsibility to:

1. Instill in their child the necessity for appropriate behavior at school and school-sponsored activities.
2. Ensure their child's compliance with school attendance and requirements and promptly report and explain absences and tardies to the school.
3. Encourage the child to develop proper study habits at home. Keep informed on school policies, administrative decisions, and academic requirements of any school program.
4. Participate in parent / school organizations.
5. Ensure their child is appropriately attired at school and school-sponsored activities.
6. Discuss report cards and work assignments with their child.
7. Bring to the attention of school authorities any learning problem or condition that may be related to their child's education.
8. Maintain an up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
10. Ensure their child's attendance at school tutorials as required or as the need arises.
11. The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school. (SCHOOL LAWS OF OKLAHOMA, SECTION 658)
12. Submit a signed statement that they understand and consent to the responsibilities outlined in the district discipline management plan.
13. Participate in meaningful parent / teacher conferences to discuss their child's school progress and welfare.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teachers Have the Right to:

1. The support of fellow teachers, administrators, parents, and students.
2. Work in a positive school climate with a minimum of interruptions.
3. Expect all assignments, including homework, to be completed and turned in as requested.
4. Remove any student from class whose behavior significantly disrupts a positive learning environment.
5. Safety from physical harm and freedom from verbal abuse.
6. Provide input to aid in the formulation of policies and curriculum that relate to their relationships with students and school personnel.

Teachers Have the Responsibility to:

1. Strive to perfect discipline management techniques developed in the district discipline management plan.
2. Be in regular attendance, on time, and prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
3. Respect other individuals and property, and conduct them in a responsible manner.
4. Comply with district and school policies, rules and regulations and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the district.
7. Establish rapport and effective working relationship with parents, students, and other staff members.
8. Inform students if homework was completed correctly or not.
9. Teach students to strive toward self-discipline.
10. Encourage work habits that will lead to the accomplishment of both short term and long term goals.

11. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.
12. Inform parents of serious student misconduct and create appropriate counseling sessions to help parent, student and teacher come to some understanding.

RIGHTS AND RESPONSIBILITIES OF COUNSELORS

Counselors have the right to:

1. The support of fellow counselors, teachers, administrators, parents and students.
2. Provide input to staff members that relates to their respective students.
3. Safety from physical harm and verbal abuse.
4. Provide input to aid in the formulation of counseling services that relate to their relationships with students and school faculty.

Counselors Have the Responsibility to:

1. Provide appropriate support for students in dealing with curriculum areas.
2. Complete annual reviews with parents and students regarding academic credit received for graduation.
3. Set up conferences with parents, students and teachers relating to students grades.
4. Keep the building principal informed of all physical and psychological conditions that may affect particular students while in school.
5. Be sensitive to the behavior of students and alert to changes that require additional counseling services for students.
6. Be guided by professional ethics in relationships with others.
7. Serve as appropriate role models for Show concern and respect for each student and fellow staff member.
8. Plan and conduct an effective and motivating counseling program.
9. Promptly report undesirable school situations to the building principal.
10. Inform parents of serious student misconduct and create appropriate counseling sessions to help parent, student and teacher come to some understanding.
11. The students they serve, in accordance with the standards of the profession.
12. Develop a cooperative working relationship between all counselors and staff.
13. Encourage parental participation in parent/teacher/administrative conferences.
14. Encourage all the students they serve to be self-directed learners, helping them to know how to pursue knowledge independently and collaboratively.

RIGHTS AND RESPONSIBILITIES OF PRINCIPALS

Principals Have the Right to:

1. Have the support of students, parents, teachers, other administrators, and the school board in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of rules and procedures that relate to school.
3. Safety from physical harm and verbal abuse.
4. Develop the school environment to provide the proper learning environment.

Principals Have the Responsibility to:

1. Provide leadership for the implementation and evaluation of the Discipline Management Plan.
2. Provide appropriate support for teachers in dealing with discipline problems sent to the office.
3. Implement a flexible curriculum to meet the needs of all students.
4. Encourage parents to maintain regular communication with the school and encourage parental participation in parent/teacher conferences.
5. Develop a cooperative working relationship between staff and parents.
6. Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.

SAFETY INFORMATION

ACCESS TO STUDENTS BY NON-SCHOOL PERSONNEL In order to ensure the safety of students, to preserve the property of the School District, maintain proper security at the school facilities, and for the general welfare of the schools, non-school personnel shall be permitted to communicate at school facilities with students only in accordance with the following procedure:

1. Non-school personnel, immediately upon arrival at a school facility, shall sign in with the school office. Such non-school personnel shall provide identification and state the purpose for the visit to the school facility.
2. The Principal will determine whether access should be granted, under what conditions the visit may be made, and whether permission from the parent/guardian is needed.
3. Non-school personnel shall be defined as any person not enrolled in the Muskogee Public Schools, or not employed by an accredited educational institution.

