

Secondary School Policies

Frederick High School and Frederick Middle School

The following handbook has been adopted by the Board of Education as the instrument to use to communicate to students and parents the policies and procedures by which Frederick Public Schools will operate. The school staff encourages parents to visit the school this year and to be involved with their child's educational process. Staff members are available to answer questions or to give assistance to those who request it. We look forward to having a great year.

Responsibility of Parents

1. **Please notify the appropriate school if your son or daughter is to be absent.**
Frederick High School Phone: 335-5521
Frederick Middle School Phone: 335-2014
2. Please notify the principal's office ahead of time if you plan to take your son or daughter out of school.
3. Please see that your son or daughter gets to school on time. *
4. **When your son or daughter leaves campus for a non-school activity, he or she should be checked out of school by a parent or guardian. All students leaving campus must be cleared through the principal's office.**

* *Students with excessive tardies will be subject to disciplinary action including but not limited to detention.*

A. Guidance and Counseling Program

The purpose of the guidance and counseling program is to assist students in their decision as to where they are, where they want to be, and the best way they can accomplish that goal. The school's trained guidance staff is always available to students.

Students should feel free to visit the counselor's office at any time.

B. Grade Classification/Graduation Requirements

Credit Requirements for Grade Classification

Middle School

6th Grade – Completion of the 5th Grade

7th Grade – Must pass 3 core courses in the 6th grade

8th Grade – Must pass 3 core courses in the 7th grade

High School

Freshman – 4 courses in the 8th Grade

Sophomore – 3 high school credits (cumulative)

Junior – 10 high school credits (cumulative)

Senior – 17 high school credits (cumulative)

To Graduate – 24 high school credits (cumulative)

C. Proficiency Based Promotion

Proficiency Based Promotion is a system which awards course or grade credit through an assessment process for a student's knowledge in the core curriculum areas such as social studies, language arts, the arts, languages, mathematics, and science. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90 percent level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Proficiency Based Promotion tests will be offered twice per school year. 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.

Elementary, middle school, or high school students who demonstrate proficiency 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. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

Educators of the Frederick Public Schools may select the best means of assessing proficiency for students. The assessment should be appropriate to the curriculum area and shall be aligned with curriculum and instruction. Proficiency in all laboratory classes will require that students are able to perform relevant laboratory techniques.

D. Current Requirements for Graduation

To be considered for a diploma from Frederick High School, a student must successfully complete the required number of credits as listed in the Secondary Policies Section B and must complete at least one semester of the senior year at Frederick High. Students must attempt a full-day schedule as approved by the principal. This may include advanced placement classes, concurrent college enrollment, or other classes as approved.

Standards adopted by the State of Oklahoma Department of Education as requirements for high school graduation in Oklahoma are included as graduation standards from Frederick High School. At least two (2) of the last three (3) credits completed for graduation must be completed in attendance at Frederick High School.

The master class schedule is made and teachers are assigned to accommodate the indicated enrollment. Therefore, students are obligated to stay with the courses selected. Schedules will not be changed except for conflicting courses, teacher recommendation, or advice of the counselor. Any schedule changes that are necessary must be made within the first week of a semester. No schedule will be changed without the principal's approval.

It should be noted by parents and the student that college entrance requirements are more stringent than local required credits for graduation. (See "Requirements for College Entry", Section G).

E. Standard Diploma (Core)

1. Language Arts - 4 Units total

1 Unit of grammar and composition and 3 units from American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition

2. Mathematics - 3 Units total

1 Unit of Algebra I or Algebra I taught in a contextual methodology, **and** 2 units which may include, but are not limited to the following courses:

Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I

3. Science - 3 Units Total

1 Unit of Biology I or Biology I taught in a contextual methodology, **and** 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Anatomy and Physiology, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Physics, Advanced Science Courses, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

4. Social Studies - 3 Units Total

1 United States History, ½ to 1 United States Government ½ Oklahoma History, **and** ½ to 1 which may include, but are not limited to, the following courses:

World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

5. The Arts - 1 Unit Total

May include, but is not limited to, courses in Visual Arts and General Music.

6. Computer Science – 1 Unit

Or World Language / non-English language – 1 Unit

7. Electives to equal 24 total units.

8. Other Requirements

a. Personal Financial Literacy

b. CPR/AED Training

Effective for the Class of 2023...

c. ICAP – Individual Career Academic Planning

d. Passing of the United States naturalization test.

F. Certificate of Distinction

4 units of English

4 units of Mathematics

4 units of Social Studies

4 units of Science

2 units of Foreign Language

2 additional units in the area of Technology, the Humanities, or the Arts

Must have a minimum of 3.25 grade point average on a 4.0 scale as calculated in the Senior's last semester
Achieve a proficient or advanced score, or its equivalent on all state mandated exams.

G. Requirements for College Entry / Oklahoma's Promise Requirements

Current curriculum requirements adopted for admission to public two and four-year colleges and universities in Oklahoma are:

1. English - 4 units

2. Mathematics - 3 units (Must include Algebra 1)

3. Laboratory Science - 3 units (Must include Biology 1)

4. History and Citizenship Skills - 3 units (½ unit of

Oklahoma History & ½ unit Government & 1 U.S. History

5. Foreign or Non-English Language OR Computer

Technology - 2 units (Cannot be one of each)

6. Fine Arts or Speech - 1 unit or Set of Competencies

7. Electives to equal 24 total units.

8. Other Requirements

a. Personal Financial Literacy

b. CPR/AED Training

Effective for the Class of 2023...

c. ICAP – Individual Career Academic Planning

d. Passing of the United States naturalization test.

NOTE: College entry also requires ACT or SAT test scores. Required scores vary from institution to institution.

All new students entering any Oklahoma college for the first time will be required to show proficiency in English, Math, and Science in one of the following ways:

1. Present an ACT score equal to or above the benchmark for the subject area.
2. Show proficiency through institutional testing, or

3. Pass a developmental course in the subject area in which the student is deficient during the first 24 hours of college level course work. (Note: Concurrently enrolled high school students cannot enroll in college developmental courses until after high school graduation.)

Additionally, all students entering college must have two (2) history courses (one of which being an American History) on his/her transcript or that student must take two (2) college level history courses.

H. Valedictorian Selection Process

To be considered for Valedictorian, Salutatorian, or Top 10 honors from Frederick High School, a student must have earned the highest score based on the GPA/ACT scale in the paragraph below and must have completed the Oklahoma College Entry Requirements. The grade point average is an overall factor based upon eight (8) semesters. Advanced Placement and college courses will be included in the grade point calculation (5.0 credit will be used for all college and Advanced Placement courses. Advanced Placement course must take AP Exam to get 5.0 credit). Approved college courses will be counted for Valedictorian determination only through the fall semester of the senior year. Students are required to submit all college transcripts to the High School Counselor to be considered for credit or Valedictorian determination. Any deviation from the process must be approved by the principal and superintendent. All other requirements for a diploma must be met.

The GPA/ACT scale will be used to determine the Honor Graduates. It is as follows:

$$\text{GPA} \times 100 + \text{ACT} \times 10 = \text{Total Academic Score}$$

The GPA used is the same as the original as described above.

The ACT score used is the best composite score of a student at one testing date no later than the last national ACT testing date (including the junior ACT) before the spring semester of the student's senior year.

To be considered for Valedictorian, Salutatorian, or Historian, a student must attend the Frederick Public Schools the last four (4) semesters prior to graduation.

Multiple Valedictorians will cancel any Salutatorian/Historian honors.

Beginning with the Class of 2024, to be considered for Valedictorian, Salutatorian, or Top 10 honors from Frederick High School, a student must have earned the highest grade point average in the graduating class, must have completed the Oklahoma College Entry Requirements, and must have taken at least two Advanced Placement and/or college (concurrent) courses.

The students' GPA will be used to determine Valedictorian and/or Salutatorian and top 10 honors. The students' ACT scores will be used as a tie breaker for Valedictorian and/or Salutatorian only.

I. Concurrent Enrollment in College

Policies and procedures are available for certain high school juniors and seniors with exceptional ability to enroll in limited college study courses if certain requirements are met. This information is available through the counselor's office.

J. Advanced Placement

Juniors and seniors may gain college credit by passing the Advance Placement Exam in certain subjects and by paying the cost of administering the test. Qualified students may also enroll in Advance Placement classes. All Advanced Placement courses are graded on a five point (5.0) scale.

K. Grading

Parents and students may access a student's current grades, assignments and attendance discipline records and cafeteria balance information at the Wengage Internet link. Interested parties should contact the school office for further information and appropriate forms to obtain a login and password. The information recorded in the digital online grade book is used for tracking attendance.

Progress Reports will be handed out at parent/teacher conferences and at the end of each semester.

In most cases an average of at least two grades per week will be recorded in the grade book. An explanation for arrival of semester grades will be given by the teacher and the procedure stated in the grade book.

The grading scale to be used is:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 and below

NG – No grade (a result of 10 or more absences in a semester)

A grade of NG is considered an "F" in calculating grade point average.

In the fall of 1999, Frederick High School converted to a 5.0 grading system. Advanced Placement students will be eligible to earn five points for an A in those courses.

The scale to be used for converting letter grades to number grades is:

A- = 90

A = 93

A+ = 97

B- = 80

B = 83

B+ = 87

C- = 70

C = 73

C+ = 77

D- = 60

D = 63

D+ = 67

F- = 50*

F = 53*

F+ = 57*

- *Unless a number grade is given for the "F" range.*

Grading System

Secondary System—Grades 6-12

Semester:

Daily work----- 43% or 3/7

Tests/Major Projects ----- 43% or 3/7

Semester Test/Project ----- 14% or 1/7

L. Oklahoma Academic Standards

Oklahoma Academic Standards serve as expectations for what students should know and be able to demonstrate by the end of the school year. The development, review and revision process involves stakeholders throughout the state of Oklahoma and is an ongoing and critical component to ensure Oklahoma students in every classroom receive current and relevant learning experiences.

Oklahoma Academic Standards focus on deep thinking, conceptual understanding, and real-world problem solving skills. They set expectations for students to be college, career, and citizenship ready while incorporating literacy in

science, social studies and technical subjects. The standards emphasize the use of citations and examples from texts when creating opinions and arguments. They also increase rigor, grade-level expectations and determine the full range of support for English language learners and students with special needs.

The overall educational program incorporates high expectations and successful experiences for students. Instructional methods shall provide for cooperative group learning in addition to competitive and individualized learning formats.

Students and parents are charged with certain rights and responsibilities pertaining to the school curriculum. Frederick schools work to protect those rights and encourage students and parents to become familiar with the school's curriculum. Questions and comments are welcomed.

M. State-Mandated Testing

Frederick Middle School

Grade 6 – ELA and Math

Grade 7 – ELA and Math

Grade 8 – ELA, Math, and Science

Frederick High School

Grade 11 – ELA, Math, and Science

Once during Grade 10-12 – U.S. History

(FPS has designated the ACT for the ELA and Math exams.)

Driver License

The student must meet the enrollment and excused absence requirement as outlined by Oklahoma State Statute, Title 47§6-107.3.

N. Immunization Requirements

No student entering school for the first time will be admitted without an up-to-date immunization record.

Immunizations required are:

- Five (5) DTP (Unless the 4th was received after the 4th birthday)
- Four (4) Polio (Unless the 3rd was received after the 4th birthday)
- Two (2) MMR (Measles, Mumps, Rubella) received after the child's first birthday
- Two (2) Hepatitis A
- Three (3) Hepatitis B

O. Meningitis Information

Meningitis is a potentially severe or fatal disease caused by a bacteria, virus, or fungi causing inflammation of the tissues that cover the brain and spinal cord. Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Symptoms in infants may include irritability, lethargy, extreme fussiness, or refusal to eat. It is important to determine the cause of the meningitis for purposes of treatment and whether preventive treatment of persons who have had contact with respiratory fluids is needed. Since viral and bacterial meningitis often have similar symptoms, it is important to seek medical care immediately if you or your child has those symptoms.

Viral meningitis is the most common form of meningitis and can be caused by several different viruses. Approximately 90% of meningitis cases are viral meningitis. These viruses

are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however health care providers often will recommend medicine to relieve symptoms such as fever and headache.

Bacterial meningitis can be caused by bacteria such as Streptococcus species or Neisseria meningitidis, which are spread by direct contact with saliva or respiratory fluids from the nose and throat of an infected person. Bacterial meningitis is usually more severe and requires prompt treatment with antibiotics. Meningococcal meningitis is a serious form of bacterial meningitis caused by the bacteria Neisseria meningitidis, which also causes blood infections called meningococcal disease. Household members and other persons directly exposed to the respiratory fluids of a person with meningococcal meningitis are recommended to receive preventive antibiotics. Preventive antibiotics are not recommended for other types of meningitis.

Two types of meningococcal vaccine are available to prevent four types (called serogroups) of Neisseria meningitidis, when given before being exposed. Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 2 through 55 years of age. Meningococcal polysaccharide vaccine (MPSV4) is not used in children under 18 months of age, but may be used if MCV4 is not available. MPSV4 is the only meningococcal vaccine licensed for people older than 55.

Other routinely recommended childhood vaccines protect children from other causes of meningitis such as Haemophilus influenzae type b (Hib) and Streptococcus pneumoniae. These and other vaccines are available and are recommended for certain people at increased risk of complications from a bacterial infection such as elderly or immunocompromised persons or people living in certain group settings. For more information on vaccines, contact your local county health department or family physician.

Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, after sneezing or coughing into your hands, and before preparing and eating food. Use alcohol based hand gels when hands are not visibly soiled.

For more Information and Fact Sheets regarding meningitis please visit the meningitis section of the Oklahoma State Department of Health.

P. Textbooks

Students may be checked out free textbooks. These will be numbered and the student will be responsible for the book if it is lost. He/She is also expected to take responsibility for making sure that the book is not marked in or damaged, or he/she will have to pay for the damage. Textbooks must last for a minimum of five years. Upon receiving each textbook, the student should note any damage and report such damage to the teacher immediately.

Q. Lockers

A student will be assigned a locker in schools where lockers are provided. Students will not change lockers unless approved by the counselor or principal. Lockers must be kept clean at all times. When the school provides a lock for the locker, students will not place additional locks on the locker or in any way alter the combination to differ from the master list kept by school officials. Each student is expected to use the locking mechanism and not jam or abuse the

locker to bypass the lock. Each student should guard the confidentiality of the combination and not allow other access to the combination or the locker. Lockers are not to be written on, defaced, or damaged in any way. Students may not change or share other students' lockers. Lockers are school property and may be inspected any time by school officials. (See Student Code 11.1)

R. School Start and Dismissal Time

Unless otherwise specified, students are not to enter the building until the bell rings at 7:55 a.m. Class begins at 8:05 a.m. School dismissal will be at 3:15 p.m.

Great Plains Technology Center Times

8:00 – 10:45 a.m. – Morning Class

12:40 – 3:10 p.m. – Afternoon Class

S. Lunch Period

No food or drinks may be taken from the cafeteria. **Charges will be accepted on an emergency basis only.**

T. Attendance, Absences, and Make-Up

Good attendance is important. If the student is absent for any reason (including school activities), he/she will be expected to make up work. Work may be required to be submitted as scheduled if absences are due to school activities.

If a student has been absent, he/she will be allowed one day for each day of absence for make up. If a student is absent three or more days, he/she must make arrangements with teachers and principal for the amount of time needed. To avoid penalty, work must be handed in within the specified time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if the following apply:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

- a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

- b. The student is on pace for on-time completion of the course as required by the school district,

- c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Absences for which no logical, understandable, or acceptable reason exists will result punishment. Examples of this might be cutting classes, simply not coming to school, etc. Other means of disciplinary action may also result.

1. School personnel will attempt to notify the parent or guardian by telephone any time a student is reported absent. Students with excessive absences will be assigned to detention.
2. After four (4) consecutive absences or six (6) total absences, the teacher will refer the student to the principal. The principal will then notify the parent or guardian by regular mail that the student is approaching the point that he/she may not receive credit for the class.
3. When a student is absent nine (9) days in a semester, the teacher will notify the principal. The principal will then notify the parent or guardian that the student will not receive credit in the class. However, continued attendance will be required in the class.
4. The principal may designate times and conditions for a student with excessive absences to perform attendance outside the regular school day and to compensate for time missed. The principal may limit such replacement time to prevent abuse of this privilege.