CAMERA SURVEILLANCE FOR SAFETY For safety reasons, video recordings will be used to monitor student behavior. Cameras record student activity in the hallways, lunchroom, activity rooms, etc. For safety and security reasons, metal detectors, electromagnetic field analyzers may be used. Only school officials and school security officers are permitted by law to view video recordings which have been recorded to monitor student

behavior.

Dangerous Weapons in the Schools It shall be unlawful for any student to transmit or to carry upon his/her person, or in his/her portfolio/backpack or purse, any firearm, knife, blade, club, chain, metal knuckles, device capable of firing a projectile, stun gun, gaseous spray, projectile, explosive device, or any such item that could be used as a weapon while: 1. On the school grounds at any time, or 2. Off the school grounds at any school activity, function, or event, or 3. Being transported in any vehicle being used by the school district. Any student found to be in possession of a dangerous weapon will be suspended by the Principal for a period of at least the current school semester and not to exceed the succeeding semester. Any such suspension may be appealed following the appeal procedures.

DISSEMINATION OF INFORMATION Any and all literature/information disseminated in school or on school grounds must have the permission of the building principal prior to the release of said literature/information. Students who disseminate unapproved information on school campuses will be subject to disciplinary action.

PETS OR ANIMALS IN SCHOOL For safety reasons, students or teachers may NOT bring animals to school. If a parent or staff member wants to bring an animal to school, they must first have the permission of the Building Principal and Superintendent or his/her designee. If permission is granted, the animal must be brought to school just before the presentation and taken home when the presentation is finished. The animal must be maintained in a cage or container approved for transportation of the animal, which prevents the animal from interacting with students or staff. The cage or container must be in direct sight of the teacher at all times while on school property. Pets or animals which have the potential for infectious or poisonous bite may NOT be brought on school property.

FIRE AND TORNADO DRILLS Fire drills will be practiced monthly in compliance with Board policy and state requirements. It is important to note the drills must be held during the school year. There may also be occasions during the school year are to have one or more exits blocked, requiring teachers and students to follow an alternate route, as established for "obstructed drills". Tornado drills will be conducted during the months of October and March.

INCLEMENT WEATHER When weather conditions exist; information regarding school closing will be broadcast on the early whereby students are required to remain in buildings, delaying dismissal, because of severe weather conditions. Parents may pick up **only** their children if they want to leave the school during these weather conditions. The Central Office will notify the Building Principal when the "all clear" signal is given and students are dismissed for the day.

INTERROGATIONS AND SEARCHES Teachers, administrators and school security personnel (school officials) are authorized to detain and search a student when the school official has reasonable suspicion that the student is in possession of: Contraband and nuisance items; Dangerous weapons; Controlled dangerous substance; Beverage containing alcohol; Electronic paging devices; Missing or stolen property. Reasonable suspicion means that there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Metal detectors may be used either at random without cause at times to be determined by the principal or otherwise prescribed by the district or they may be used for minor reasonable suspicion on a selective basis.

Location of Search The search shall be conducted by a person of the same sex as the student, and witnessed by a certified person of the same sex as the student, if practical. The search shall be conducted outside the presence of other students and the public. The extent of the search shall be reasonable and related to the objective of the search. The search shall not be excessively intrusive considering the age and sex of the student, and the nature of the infraction. No strip search of a student is permitted. No clothing of a student will be removed prior to or during the search, except for cold weather wear.

Law Enforcement Officers Searches of students and property by certified law enforcement officers shall be conducted in accordance with the rules and regulations of the agency that employs the officer and with applicable state and federal law. It shall be the responsibility of the agency employing the officer to ensure compliance with the foregoing. School officials must witness any such search by the officer. Any notice to the parents or guardian of a student who is searched by a law enforcement officer shall be the responsibility of the agency that employs

Interrogation of Student by Law Enforcement Officer School officials will cooperate with law enforcement agencies. The principal or appropriate administrator will make students available to law enforcement officers for questioning or detention in accordance with the following guidelines.

6th Grade Students 6th Grade students may be questioned by certified law enforcement officers in accordance with the rules and regulations of the applicable law enforcement agency. School officials will not compel students to answer the questions of law enforcement officers. School officials may notify parents and must be present during the time the student is being questioned.