The appeal procedure, if needed for extenuating circumstances, is as follows: The parent or guardian contacts the principal who convenes a panel of at least three (3) of the student's current teachers to weigh the merits of the case and make a recommendation to the principal. The principal then makes the decision. The principal's decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Board of Education and the Board's decision will be final.

A student must not have nine (9) or more excused or unexcused absences per semester to receive a grade and/or be promoted. In case of a long absence due to an extended illness or injury, the office should be contacted relative to securing a homebound teacher.

For each unexcused tardy in excess of three (3) total per nine weeks period, punishment will be administered. After a total of three (3) unexcused tardies, the student will be punished on the fourth and each one thereafter until the end of the nine weeks period. The student will also be assessed an unexcused absence for every three unexcused tardies accumulated.

It is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence.

This should be done by 10:00 am on the day the student misses school.

U. Admit Slip

Students are to secure an admit slip from the principal's office when returning to school after an absence and before going to class.

V. Excused Absence

It is the responsibility of the parent to notify the school by 10:00 AM if a child is to be absent for one of the following reasons.

1. Personal or family illnesses—limited to five per semester without a medical note(These 5 are included in the maximum of nine (9) allowed per semester). Any absences over five must be accompanied by a medical professional's note. If there is no note the absence will be unexcused.
2. Legal matters, including service on a grand, multi-county grand or petit jury.
3. Extenuating circumstances deemed necessary by the principal.
4. Observance of holidays required by the student's religious affiliation.

W. Absence Without Excuse

The parent or guardian will be notified if a student is absent without excuse. Disciplinary action may include, but is not limited to:

1. Conference
2. Detention
3. Corporal Punishment
4. In-school suspension
5. Out-of-school suspension
6. Legal Action

X. Tardies

1. Excused Tardies – Those due to conditions beyond the control of the student as determined by the office staff.
2. Each unexcused tardy, in excess of three per nine weeks will result in punishment.
3. A tardy of 20 minutes or will be considered an absence.
4. Three unexcused tardies will equal one unexcused absence.

Y. Leaving School Campus

No student is to leave school without permission from the building principal's office.

Students should not be visiting with students on other campuses and/or be on or around other campuses during the school day. This includes before school, lunch, and after school without prior permission from their building principals.

Students are not to congregate or loiter on private property (including the First Baptist/First United Methodist Church parking lot) during the school day, which includes before school, lunch, or after school.

Z. Leaving Classrooms

Students will not leave classes without the teacher's permission. This excuse will be granted only in an emergency situation. Any student in the hallway during class

time must have a pass from the teacher. Students who chronically check out of class early will be subject to the same attendance regulations and actions as those for one being tardy to class. (Refer to X. Tardies)

AA. Behavior at Assemblies

Common courtesy and time limitations demand that all students follow assembly procedures and rules.

1. Students will not disturb performers.
2. Students will sit in assigned areas
3. Once the assembly has begun, students will not be allowed to leave.

BB. Bringing Unnecessary Items to School

Students should not bring to school items that are unnecessary for their classes or school activities. Food and drinks are to be taken into the classroom at the discretion of the principal and teacher. Hats are to be left in vehicles or lockers. They are not to be taken to any classes or worn in the hallway except on special days as approved by the principal. If a cap is necessary for a class, then a cap for that purpose should be left in the student's locker for use in that program.

CC. Use of School Telephone and Student Owned Wireless Communication Devices

Use of the school telephone by a student is limited. A student may use the telephone only with the permission of office personnel. Students are not to receive telephone calls while they are in class unless it is an emergency. No class will be interrupted unless it is absolutely necessary. Students will not leave class for any reason to use the telephone except in the case of an emergency.

Students may possess a wireless telecommunications device on school property or while attending any school-sponsored activity on or off school property if the student's request for such a device has been approved. Wireless telecommunications devices include, but are not limited to, wireless tablets, e-Readers, digital audio players, and cellular telephones. A student may request permission to possess a wireless telecommunications device for medical or other appropriate circumstance by receiving written permission from the student's parent or guardian and the building principal or superintendent's designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student and the student is on school grounds during regular hours of instruction;
4. The device is deemed necessary for the student's safety while commuting between home and school or attending a school

sponsored activity (Coaches, sponsors, or administrators will make the determination when, where, and how devices will be used while on a school sponsored activity).

Unauthorized or illegal use of wireless device will be a reason for disciplinary action pursuant to 70 O.S. §24-101.3. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits and/or are using the devices improperly or illegally. These devices will be released only to a parent or legal guardian.

Parents should realize that wireless telecommunication devices could easily be lost or stolen; therefore they should use discretion in allowing students to possess these devices at school. The school will not be responsible for lost or stolen telecommunication devices or unauthorized phone calls or bills resulting from theft or loss. A permission form may be obtained from the principal's office. A parent or guardian and the building principal or superintendent's designee must sign the form. (Policy FNG-R)

DD. Damage to Property

A good citizen respects public property. Each student is expected to represent good citizenship by caring for school property as carefully as he/she would his/her own. Any damage to school property by students will, of course, bring disciplinary action, and the student or parent may be asked to pay the cost of any repair work required.

EE. Transportation and Activities

The driver is in charge of the bus just as a teacher is in charge of the classroom and any problems will be brought to the attention of the building principal.

Use of tobacco or profane language on or off the bus is strictly forbidden.

Students should meet the bus promptly at bus stops; if possible, the driver should be notified in advance when the student will be absent.

For school activities, the participating students must ride school arranged transportation only. If a student participates in the activity, he/she must travel to and from the activity with the group. Release from this will be only to parents and only with prior approval of sponsor and/or the principal.

If sponsors need a bus for an activity trip, it is essential that the sponsor contact the school transportation director a week (if possible) prior to the trip. This will assure bus preparation and driver readiness. Set a time...Be on time...Leave on schedule. Sponsors should also give notice of the activity trip to the principal's office ahead of time. Establish rules and regulations. Remember...the student's actions reflect on the entire Frederick School and community.

The student activities program is an integral part of the comprehensive educational experiences of our students. A list of school activities will be distributed each week. To be placed on the activity calendar, an activity needs to be turned in to the office by the Thursday of the preceding week. Two weeks' notice is needed for activities with

students leaving the building. The form for listing students who will be participating in activities requiring class time is available in the office. This must be initiated by the sponsor.

Activity schedules must be cleared through the office. All activities must have a school sponsor in attendance. School-sponsored activities held when school is not in session shall follow the same standards as those held during the school year.

Class meetings may be held during school time. All other organizational meetings are to be scheduled outside school time.

All school organization moneys must be handled through the school sponsor. Outside accounts are illegal. All fund raising must be approved by the Board of Education using forms provided in the office. Activity account ledgers must be properly maintained. When collecting money, receipts must be given at every step and money deposited daily.

Rules and regulations governing the Oklahoma Secondary School Activities Association must be followed for all sponsored activities and organizations.

Any student absent during the day of an activity must have absence accounted for prior to being eligible.

FF. Fund-Raising Activities

Only officially approved clubs and organizations are entitled to have fund-raising activities. All fund-raising activities must be approved by the principal and Board of Education prior to beginning of the fund-raising activity, and must follow procedures of the Frederick Public Schools.

GG. Purchases

1. Any items purchased from student activity funds should have an authorized Purchase Requisition completed by a sponsor and signed by the principal before the purchase is made.
2. Students are not permitted to sign charge tickets for school activity accounts. To do so without written authorization may result in the student having to pay the bill.
3. Statements and tickets must be turned in before payment will be made.

HH. Student Dress Code

Appropriate school clothes are conducive to better school spirit. (See "Student Dress", Student Code 2.2L). The principal has the authority to interpret the student dress code.

If situations arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

The appearance of any student is primarily the responsibility of that individual and his/her parent or guardian. The school expects students to maintain the type of appearance that is not distracting to teachers or to other students to the detriment of the educational process of the school.

II. Inclement Weather

During bad weather, high school students may go to the west hallway if they arrive before time to go to classes. The west hallway will be open at 7:45 a.m.

During bad weather, middle school students may enter the middle school building at 7:45 a.m.

If the student is to leave school during inclement weather, he/she must be picked up by his/her parent or guardian.

JJ. Hallways

Students should change classes in an orderly manner. Loitering in the hall before or after school and morning or noon will not be allowed.

KK. Corridor Policy

Students will observe the following practices in school hallways:

1. Keep corridors open to traffic by walking to the right.
2. Do not block traffic by standing in groups.
3. Pass through corridors quietly
4. Be considerate of others in the halls and classrooms.
5. Discard trash in the containers provided.
6. Keep the school clean by picking up paper from the floors.

LL. Visitors to School

Anyone visiting the school must come to the building principal for permission to contact students or school personnel. Students do not bring visitors to schools.

MM. Driving/Parking Privileges

Only students who possess a valid Oklahoma Driver's License may drive or park vehicles on the school campus. Parking spaces are numbered and are available on a lottery basis during the first week of school. To qualify for a parking space, a xerox copy of the student's driver's license and a copy of insurance verification must be on file in the high school office.

Students and parents should be advised that their car will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student should be advised that it is a mandatory suspension from school and parking privileges will be revoked.

All drivers on the Frederick School grounds will be expected to operate their vehicles in a safe and responsible manner. Drivers will not speed, they will move vehicles in established patterns of traffic flow, and they will park properly in established parking spaces.

Student driving privileges at the school may be suspended by school administrators.

NN. Hazing

State law prohibits hazing by any student organization or any person associated with any organization sanctioned or

authorized by any governing board of any public or private school or institution.

OO. Social Security Number

State law authorizes the State Department of Education to request the social security number of any student who wishes to enroll in or is enrolled in Frederick Public Schools in order for the Department to administer any provision of the Oklahoma School Testing Program Act or for the collection of data pursuant to the Oklahoma Educational Indicators Program.

PP. Frederick School Discipline Policy

The building principal shall be in charge of discipline cases and shall have the authority to discipline students in their area of administrative responsibility for violations of regulations of the school. However, teachers have the right and responsibility to discipline students in their charge.

All cases of discipline requiring corporal punishment must be administered by a principal or designee in the presence of another certified staff member and must not be administered in the presence of other pupils. Such action must be documented and reported to the principal.

QQ. Policy for Internet Use

Frederick Public Schools is supplying teachers and students with modern computer technology that will allow access to the Internet. Frederick Public Schools has selected to provide Internet access to classrooms through Pioneer Long Distance, Inc. (pldi)

The purpose of providing Internet access at Frederick Elementary School is to enhance and expand educational opportunities for students. These opportunities will include educational resources, classroom activities, career development, and limited self-discovery activities.

Student Internet Access

1. All students will have access to Internet information through their classrooms, the library, or the school computer lab.
2. The system is guarded by an elaborate system designed to filter out web sites that are considered inappropriate. Students cannot enter a web site that is guarded by the system. In the unlikely event a student discovers inappropriate material, he or she should report it to the teacher or principal.
3. Students will respect the rights of copyrighted material.

Unacceptable Uses

The following actions will not be allowed:

1. Students will not post personal information about themselves or others. This includes name, address, telephone numbers, etc.
2. Students will not access other computer systems or another person's files.
3. Students will not make any attempt to disrupt the system or destroy data or engage in any other illegal act.
4. Students will not use language that is considered inappropriate while accessing the Internet.
5. Students will not download large files such as computer games.
6. Students will not attempt to access web sites which contain material considered inappropriate.
7. Students will not change the setup of the school computers – including backgrounds, icons, etc.

8. Students will not plagiarize works found on the Internet.
9. Students will not be allowed to obtain an e-mail address through the school's technology equipment.
10. Students may not offer, provide, or purchase products or services through the Internet.
11. Students will not access social networking sites including but not limited to Twitter, Facebook, MySpace, Instagram, SnapChat, and Google+.

Personal Responsibility

Students are responsible for their own use of the Internet. Routing monitoring may lead to the discovery that a student has violated the Policy, the Student Handbook, or the law. If so, the violation will be handled in a manner described in the appropriate document. In the event of a violation of this policy, students will be warned once and then suspended from using the Internet for the remainder of the school year.

Limitation of Liability

The Frederick School District makes no guarantee that the functions of the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage suffered, financial obligations arising through the unauthorized use of the system, or the quality or accuracy of the information obtained through or stored on the system.

RR. Security

We are committed to keeping our students safe. For this reason, metal detectors are used on a completely random basis in our halls and classrooms. Illegal items will be confiscated and appropriate action taken according to our Student Handbook. Security cameras are also utilized in many areas of the campus, including the parking lot, in order to observe student behavior.

SS. Dropouts

Students who drop out of school will not be allowed to attend school-sponsored activities unless accompanied by a parent or guardian. Students must remain with the parent or guardian while in attendance at the event.

TT. Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

5. **The right to object to the disclosure of directory information.**

Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days after receipt of the notification of any or all of the items they refuse to permit the district to designate as directory information regarding the student. In addition, two federal laws require school district to provide to military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent. "Directory Information" shall include a student's name, parent's or guardian's name, address, telephone number, date and place

of birth, weight and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the student's participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet. Any parent or eligible student's objection to release of directory information shall be appropriately designated on the student's educational records.

UU. Protection Of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Frederick Schools to notify parents and obtain consent or allow parents to hold their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

VV. Nondiscrimination

The Frederick Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, lineage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies and firms with whom the board does business.

The Frederick Board of Education does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. The District further forbids sexual harassment by any employee or student. Victims of discrimination and/or sexual harassment are encouraged to come forward with such claims. This may be done through the grievance procedure outlined in District's Civil Rights Policy.

WW. Parents' Right to Know

Frederick Public Schools is required by "The No Child Left Behind Act" to notify parents that they have the right to request and receive information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). The Right-to-Know applies to all schools receiving Title I funds.

Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), must provide a written request to the Superintendent or Superintendent's designee including the child's name, name of teacher(s), school site, and address where the requested information can be forwarded.

XX. Parental Involvement

Frederick Public Schools encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our children. Our parents will be encouraged to act as advisors, resources persons, and coordinators in the following ways:

- Attend school events and serve as advisors
- Use talents/resources to enhance the instructional programs
- Be school supporters and advocates
- Respond to memos, surveys, and questionnaires expressing ideas and concerns

The administrators will provide a school improvement plan which will include means through which parents can participate in the education of their child(ren).

Frederick Public Schools Student Code of Conduct

What is a Code of Student Conduct?

The Frederick Public School District has adopted a Code of Student Conduct. Its purpose is to define the following:
Behavior that builds a positive environment of learning.
Specific examples of student misbehavior.
Penalties that will be imposed for student misbehavior.
Provide for district-wide uniformity in dealing with student discipline.

When is this Code Enforced?

The Code of Student Conduct is enforced at the following times:

- During regular school hours (including from the time the student leaves home until he/she returns home).
- While waiting for the school bus, being transported on the school bus, or leaving the school bus.
- At all school related activities (i.e. athletic events, assemblies, etc.) where school personnel have responsibility for students, while on school property or in school vehicles, or at any event where Frederick Public Schools is represented.

1.0 Student Records

This section of the Student Code represents the district's formal board policies and regulations regarding confidentiality of student information and the annual notification to parents of such policy and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights and Privacy Act of 1974.

1.1 Definitions

a. Student Records

Student records shall be defined as any written material, including education and cumulative behavior records, concerning individual students and maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person.

The cumulative behavior records shall be in a form approved by the superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition.

All student records, with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be available to a student's parent(s) or guardian(s) and to students who are eighteen years of age or older.

School personnel will assist the student, parent(s), or guardian(s) in understanding and interpreting any technical material in the record.

The Federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

1.3 Right to Request Amendment to Records

Parents or eligible students may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to amend the student's records should be made to the building principal or administrator. If the request is not granted, the following appeal procedure is provided:

b. FERPA

c. Eligible Student

An eligible student is a student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the act transfer from the parent to the student. However, the parent of an 18-year-old student who is a dependent under IRS regulations may review the student's records without the prior consent of the student.

d. Directory Information

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the Frederick Public Schools, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of school attendance, awards received, distinguished academic performance, and most recent school attended. These items, so classified as directory information by the district, will be released without prior parental consent unless the parent, within 10 days of enrollment each school year, notifies the district in writing of the parent's refusal to let the district designate any or all of such items as directory information for that parent's child.

e. Legitimate Educational Interest

Legitimate educational interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, schedule of subjects, attendance, attitude, behavior, health, or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

f. Disclosure

Disclosure means permitting access or the release, transfer, or other communication of education records of the student, or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

1.2 Right to Inspect and Review Records

Parents or eligible students may inspect and review educational records at the office of the principal of the school where enrolled. The principal is the responsible official for records maintained at the school site.