Releasing Students to Law Enforcement Personnel When an officer with police authority comes to the school for the removal of a pupil by arrest (legal warrant); the pupil is released to the officer. The **police and school administration** will make every effort to notify the parents/guardian

before the student is removed from the school site. The school will record the name and the title of the arresting officer so follow-up attempts by the school may be facilitated.

SEARCHES BY TRAINED DOG In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall use specially-trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

1. Search of Property - Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker or any item in classrooms or other common areas, it may be searched. If the student refuses, the parents shall be notified. If the dog alerts to a student's outer garments, he shall be subject to search.

2. Search of Students - The dogs may be allowed to sniff an individual student only if there is reasonable cause to believe that the student possesses illicit substances. If the dog alerts to student, the student's outer garments shall be subject to search. If illicit substances or drug paraphernalia are found, the student will be subject to procedures and due process as stated in Board Policy and in this handbook.

Notice - Students shall be notified at the beginning of each school year that:

- a. The lockers remain under the jurisdiction of the District, even though possessed by the students and are subject to sniff search at any Time.
- b. Students will be subject to a sniff search if there is reasonable cause to believe that the student possesses illegal substances.
- c. Classroom and other common areas are subject to a sniff search at any time when students are not present.
- d. If any prohibited substances are found, the student shall be subject to appropriate private disciplinary measures, including suspension. The parents or guardian shall be notified if prohibited substances are found in searches conducted under this policy. Students found to be in violation of Board Policy shall be subject to appropriate disciplinary measures as defined in this handbook.

LOCKDOWN The 6th Grade Academy administration will conduct lockdown drills according to state law.

SCHOOL INSURANCE School insurance is available to all students. A packet will be available to each student on the first day of classes. Purchase of this program is optional. **Only students playing in sports must provide signed evidence that they are covered by adequate insurance, if they choose not to purchase the school package.** Physicals are required to be on file before students can participate in sports.

VISITORS Muskogee Public Schools encourages visitation by parents, guardians, media and interested citizens. The following guidelines should be observed by all:

1. All visitors must register in the front office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit.
3. Visitors must wear name tags while at school.
4. All visits by pupils from other schools or persons interested only in personal visits with Muskogee Public School students or teachers **must** be approved by the building Principal. Closing remarks by the school.

SCHOOL BOARD POLICIES

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) Muskogee Public School buildings have been inspected for asbestos-containing materials and a report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each school is on file in the school office and the master AHERA management plan is on file in the office of the Superintendent and the school district's maintenance department. All AHERA management plans are available for public review; please contact the Director of Maintenance at 918-684-3710 to set up an appointment to review documents.

DIRECTORY INFORMATION The school district proposes to designate the following personally identifiable information contained in a student's education record as directory information, and it will disclose that information without prior written consent: The student's name & address. The student's class designation (i.e., first grade, tenth grade, etc.). The student's extracurricular participation. The student's achievement awards or honors. The student's weight and height if a member of an athletic team.

Parents or eligible students have two weeks after receiving the student handbook to advise the school district in writing (a letter to the Building Principal's Office) of any or all of the items they refuse to permit the district to designate as directory information about the student. At the end of the two week period, each student's record will be appropriately marked to indicate the items they refused to permit the district to designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

EQUAL OPPORTUNITY The Muskogee Public School District does not discriminate on the basis of race, color, religion, national origin, gender, qualified individual with a handicap or disability, in any of its policies, practices, or procedures. This provision includes, but is not limited to, admissions, employment, and educational services, in accordance with all applicable state and federal laws. Should a student feel that they have been discriminated against for any reason, they should contact their building Principal, or the Superintendent's office for instructions on the appropriate action to be taken.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Muskogee Public Schools, District 1-20 of Muskogee County, OK, is in full compliance with the Family Education and Privacy Regulations of 1988. Parents and eligible students (over the age of 18) have the following rights under the Family Education Rights and Privacy Act (FERPA) and the School District Policy; 1. The right to inspect and review the students' educational records. 2. The right to request the amendment of the students' educational records. 3. The right to consent to disclosure of the records (except to the extent of FERPA). 4. The right to file a complaint with the U.S. Department of Education. 5. The right to obtain a copy of FERPA policy from the Educational Service Center 2809 N Country Club Rd, Muskogee, OK 74403 6. The right to have translation provided for parents who have a primary home language other than English. 7. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll shall be in accordance with the annual notification requirements and provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). All rights and protection given to parents under the FERPA policy, transfer to the student when he or she reaches the age of 18 and enrolls in a post- secondary school. The student then becomes an "eligible student." Annual notice of the Family Education Rights and Privacy Act will be included with enrollment information at the beginning of each year. A copy of the Muskogee Public Schools Student Records Policy and Procedures can be obtained from the Director of Special Programs. **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (I.D.E.A)** In keeping with the philosophy, "All students can learn", students with disabilities are a primary concern of Muskogee Public Schools. In accordance with Public Law 101-476 and amendments, District I-20, provides the opportunity for a free and appropriate public education for disabled individuals from birth through 21 years of age. If you are the parent of an individual with established or suspected disabilities, or are aware of such individuals, please contact us regarding our programs. For further information contact the building Principal of your child's school or Shannon Turner, Coordinator of Special Services, Education Service Center, 2809 N Country Club Rd, Muskogee, Oklahoma, 74403 or 918-684-3700..