Parents should make a request to the appropriate school officials and present adequate identification in order to inspect and review records.

Parents and eligible students also have the right to inspect any education records maintained by the State Department of Education relating to the student, whether obtained from the school or created by the State Department of Education.

- a. The decision of the principal may be appealed to the Superintendent. The hearing will be scheduled and conducted by the Superintendent within a reasonable period of time following receipt of the request for an appeal.
- b. The parents or eligible students will be afforded the opportunity to present evidence relevant to the issues.
- c. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. The decision of the Superintendent will be final.

Parents or adult students (18 or over) will be allowed to submit material to be added to the record. Examples of such material are the results of testing and evaluation, medical or psychological reports, and explanations of unfavorable material appearing in the record.

1.4 Right to Consent to Release Confidential Information

The parent or eligible student has the right to authorize the release of personally identifiable information contained in the student's education records. Such information will not be released from an educational record without the prior written consent of the parent or eligible student except for those specific situations in which consent is not required by the Act.

The building principal or the principal's representative is authorized to control and release information from individual schools. The parents should contact the principal for the release or review of information.

The request to release educational information should be granted by the school within a reasonable period of time, but in no case more than 45 days after it has been made.

1.5 Right to File Complaint

The parent or eligible student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Act and regulations.

1.6 Right to Obtain a Copy of District Policy

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Frederick Board of Education, 817 North 15th Street, Frederick, Oklahoma.

1.7 Notification of Right to Confidentiality

Parents or eligible students are hereby notified of their rights to confidentiality of educational records and their right to file complaints regarding confidentiality. This notification is made through annual distribution of this Student Code to every enrolled student and through the Frederick Public School Internet site at www.frederickbombers.net. Parents and adult students (18 and over) have a right to be provided translation if primary or home language is other than English.

1.8 Fee Schedule for Copies of Records

The initial copy of education records will be provided without charge. Additional copies will be furnished at the rate of five cents per page.

1.9 When Consent Not Required

The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

- a. School personnel who have a "legitimate educational interest" in a student.
- b. Officials of another school or school system in which the student intends to enroll.
- c. Officials of the U.S. General Accounting Office, HEW, and state departments of education who need specific data to evaluate federal programs or to enforce federal laws.
- d. Anyone to whom the student has applied for financial aid or from whom such aid has been received.
- e. Accrediting institutions.
- f. Testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed when no longer needed.
- g. Valid search warrants, court orders, or subpoenas, provided that a reasonable effort is made to notify the parent(s) or eligible student in advance of compliance by the educational institution.
Congress has specified that schools do not need to notify parents or eligible students of the existence of a Federal grand jury subpoena if the court has ordered that the school not disclose to any person the existence or contents of the subpoena.
- h. Statistical data that does not identify any student.
- i. Medical personnel or city, county, state, and federal agencies in an emergency situation when common sense indicates release of the information is necessary for health or safety reasons.
- j. State and local officials who are part of the state juvenile justice system when the disclosure relates to the system's ability to effectively serve, prior to adjudication, the student whose records are being disclosed. The records may not be redisclosed to any other party except as provided under State law.
- k. Information defined in these policies under the category of "Directory Information".

1.10 Record of Disclosures Required

Each school or department responsible for educational records shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student that indicates the following:

- a. Who has requested or obtained personally identifiable information from the education records, and
- b. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for the following:

- a. Disclosures to a parent or eligible student.
- b. Disclosures pursuant to written consent of a parent or eligible student.
- c. Disclosures to school officials as described in this policy.
- d. Disclosures of directory information described in this policy.

1.11 Custodial Parent and Access to Records

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent provides a certified copy of a court order denying the non-custodial parent access to the child's records.

The school district will regard the parent enrolling the child as the custodial parent unless a certified copy of a court order vesting custody in the other parent is supplied.

1.12 Release of Directory Information

Directory information relating to student participation in officially recognized activities and sports will be released. In addition, directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies. The procedures for releasing this information will be as follows:

- a. Information will be released through the principal's office at each school site.
- b. Representatives desiring information must personally request and pick up information.
- c. Representatives must sign a written statement of assurance that the information provided will be strictly confidential.
- d. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the Superintendent.

1.13 Agreement

In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must sign a form which states the following:

"It is understood that the party to whom these records are transferred will not permit any other party to have access to such information without the written consent of the parent(s) or of students eighteen years of age or older."

1.14 Record Review

To eliminate obsolete or outdated information, all student records will be reviewed from time to time by school officials. At a minimum, this should be done when the student moves from elementary to middle school, from middle school to high school, and finally, when the student graduates.

2.0 Student Behavior

The board of education is deeply interested in creating an optimum learning atmosphere possible in every school. The board appreciates the cooperative attitude of the vast majority of students. It is important that our school atmosphere allow cooperative students to pursue their education, free from disruption or distractions. Maintaining order necessitates policies and regulations relating to school discipline. The following sections can be found in part but not limited to the FPS board policies and regulations.

It is the intention of the Board of Education that the personal rights of students be respected, while also respecting the rights of all students to receive an education free of disruptive factors.

2.1 Safe and Orderly School Environment

In order to maintain a safe and orderly school environment, each building principal in conjunction with his or her building staff will develop a disciplinary plan setting forth the building organization for presenting and resolving disciplinary incidents. Key components of the disciplinary plan should include parental and staff in-service training. The disciplinary process should include:

- Level I:** Teacher
Counselor
Assistant Principal
Principal
- Level II:** Appeal process, 10 days or less
Superintendent and

Level III: Administrative Panel
More than 10 days
Board of Education

It is recommended that parents be involved at each level.

2.2 Grounds for Suspension

The principal shall have the right to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or any school function authorized by the school district or when present on any facility under the control of the school district.

The following are specific examples of unacceptable behavior necessitating optional disciplinary action, including suspension or expulsion from school:

NOTE: This list is not intended to be inclusive of all actions for which punishment is suspension. The guidelines of H.B. 2692 will also apply (see code section 13.0)

- A. Open or persistent defiance of authority, including persistent violation of school rules, regulations, or policies.
- B. Physical or verbal assault upon school personnel or conduct which jeopardizes the safety of others.
- C. Creating or attempting to create a disturbance, or conduct calculated to disrupt the orderly operation or morale of the school.
- D. Unauthorized or excessive absences from class.
- E. Excessive tardies and/or truancy.
- F. Willful disobedience.
- G. Profanity or vulgarity. Clothing, books or any other possession containing any form of immorality, profanity, or obscenity. Vulgar words or gestures.
- H. Disrespect for school property or damage to school property.
- I. Stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
- J. Inappropriate display of affection on campus.
- K. Student Dress. The board of education encourages students to dress conservatively and appropriately during school hours.

The following is a list of violations of this Student Code:

Dress Violations

1. Bare feet
2. House shoes
3. See-through clothing or attire which reveals the chest or reveals undergarments
4. Bare midriffs, halter tops, tank tops or garments resembling tank tops. No spaghetti straps or strapless garments.

Elementary—Shirts/blouses should be buttoned to within one button from the top. Shirts/blouses must cover the stomach.
Middle School / High School—Shirts should be worn on the inside with the exception of square bottom shirts or shirts that are designed to be worn outside.
5. Inappropriate shorts and/or clothing
Middle School / High School—Dresses, skirts, shorts must reach mid-thigh (with arms at sides in a relaxed position, middle fingertips should be touching clothing hem). The bottoms of shirts must not reach below mid thigh (with arms at sides in a relaxed position, middle fingertips should reach the bottom of the shirt). Boxer shorts, wind shorts, tights, and strapless garments will not be permitted.
6. Hats, caps, scarves, hairnets, or bandannas worn in classes or school buildings except as permitted on special occasions.
7. Any article of clothing that graphically depicts violence, death or other gruesome, macabre, or cruel acts.
8. Clothing and/or apparel with advertisements of alcoholic beverages or objectionable slogans.
9. Extreme styles that disrupt the educational process of students, including but not limited to non-natural hair color, extreme body piercings, and indecent tattoos.

10. Hair curlers or shower caps (exceptions at the discretion of the principal). Hair should be clean and neatly groomed.
11. Combs of any kind other than those that are designed to be worn in the hair.
12. Dress violating the school's policy prohibiting gang-related activity (see "Gang-Related Behavior or Incidents", Code Item 2.2.V)
13. Chains worn on wallets, keys, etc.

- L. Any violation of federal, state, or local law or ordinance.
- M. Participation in the publication or distribution of any printed material in violation of paragraph 9.0 of the Student Code.
- N. Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210.191, as amended June 1976.
- O. Use or possession of tobacco or vapor product on school premises—elementary, middle, and high school.
- P. Fighting and/or assaulting another student.
- Q. Verbal or implied threats or threatening gestures by an individual or group.
- R. Conduct defined in Student Code sections 3.0 and 4.1. It is noted that in most instances the unacceptable behavior in those paragraphs requires expulsion.
- S. Hazing by any group in the Frederick Public School System.
It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.
This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

Definitions Pertaining to Hazing

1. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.
2. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.
3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
- T. Bullying in any form. It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

Definitions Pertaining to Bullying

1. As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.
2. Harassment set forth above may include, but is not limited to, the following:
 - A. Verbal, physical, or written harassment or abuse;
 - B. Repeated remarks of a demeaning nature;
 - C. Implied or explicit threats concerning one's grades, achievements, etc.;
 - D. Demeaning jokes, stories, or activities directed at the student;
 - E. Unwelcome physical contact.

Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

1. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
2. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
3. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
4. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by Frederick Public Schools.

U. **Gang-Related Behavior or Incidents**

The Frederick Board of Education recognizes that the presence of the emerging gang-related behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous. It is, therefore, the policy of the Frederick Board of Education that gangs and gang-related behavior or incidents are prohibited in the Frederick Public Schools.

Definitions of What is Prohibited:

1. Gangs—Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
2. Gang-Related Behavior or Incidents. – Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the Frederick Public School.

Descriptions of What is Prohibited:

1. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in a gang. Students will not be permitted to wear pants below the waistline (sagging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
2. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with, or membership in a gang.
3. Participation in any act that may further the interest in gang affiliation or gang membership.
4. Participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence.
5. Participation in the writing, painting, and/or inscribing of gang-related graffiti, to include messages, symbols, or signs on school property.
6. To assemble or congregate as a gang or members of a gang for any purpose.

Violation of Policy

Students who violate this section of the Student Code may be suspended or expelled according to provisions of Code Categories 5.0, 6.0, or 7.0, or may be subject to the filing of criminal charges depending upon the severity of the infraction. These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school-sponsored activity, in transit to and from school, or attending the Great Plains Area Technology Center (refer to Code Section 10.3).

- 2.2** In addition to the above, a student will be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any state or federal court accusing the student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring either on or off school premises at any time if it is determined that the filing of such charges causes an adverse effect on the discipline, operation, general welfare, educational environment, or safety of the school.
- 2.3** Students who have been suspended or expelled will not be allowed to ride school buses, to be present at any school-sponsored activities, or to be on the premises of the Frederick Public Schools.
- 2.4** The following is a list of optional disciplinary actions which school administrators may impose for violations of the Student Code of the Frederick Public Schools. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. Principals may therefore use any disciplinary action appropriate to a specific case.
1. In-school detention (before school, during lunch, after school)
 2. Remove from class or group (temporary or permanent)
 3. Verbal or documented warning to students
 4. Faculty consultation concerning student
 5. Contract or action plan
 6. Activity suspension
 7. Transportation suspension
 8. Advise parents
 9. Parental conference
 10. Confiscation or temporary holding of personal items
 11. Probationary period
 12. In-school suspension
 13. Corporal punishment
 14. Financial restitution
 15. Refer to other social or educational agencies
 16. Suspension
 17. Expulsion
 18. Involve law enforcement
 19. Deny privilege to drive any vehicle on school premises
 20. Parent shadowing (a.k.a. Reverse suspension)
 21. Saturday School
 22. Campus/Site Service Learning
 23. Any other disciplinary action deemed appropriate under the circumstances.

2.5 Tobacco Use/Possession Policies

- (1) No tobacco shall be used or possessed by any student on school premises.
- (2) The tobacco use/possession warning shall be given to all students at the start-of-the-year class orientation meetings, at the time of enrollment for new students throughout the school year, and via the PA system periodically during the school year.
When the PA system and/or start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco use/possession is to serve as their warning and that any violation will cause a penalty. New enrollees must be given the same warning.

<u>Offense</u>	<u>Penalty</u>
1st	Suspension from school
2nd	Subsequent violations could result in expulsion for the remainder of semester or remainder of the year.

3.0 Use, Possession, Distribution, Sale of Drugs/Alcohol

The purpose of this section is to provide a clear and concise message to students, parents, and the school population as a whole, that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses. It is reflective of FPS board policies and regulations.

3.1 Definitions

- a. Alcohol/Drug/Mood-altering Substances - shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to, beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, methamphetamines, crank, hashish, PCP, LSD, chemical solvents, glue, look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.

- b. Drug Paraphernalia—includes any utensil or item that, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, bowls, and rolling papers, etc.
- c. Distribution—deliver, sell pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another, or aid herein.
- d. Possession—possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.
- e. Medical Emergency—a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.
- f. Days—will refer specifically to school days
- g. School Premises—shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property additionally includes student travel to and from school or school activities.
- h. Extracurricular Activity—shall include any school-sponsored activity such as sports, band, cheerleading, trips, school clubs, and social activities regardless of the time frame of the activity.

3.2 Disciplinary Procedures for Alcohol and Drug Offenses

Student distribution, use or possession, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the United States, State of Oklahoma, and the City of Frederick,. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be reported to the police. When any of the conduct described in this paragraph (3.2) occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action and could result in suspension, expulsion, denial of privilege to drive any vehicle on school premises, and/or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, or drug paraphernalia. Thereupon, the administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary action will apply, except in exceptional circumstances:

3.3 Use, Possession, Under the Influence, and Possession of Drug Paraphernalia

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

a. First Offense

The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified if the student is under the influence of (in the opinion of the administrator) or is in possession of alcohol, illegal substances and/or drug paraphernalia. The administrator may recommend or permit the student to receive urinalysis or blood testing, at student's expense, and provide the results to the school prior to disciplinary actions being imposed. The administrator will not be bound by the results of the urinalysis or blood tests. The student will receive the following disciplinary actions:

The student may be suspended for the rest of the semester or thirty days whichever is longer.

b. Second Offense and Subsequent Offenses

- (1) The appropriate administrator will notify parents / guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances, and/or drug paraphernalia.
- (2) The student will be expelled for a minimum of the rest of the current semester plus one full semester.
- (3) During any period of expulsion, the students will lose credit for all school work and will forfeit the privilege of participating in or attending any and all extracurricular activities.

3.4 Distribution

Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/ inhalants or items that purport to be any of the foregoing to other students or persons during school time, on school premises, on school buses, or during school-sponsored activities are subject to expulsion and will be referred to law enforcement authorities.

First and Subsequent Offenses

- (1) The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
- (2) The student will be expelled for the remainder of the current semester plus the next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

3.5 Vehicle Parking, Driving, and Operating Restrictions

Any student suspended or expelled under the provisions of paragraphs 3.3 or 3.4 of this Student Code shall be prohibited from driving an automobile on property owned or administered by the school for any reason for a period of one (1) calendar year from the date the student returns to school from the suspension or expulsion. This restriction is mandatory.

3.6 Suspected Use of Alcohol or Drugs

The possible alcohol/drug use of a student is a concern. When a teacher or other staff member thinks that a student is under the influence of alcohol or drugs, the building administrator should be notified and the administrator will take appropriate action. Actions may include notification of parents and counseling session(s) with the school counselor.

4.0 Possession or Use of Weapons

The board of education places the utmost value on student safety and compliance with Oklahoma laws and regulations concerning the possession or use of firearms and or dangerous weapons. This section is based on FPS board policies and regulations.

- a. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension according to school board policies and Oklahoma state statutes.
- b. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension according to school board policies and Oklahoma state statutes.
- c. All weapons will be turned over to law enforcement agencies.

4.1 Assault on Student(s) or School Personnel

Students who maliciously injure another person are subject to expulsion and will be referred to law enforcement authorities.