INTERNET ACCEPTABLE USE POLICY The Muskogee Public Schools exist to create and provide educational opportunities in a success based educational environment to empower all students to become lifelong learners and participants in an ever changing world. Definition and Purpose of Service Electronic resources include local area networks within each school building, a wide area network linking all Muskogee Public School facilities, and Internet and E-Mail links to the world. Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Thus it offers vast, diverse and unique resources. The goal of this project is to promote educational excellence by enhancing student and educational research activities, providing a conduit for the transmission and sharing of educational information, providing access to appropriate national and international resources, and preparing students for a technology rich society. Acceptable Use All users of electronic resources must comply with this policy and the stated purposes. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Each organization/school is responsible for the activity of its users and for ensuring that its users are familiar with this Use Policy. Each school/office will maintain and enforce this policy. Using the network is a privilege, not a right, and the privilege will be revoked when students do not follow these strict guidelines. It is possible for all users of the worldwide Internet to access information that is

intended for adults. Although Muskogee Public Schools has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, and educational objectives of the district, the district or school cannot prevent the availability of, nor even begin to identify inappropriate material everywhere on the Internet. Computer security cannot be made perfect and is likely that a determined student could make use of computer resources for inappropriate purposes. Students must remember using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Student, Staff and Community Member Use The Muskogee Board of Education supports the rights of students, staff, and community members to have reasonable access to various information

Permission/Agreement Form for Students A written parental request shall be required prior to any student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request.

Agreement for Staff and Community Members A written request/agreement form shall be required of all staff and community members being granted independent access to electronic media involving district technological resources. The required request/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by each staff member or community member at each school building. This document shall be kept on file as a legal, binding document.

Responding to Concerns School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media. (Muskogee Public School Policy IIAD)

Access Privileges to Electronic Materials In the Muskogee Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, Muskogee Public Schools maintains the right to limit access to software and/or documents found either on Muskogee Public Schools Wide Area Network or the Internet, via technical or human barriers.

General Standards - Users The following standards are used as a general structure for students, staff, and community members access to electronic resources: Acceptable Use Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, unlicensed computer programs, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using Internet to play games (including MUDs or multi-user games) is not accepted use. Muskogee Public School instructors and administrators have the right to determine what is appropriate.

Rights, Responsibilities, & Privileges This document of the terms and conditions for the use of Electronic resources must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand the responsibilities clearly as a user of the Internet. If you have any questions about these responsibilities, please contact your Building Administrator. Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access. Network and Internet Regulations

1. The use of Internet must be in support of education and research and consistent with the educational objectives of Muskogee Public School District I-20.
2. Schools will not offer Internet access to anyone who has not placed on file the suitable agreement form.
3. You may not break in or attempt to break into other computer networks.
4. You may not create or share computer viruses.
5. You may not destroy another person's data.
6. You may not monopolize the resources of Muskogee Public Schools' Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using resources for games.
7. You may not use MUD (multi-user games) network via the Muskogee Public Schools' Network.
8. You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene materials.
9. Purposefully annoying other Internet users on or off the MPS system is prohibited. This includes such things as continuous talk requests, vandalism, and harassment.
10. No illegal activities may be conducted via the network.
11. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.

12. Encouraging the use of or promoting the sale of controlled substances or drugs.
13. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
14. Using unlicensed computer programs.
15. Redistributing a copyrighted program or copyrighted materials without express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading materials.
16. All communications and information accessible via the network should be assumed to be private property. Students should assume that all network correspondence is open to staff supervision and censorship.