- a. The appropriate administrator will notify the parents / guardians and request an immediate conference. Law enforcement officials will be notified immediately.
- b. The student will be expelled for the remainder of the current semester and up to the next full semester. During the period of expulsion, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.
- c. Upon readmission to school, the student will be placed in a probationary status for one (1) semester, or may be assigned to TAPS or another alternative.

4.2 Fair and Orderly Hearing

Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension or expulsion. This policy shall be interpreted by principals and their designees in a just manner, given the circumstances of each individual case.

4.3 Conference for Re-entry

At the conclusion of any suspension or expulsion the building principal or his designee may require the student and his/her parent or legal guardian to have a conference as a condition for re-entry to school.

5.0 Short-Term Suspension

A student may be short-term suspended (excluded from classroom instruction) by the principal or the principal's representative for a period not to exceed ten (10) days under the procedure which follows which is based upon FPS board policies and regulations.

5.1 Conference

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code which could justify a short-term suspension, an informal conference will be held between the student and the principal unless the student is an elementary student.

At this conference the student will be informed of the provisions of paragraph 2.2 of the Student Code which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges; and if this is so determined, the principal or principal's representative will administer a short-term suspension based upon the severity of the violation for whatever time period is necessary, not to exceed three (3) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

- a. If an elementary student is involved in a disciplinary action, the conference will include the student, at least one parent or legal guardian, and the principal or principal's representative. In the event the parent or guardian cannot attend the conference at school, the principal or principal's representative will conduct a conference call with said parent or guardian and the telephone conference shall be conducted in the same manner as if the parent or guardian were personally present. In the event a suspension is assessed to an elementary student after such a telephone conference, the principal or principal's representative shall make necessary arrangements to transport the student home or to such other place as designated by the parent or guardian.
- b. If a middle school student is suspended, the student will not be released from the school premises until a parent has been contacted by telephone and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) should be invited to discuss the reason(s) for the suspension with school officials.
If at the end of the school day, the parents have not been contacted, then the principal or the principal's representative should mail a notice giving all pertinent information and encouraging the parent(s) to contact the principal to discuss the matter.
- c. If a high school student is suspended, the principal or principal's representative will try to contact the parent(s) by telephone, stating the specific act(s) for which the short-term suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with school officials. If the parent(s) cannot be contacted by telephone, then the principal, or principal's representative, will mail a notice setting forth the above information and encouraging the parent(s) to discuss the matter with school officials.
- d. If the act(s) in violation of paragraph 2.2 of the Student Code is committed while the student is in attendance at the Great Plains Technology Center and suspension is being considered, the initial informal conference required by paragraph 5.1 of the Student Code will be conducted at the home school.

5.2 A short-term suspension of less than four (4) days may be appealed.

Short term suspension of four(4) or more days may be appealed to the Superintendent or appeals panel.

5.3 Privacy

Information about a short-term suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

5.4 Make up Work

Students who are suspended from school may, at the discretion of the principal, be allowed to make up work missed under suspension. The homework must be turned in the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

The same procedure will be followed for in-house as out-of-school suspensions.

5.5 Suspension

A student may be suspended (excluded from classroom instruction) by the principal or the principal's representative for a period of more than three (3) days but not to exceed ten (10) days under the procedures which follows.

5.6 Conference

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the principal unless the student is an elementary student or unless not required because of section 6.1.

At this conference the student will be informed of the provisions of paragraph 2.2 of the Student Code which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges, and if this is so determined, the principal or principal's representative will administer a temporary suspension based upon the severity of the violation for whatever time period is necessary, not to exceed ten (10) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

- a. If an elementary school student is involved in a disciplinary action, the conference will include the student, at least one parent or legal guardian, and the principal or principal's representative. In the event the parent or guardian cannot attend the conference at school, the principal or principal's representative will conduct a conference telephonically with said parent or guardian and the telephone conference shall be conducted in the same manner as if the parent or guardian were personally present. In the event a suspension is assessed to an elementary student after such a telephone conference, the principal or principal's representative shall make necessary arrangements to transport the student home or to such other place as designated by the parent or guardian.
- b. If a middle school student is suspended, the student will not be released from the school premises until a parent has been contacted by telephone and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) should be invited to discuss the reason(s) for the suspension with school officials.
If at the end of the school day the parents have not been contacted, then the principal or the principal's representative should mail a notice giving all pertinent information and encouraging the parent(s) to contact the principal to discuss the matter.
- c. If a high school student is suspended, the principal or principal's representative will try to contact the parent(s) by telephone, stating the specific act(s) for which the suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with school officials. If the parent(s) cannot be contacted by telephone, then the principal or principal's representative will mail a notice setting forth the above information and encouraging the parent(s) to discuss the matter with school officials.
- d. If the act(s) in violation of paragraph 2.2 of the Student Code is committed while the student is in attendance at the Great Plains Area Vocational Technical School and suspension is being considered, the initial informal conference required by paragraph 5.1 of the Student Code will be conducted at the home school.

5.7 Right to Appeal

The student will be informed of the right to appeal the decision. The appeal hearing and the procedure to be followed will be as set forth in paragraphs 6.6, 6.7, 6.8, and 6.9. The student will continue to participate in regular classroom instruction, pending the hearing, unless the suspension is for four days or less, and unless school officials feel that the student's attendance could be disruptive or endanger the student, other students, or faculty.

5.8 Privacy

Information about a suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

5.9 Make up Work

Students who are suspended from school may, at the discretion of the principal, be allowed to make up work missed under suspension. The same procedure will be followed for in-house as out-of-school suspensions.

- a. Elementary students may make up work within a time frame determined by the teacher.
- b. Secondary students must turn in all homework the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

5.10 Probationary Status

Students entering Frederick Schools after completing a suspension may be admitted on a probationary status.

6.0 Expulsion

When a student violates one or more parts of paragraph 2.2, the principal may recommend expulsion (exclusion from regular classroom instruction) for any period exceeding ten (10) days based on FPS board policies and regulations.

6.1 When expulsion of a student is being considered, the principal should mail a notice of an informal hearing to the parent(s) or guardian(s) of the student. This notice should include

- a. Time and place of the hearing.
- b. Description of the proposed action.

- c. Description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student.
- d. Name of witnesses who will be present.

The informal hearing shall take place no sooner than five (5) days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) should be encouraged to participate in this hearing. The hearing will be conducted by the building principal.

When a student enrolled at the Great Plains Area Technology Center has allegedly committed certain acts, either while in attendance at the home school or at the Technology Center, in violation of paragraph 2.2 of the Student Code, and expulsion is being considered, the hearing required by paragraph 6.1 will be by a joint committee composed of one representative from the Great Plains Area Technology Center and one from the home school.

The right to appeal is explained in paragraphs 6.6, 6.7, 6.8, and 6.9 of the Student Code. If the alleged violation of the Student Code is such that expulsion is contemplated, the informal conference set forth in paragraph 5.1 is not required.

6.2 Unless the student is suspended under the provisions of paragraph 7.1 or paragraph 2.2 for three (3) days or less, he/she will continue to participate in regular classroom instruction pending the hearing unless school officials feel that the student's attendance could be disruptive or endanger the student, other students, or faculty.

6.3 The principal should try to contact the parent(s) of the student by telephone to communicate directly the information in the written notice.

6.4 A tape recording or verbatim transcript of the hearing will be made.

6.5 No expulsion will extend beyond the current school semester and the succeeding semester unless it conflicts with a provision of Oklahoma State Law or current school board policy that allows a full year's suspension. (Note: Current Frederick School Board policy allows a full year of suspension for possession of weapons).

6.6 At the conclusion of the informal hearing, if expulsion is imposed, the student will be informed of the right to request an appeal review of the disciplinary action before an appeal review committee. This should be arranged through Superintendent. This committee will consist of at least three (3) administrators or teachers. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or expelled.

6.7 The committee conducting the appeal review will determine if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed is appropriate for the violation(s). A tape recording or verbatim transcript will be made of any new evidence presented to the committee.

6.8 If the expulsion is upheld by the committee, the student will be advised of the right to request a hearing before the board of education. This hearing will be scheduled through the superintendent of schools.

The hearing will be held at the next regularly scheduled meeting of the board of education or at a special meeting called for the hearing after written notice of appeal by the student, parent(s), or guardian(s) has been received by the superintendent.

The parent(s) of guardian(s) will be informed of the time and place of the hearing, as well as of the witnesses against the student who will be present. The decision of the board of education will be final.

6.9 The board of education will determine specifically if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed was appropriate.

- a. The student and parent(s) or guardian(s) should be present, in addition, the student may have a representative or an attorney attend.
- b. The student, parent(s), guardian(s), or the student's attorney will be allowed to cross-examine witnesses presenting testimony against the student as well as to offer witnesses as evidence in the student's behalf.
In the event of the board of education hearing the appeal of a suspension of ten (10) days or less, the testimony of student witnesses, on behalf of both the school and the student, may be presented in written form.
- c. The school will present evidence and witnesses first.
The presentation of evidence by the parent(s) student, and their representative will follow.
- d. The decision of the board of education will be based solely upon the evidence presented at the hearing.
- e. Written notice of the decision of the board of education will be mailed to the parent(s) or guardian(s) by certified mail within 24 hours.

6.10 Students entering Frederick Schools after expulsion will be admitted on a probationary status.

7.0 Emergency Suspension

7.1 The building principal or principal's representative may in an emergency according to Title 70, Oklahoma Statutes, Section 24-101 and FPS board policy, suspend a student without a hearing if reasonable cause exists to indicate:

- a. The physical safety of the accused student or of others is endangered.
- b. The school is in the midst of a violent upheaval.
- c. The student is causing substantial interference with the operation of the school.

7.2 An emergency suspension will terminate when it is determined that the student's presence at school will not result in a situation warranting emergency suspension under paragraph 7.1. This suspension should not exceed three (3) days unless the principal commences the notice and hearing procedure provided in paragraph 6.1 for expulsion, or unless an informal hearing is held for temporary suspension under the provisions of paragraph 5.1.

7.3 The principal or principal's representative will make a reasonable effort to contact the parents by telephone, stating the act(s) for which the suspension was ordered, and the parents will be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice should be mailed.

8.0 Students' Right to Assemble and Demonstrate

8.1 The board of education recognizes the following:

Students have the right to assemble on school property, subject to the following conditions:

- a. Prior approval must be obtained from the principal at least twenty-four hours prior to the meeting.
- b. The time and place of the meeting will be determined by the principal.
- c. Such meetings will be scheduled before or after school to avoid disrupting the normal operation of the school.

8.2 Students will have the right to demonstrate peacefully, subject to the following conditions:

- a. Demonstrations must be conducted off school property.
- b. Demonstrations must be conducted before or after school to avoid interfering with the normal operation of the school.
- c. Demonstrations must be conducted so as not to disrupt school academic or activity programs.

9.0 Distribution of Printed Material

9.1 No printed matter or literature may be distributed on any property of the Frederick Public School System without the prior approval and consent of the school officials authorized by the Frederick Board of Education to make decisions in such matters.

10. Trespassing on School Property

10.1 All persons who enter the premises of public property without permission are guilty of trespassing. Any damage to school property will be dealt with as provided in applicable city ordinances. It is the policy of the Frederick Board of Education that the superintendent of schools and the principals of all educational facilities within the district will strictly enforce the provisions of Title 70, Oklahoma Statutes, Section 24-131, pertaining to the removal of persons from school buildings and school property when the presence of such persons interferes with the peaceful operation of the school.

10.2 Visitation in Classrooms

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for American Education Week and other special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

It is requested therefore that all visitors to classrooms register in the school office and state the purpose of their visit. The principal will approve or deny the visit. Controversial matters should first be discussed with the principal and should not be discussed in the classroom where such discussions will detract from the instructional process and have a disruptive effect upon the classroom environment.

If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave.

10.3 Offenses Near Schools

It is unlawful for any person to engage in any of the following acts in or near schools, school grounds, or streets and alleys adjacent to schools.

- a. Loitering by any person not having lawful business in connection with school or its employees.
- b. Any conduct that would disturb the orderly conduct of the school.
- c. Annoying or molesting any student or employee of the school.
- d. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools.
- e. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school.
- f. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school.

11.0 Searches

11.1 The superintendent, administrator, counselor, teacher, or security personnel of any school operated by the Frederick Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one authorized person, said person to be of the same sex, if practicable. Strip searches are specifically prohibited. All searches will be conducted in accordance with FPS board policy and regulation.

The superintendent, administrator, counselor, teacher or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in the pupil's possession, including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester.

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, e-mail account, electronic storage or other school property. School personnel shall have access to school lockers, desks, e-mail accounts, electronic storage, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

If a pupil flees pending a search or destroys any property in the pupil's possession prior to or after the search, this will be considered a serious violation of the Student Code, and punishment shall be a minimum of ten (10) day suspension.

Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections.

Students and parents should be advised that student vehicles will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student should be advised that it is a mandatory suspension from school and parking privileges will be revoked.

12.0 Vandalism

The Frederick Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

13.0 Driver's License / Alternative Education

13.1 Oklahoma law mandates the following provisions relating to driver's license and school attendance:

- a. Requires the Department of Public Safety to deny a driver's license to any person under age 18 who is not attending school or has not completed high school. However, a person under 18 may receive a license if he or she is working 24 hours a week or more and shows proper verification.
- b. Requires school district attendance officers to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, unless the student is withdrawn due to circumstances beyond his control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian.
- c. Modifies student suspension statutes for nonviolent offenses. States that any pupil who is suspended out-of-school for a nonviolent offense shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting as prescribed in a plan by the school administration that provides education to and monitoring of the student, which shall be complied with by the parent or legal guardian. Also, before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom or in-school detention.

14.0 Sexual Harassment of Students

The policies and regulations of this school district forbid discrimination against, or harassment of any student on the basis of sex. The Frederick Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

14.1 Sexual Harassment

For the Purpose of this policy, sexual harassment includes:

- a. Verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented “kidding”, “teasing”, double meanings and jokes.
- b. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property.

14.2 Specific Prohibitions

Administrators and Supervisors

- a. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- b. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct shall be subject to sanctions, as described below.
- c. The school district is not concerned with “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including adult students (18 or over) during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

14.3 Report, Investigation, and Sanctions

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these actions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or appropriate administrator has the responsibility of investigating and resolving complaints of sexual harassment.
- c. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- d. Any student found to have engaged in sexual harassment or other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

14.4 Grievance Procedure / Sexual Discrimination/ Harassment

- a. The superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing or educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare all procedures.

The board of education shall appoint on a periodic basis a sex discrimination/harassment grievance committee which shall consist of an administrator, a parent, and a member of the certified teaching staff.
- b. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written complaint with the superintendent. If the superintendent is the subject of the grievance, the student may file the complaint with the student’s building principal who shall immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.
- c. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

- d. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions shall be shared with the grievant.
- e. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee.
- f. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
- g. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
- h. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent.
- i. The superintendent shall, within five days of the receipt of the grievance committee's report, and upon the recommendations of the committee, furnish a written report to the grievant explaining why the recommendations will not be implemented.
- j. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

15.0 CHILD/STUDENT SPECTATORS AT SCHOOL ACTIVITIES

Spectator support is an important factor in extracurricular student activities. The faculty and administration promote the involvement of family, friends, and community members in the encouragement of students through attendance at activities. Unsupervised young children present problems at any activity. By their nature, children are curious, active, and in need of adult supervision.

GUIDELINES

- a. In order to gain admittance to the activity, any child/student spectator, fifth grade or younger, must be accompanied by parent/guardian or an adult (eighteen or older) who will accept responsibility and control for the minor child. The adult is expected to supervise the child at all times during the event.
- c. Children/Student spectators are expected to stay in the stands/bleachers and off the rails, field, and court, unless going to or from the concession stand or rest room. (Elementary students will be permitted to participate in victory lines on the field only if they are accompanied by an adult.)
- d. School activities are an extension of the school day, and all school rules and codes apply.
- e. Parents are asked to supervise their elementary children during any school event.

16.0 T.A.P.S. (Alternative School)

The Tillman Alternative Placement School may be available to students. It is a true alternative school and is housed at Frederick High School. Application must be made directly to the alternative school and may be picked up at the high school office. Admission will be considered only after a screening by the admissions committee and an interview with the T.A.P.S. coordinator. Not all students qualify.