Electronic Mail Regulations Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not reveal your personal address or phone numbers of students or colleagues. **Note that electronic mail is not guaranteed to be private.** People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. **Parents and students must sign the permission form (in the back of the handbook) in order to use the Internet at Muskogee Public Schools.**

ONE MINUTE OF SILENCE

A state law, passed in 2003 requires school districts to observe 'one minute of silence' each day for students to: "*reflect, meditate, pray or engage in other silent activity*" that does not disrupt the classroom or the school day.

PROCEDURE TO RELEASE INFORMATION, INTERVIEW, PHOTOGRAPH, OR TAPE STUDENTS In accordance with this policy all attempts will be made to minimize the loss of instructional time for interviews, photographing, or taping students. All guidelines contained in the Family Education Rights to Privacy Act (FERPA) and Individuals with Disabilities Act (IDEA) P.L. 101-476, will govern the release of information by staff. All interviews, photographs or taping of students will be supervised by Muskogee Public School personnel. (MPS policy JO). The school district is excited about the innovative academic programs offered for students. The local newspaper has suggested that we submit articles from time to time about these programs, by providing news releases and pictures of the children in our district at work. However, in order to comply with this request, the district would like to have parental permission in order to have our students' pictures and or interviews appear in print or on film. Any parent who **does not** wish to have their child's picture taken or interview taped, must submit their request in writing to the school's administrator. The district seeks your continued cooperation and support.

This handbook was adopted by the Muskogee Public Schools Board of Education in June of 2020. All information in this book is considered Board Policy.

**6th Grade Academy @ Grant Foreman
STUDENT HANDBOOK SIGNATURE PAGE**

I have read this 6th Grade Academy's student handbook and understand the information contained within. My signature indicates that I have been given this book and have had the opportunity to ask questions regarding any of the information contained within this book. I also understand that I may ask any member of the school administration at any time to explain any of the information contained within this book to me.

Date _____ Student's Name (print) _____

Student Signature:

Parent/Guardian Signature:

Parent Permission to Publish on the Internet/School's Website

By signing this PERMISSION to PUBLISH form, I give permission to Muskogee Public Schools to publish by child's work, as well as his/her picture on the Internet/Website. I understand that I may withdraw this permission at any time for my child by giving a notice in writing to the principal of my child's school.

Date _____

Student's Name _____

Parent/Guardian Signature _____

PROCEDURE TO RELEASE INFORMATION, INTERVIEW, PHOTOGRAPH, OR TAPE STUDENTS Any parent who **does not** wish to have their child's picture taken or interview taped, must complete, sign and return this form. This form will be kept on file in your child's school office.

Student's Name _____

Date: _____

I DO NOT Parent/Guardian Signature

Permission to Publish on the Internet By signing this Permission to Publish form, I give permission to Muskogee Public Schools to publish my child's work as well as his/her picture on the Internet. I understand that I may withdraw this permission at any time for my child's by giving a notice in writing to the principal of my child's school.

Electronic Mail Regulations

Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not reveal your personal address or phone numbers of students or colleagues.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. **Parents and students must sign the form (attached) in order to use the Internet at Muskogee Public Schools.**

Acceptable Use Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, unlicensed computer programs, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using Internet to play games (including MUDs or multi-user games) is not accepted use. Muskogee Public School instructors and administrators have the right to determine what is appropriate.

Electronic Resources Acceptable Use Policy - **Using the Internet - Student** I understand and will abide by the above conditions, rules and acceptable use agreement. I further understand that any violation of the above conditions, rules and acceptable use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

- A. I understand that the Internet is a public area and that any information I put on the Internet could be accessed by others.
- B. I agree that I will not put anything on the Internet that I do not want to be public. This includes my address and phone number. (Anything placed on the Internet MUST have prior approval by the teacher).
- C. I agree that I will not release on the Internet the personal information of anyone else without their written permission.
- D. I agree that I will not impersonate anyone while using the Internet.
- E. I agree that I will not respond to any Internet communication I receive from someone I do not know.
In such a case, I will consult with my teacher.
- F. I agree that I will not knowingly put anything on the Internet that is offensive or harassing.
- G. I agree that I will not intentionally put any plagiarized information on the Internet or knowingly use the Internet to violate any copyright laws.
- H. I have read and agree to follow the Muskogee Public School Acceptable Use Policy which can be found in this student handbook.

I agree to follow the Internet User Agreement.

Student's name (print) _____

Date _____

Student Signature _____

Parent/Guardian Signature _____

6th Grade Academy @ Grant Foreman
Handbook Student Signature Page

I _____ have
reviewed with my teacher, the Procedures and Policy of the 6th Grade Academy
Student Handbook.

Student's Name (print) _____ Date: _____

Student Signature:
