

Hefner Middle School Student Handbook



2020-2021

District Calendar

Monday, Aug. 17 - Teachers report

Thursday, Aug. 27 - Classes begin

Monday, Sept. 7 - Labor Day (no school, district offices closed)

Thursday, Oct. 15 - Parent conferences(no school, district offices open)
End of 1st quarter (40 days)

Friday, Oct. 16 - Fall break (no school, district offices closed)

Monday, Oct. 19 - Virtual Learning Day - Students and Teachers report online

Monday, Nov. 23 - Friday, Nov. 27 - Thanksgiving break (no school, district offices closed)

Friday, Dec. 18 - *End of 2nd quarter (39 days) End of semester (79 days)*

Monday, Dec. 21 - Christmas break begins (no school, district offices closed)

Monday, Jan. 4 - Professional day (no classes)

Tuesday, Jan. 5 - Classes resume

Monday, Jan. 18 - Martin Luther King Jr. Day (no school, district offices closed)

Friday, Feb. 19 - Parent conferences (no school, district offices open)

Monday, Feb. 22 - Professional Day (no classes)

Friday, March 12 - *End of 3rd quarter (47 days)*

Monday, March 15 - Friday, March 19 - Spring break (no school, district offices closed)

Thursday, May 27 - Last day of classes (if no snow days needed)

End of 4th quarter (49 days) End of semester (96 days)

Friday, May 28 - Professional Day (or day after last day of classes) (no classes)

Monday, May 31 - Memorial Day (no school, district offices closed)

Hefner Middle School
Student Handbook
2020-2021

Building Principal: Holly McNutt

6th Grade Assistant Principal: Scott Graham

7th Grade Assistant Principal: Jana Johnston

8th Grade Assistant Principal: Stacey Calton

Secretaries: Marisa Ramsey – Principal's Secretary
Amy Durocher – Attendance Secretary
Stacy Weinman – Receptionist
Maggie Leep – Financial Secretary

Counselors: 6th Grade: Kim Hoppers
7th Grade: Craig Smith
8th Grade: Kathy Winham

Registrar: Gail Robinson

To see daily announcements: www.putnamcityschools.org/hefner

To monitor grades/attendance: **Parent Portal**: Parents may obtain password from the front office.

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Hefner Middle School Policy and Procedure 2020-2021

Arrival/School Hours:

School hours are 7:40 a.m. – 2:35 p.m. Students should **NOT ARRIVE** before 7:10 a.m. or **REMAIN** on campus later than 3:00 p.m. School doors will not be open until 7:10 a.m. each school day. Supervision **WILL NOT** be provided for students who arrive before 7:10 a.m. or remain later than 3:00 p.m. These procedures are designed for the safety and well-being of the students.

Articles Prohibited at School: Any object that could cause personal or property damage, "play" or "toy" articles and chains are not allowed at school and will be taken from students and only returned to a parent/guardian. Skateboards must be stored in the front office and may not be used on school grounds. Selling of gum and candy is not permitted. Since smoking is prohibited, cigarette paraphernalia, such as lighters, vapes, electronic cigarettes, Juul pods, or matches, are strictly prohibited at school.

*****Hefner is not responsible for lost/stolen property including electronic devices and accessories*****

Attendance Policy: (from District Policy) Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. **During Distance Learning or A/B Hybrid schedule, student attendance may also be counted by class participation and assignment submission.* The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations.

- **Student Absences:** Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for the first five (5) excused absences during the semester. Additional absences will be considered unexcused unless official written documentation is submitted (ex: doctor's note, verification of a court appearance, memorial service folder, etc.). The Administration may provide appropriate consequences for unexcused absences. **Students may be dropped from enrollment for being absent 10 consecutive days or 15 parts of days without proper documentation for being out of school during a semester.**
- **Tardy Policy:** Tardy is defined for middle school students as arriving after the start of each class period. Tardies are excused for illness or personal injury, medical and dental appointments, court appearances, or religious holidays, and require written documentation. Punctuality is an important part of maturity, and reflects an attitude of courtesy towards others. All tardies to school will be unverified, with the exception of

those listed above or involving very serious problems. Oversleeping, heavy traffic and missing the bus are examples of unacceptable reasons for being tardy to school. Parents should notify the attendance office when their child enters the school tardy.

- **Hefner Tardy Policy:**

All students must be in their PRIDE classrooms at 7:40 a.m. and at the start of each class or they will be counted tardy.

- **Hall Sweeps:** These will be conducted throughout the school year. If your student is in the hall during a hall sweep, they will be assigned a detention.
- **After School Activities:** Students should be out of the building by 2:45, unless they are participating in an after school activity. If students are attending an after school activity, they will not be allowed in the building until the event begins. Students found wandering the halls after hours will be given an administrative consequence. Prior ride and pickup arrangements must be made for how the student is going home immediately after the end of the event. ***Students not being picked up in a timely manner will not be permitted to attend the next after school event.***

Cheating: Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If caught cheating, the teacher will notify the parent of the violation and the penalty being assigned.

Closed Campus: Hefner Middle School is a closed campus. Students must remain on the school grounds from the time they arrive until dismissal. Arrival is considered the time the student arrives on school property by bus, car, bicycle or on foot. Leaving campus without permission is a serious safety issue and a violation of policy and will be treated as such.

Dress Code: (from District policy): Clothing and grooming must be such that it does not constitute a health or safety hazard. All students are expected to be groomed and dressed appropriately with respect to the following criteria:

**** A personal face covering or mask is required for every student, unless a medically documented exception has been filed in the office. It is mandatory for students to completely cover both the mouth and nose while they are in attendance at school.**

If a student continually refuses to wear a mask or face covering, they will be asked to go back to distance learning.

- No spaghetti straps, camis, halter tops, and/or strapless shirts.
- Clothing and/or accessories that promote violence, gang activity, drugs, offensive language or alcohol are inappropriate.
- No low cut, transparent, see-through or muscle shirts can be worn; cleavage and midriff cannot be exposed.

- Pants/Shorts/Skirts/Dresses are to be worn at the waistline and should cover undergarments at all times.
- Skirts/shorts must be at least fingertip length. All holes and rips must be below fingertip length.
- Pajamas/Loungewear: Clothing that is considered pajamas or bedtime/lounge wear and/or house shoes are prohibited unless it's an approved incentive day.
- Accessories such as sunglasses, bandanas, head coverings, gloves, or hats cannot be worn in the building. ***Bandanas may not be worn in lieu of a face mask.***
- While hoodies are acceptable attire, hoods should not be worn in the building due to security reasons.
- Footwear must be worn at all times.
- No spiked or studded clothing and/or jewelry allowed that would compromise the safety of student(s).
- No heavy chains or multi chains
- Blankets should not be brought to school.
- Electronic accessories including headphones or earbuds should not be worn or visible during the school day.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators, especially in matters concerning student or staff safety. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the dress code. As a last resort, the school may provide an appropriate clothing item in exchange for the original clothing (if the school has something available). The student can redeem their original clothing item when they return the school's appropriate clothes at the end of the school day. Failure to comply after a student has been asked to make corrections will result in disciplinary action. If a student habitually violates the dress code, a behavior contract can be used as an agreement. Failure to uphold the agreement will result in an appropriate consequence.

Discipline: Hefner Middle School has great expectations for student behavior. If a student has issues with misbehavior, teacher, team and/or administrative consequences will be given. They include but are not limited to the following: parent contact, thirty minute teacher detention, two hour detention or office referral. At the referral stage, the consequence will be determined by the administrator. Office consequences include, but are not limited to, two hour after school detention, Saturday School, ISR, Night ISR and short or long-term suspension from school.

Extracurricular Activities/Clubs: The main goal of all activities will be promoting and teaching attitudes of cooperation, respect and skill development. Each student is urged to participate in extracurricular activities.

The following clubs/activities are open to all qualified students:

Art Club	Drama Club	FCCLA	Science Olympiad	
NJHS	Softball	Volleyball	Football	Basketball
Wrestling	Track	Cheer	Cross Country	
Soccer	Academic Team	Anime Club	Chess	
Book Club	Spirit Club	Cheerleading	Student Council	

No student is to remain after school unless participating in a supervised activity. (ie, siblings may not remain after school). Only officially recognized groups may use the school building or its facilities. In the event that a student is expected to be involved simultaneously in two school activities, the student is to confer with sponsors of both activities in order to determine in which activity he/she will participate. When co-curricular and/or interscholastic programs are scheduled during the school day, a student **must be passing in all assigned subjects** in order to be excused from classes to participate.

Fighting: (District Policy): It is the goal of Putnam City (Hefner Middle School) to make every student feel safe from intimidation or harassment. In an effort to maintain a safe campus Putnam City Schools Police Department has an officer on our campus. Hefner has also entered into partnerships with Oklahoma City, Warr Acres, and Bethany police departments. It is Hefner's goal to assist students in identifying alternatives to violent, physical confrontations in order to solve a conflict.

- The school will continue to use the same administrative procedure in dealing with physical confrontations. Upon completion of the administrative process, the police department will be notified of the situation. The need for charges to be filed will be determined once the municipal officer arrives on the scene and is briefed on the circumstances surrounding the incident. The officer may initiate a written complaint on the student(s) involved in the disturbance. In that event, the individual witnessing the incident will be required to sign the complaint and if directed, appear in Municipal Court. It should be noted, a recommendation for arrest may be made against any student causing a violent disruption.
- Once the complaint is received and processed in the Municipal Court, the parent or legal guardian of the involved student will be notified of the date and time of appearance. Dates of such appearances are determined by court personnel.
- Fighting of any nature will not be tolerated at Hefner Middle School. Altercations of students who are "friends" will still be considered as a fight. In addition, "play fighting" can be just as dangerous as a real fight and may be handled with the same consequences as those given for a real fight. It is our goal that students not fight, but if they do, a strong approach may deter future acts. Students inciting, encouraging or videoing any altercation will also receive appropriate administrative consequences.

Consequences: 1st Fight = 5-10 day suspension and police will be contacted.

*Any further physical altercations will result in a minimum 10 day suspension, police contact, and possible recommendation for a long-term suspension.

Defense vs Retaliation: Students do not have the right to actively engage in retaliation. There is a difference in defending vs retaliating. Shoving and pushing away is defense, but actively swinging and going after the attacker is engagement and will be assigned the same consequence as other combatants.

How to Avoid Getting Into a Fight/Confrontation: Students may find themselves in situations where they think that getting into a fight is the "only" way to resolve a conflict. **Fighting is NEVER acceptable at school and should always be avoided.** If ALL of the following steps are followed, conflict will be resolved without fighting.

1. Stay away from students with whom you have had problems or think there might be problems.

2. Go stand or sit near a teacher, counselor or principal if anyone says anything to you about fighting or anything that could lead to a fight.
3. Do not engage in an argument, horseplay, or other misbehavior with other students.
4. Always be polite and use good manners with everyone.
5. If another student does something you do not like, either ignore it, or get an adult to help you resolve it, instead of taking matters into your own hands.

Financial Obligations:

- **Music:** Students enrolled in music (vocal/instrument) will be expected to furnish necessary uniforms or outfits as planned by performing groups. Any student who enters vocal/instrumental contests for solos, ensembles or special groups must pay an entry fee before going to contest.
- **Tech Ed:** Students enrolled in Tech Ed will be expected to pay for supplies used for individual projects.
- **Textbooks/Library books/iPads:** Students are required to pay for any lost or damaged books or devices
- **Fundraising:** Students participating in board approved school-sponsored/PTO fundraising activities will be fiscally responsible for items checked out as well as any monies and items sold.

Guidance Services: The purpose of guidance services is to help all students in their social, educational and personal development. Counselors' are in the guidance office daily from 7:15 a.m. to 3:00 p.m. Conferences with the students do receive first consideration of the counselor's time and are scheduled whenever necessary.

Hall Passes: Permission to go into the halls during class must be obtained from the teacher. A student must have a pass to be in the hall during class time. A hall pass is needed to be admitted into the clinic. To go to a classroom or media center during the lunch period a valid pass must be obtained prior to lunchtime.

** During A/B schedule, every student must scan in and out with a QR code posted in every class for any hall pass. Every teacher has an assigned bathroom facility, and hall passes are limited to facility usage or emergencies.

- **Hall Guidelines:**

- Walk and keep to the right. No stopping in the hallways.
- Go straight to your next class and wait to be admitted.
- No restroom use during passing.
- Keep noise level to a minimum.
- Respect all teachers and students.
- Use appropriate language at all times.
- Help keep halls and lockers clean. * No lockers at this time.

*** Although each classroom is equipped with a hand sanitizer dispenser, students may also bring their own personal hand sanitizer to school.*

Health Screenings: (District Policy): Each year, various health screenings may be done at school. While each school is different in the screenings they do, the following health screenings may be done on the students at your child's school: height, weight, BMI, blood pressure, vision, hearing, and/or dental. If you do not want your child screened, please call your child's school and specify which screenings you do not want done on your child. If you do want a specific screening done on your child, please call the school and request this.

iPad Procedures: iPads are for educational purposes ONLY. All the sites and apps you put on your iPad are for ACADEMIC use only. You should not be listening to music or watching YouTube (or any other site) during class time or any other time. You are to always follow your teacher's instructions.

- iPads are to be treated with respect at all times. You are to not change your password or passcode. It should always be the district assigned password and passcode.
- Intentionally broken iPads or iPads that are damaged due to negligent behavior will need to be replaced by the student and/or administrative consequences will be assigned.
**Students who purposely break, smash, or damage an iPad will be expected to replace the iPad and consequences will be determined by the administrator.*
- iPads are your responsibility If you can't find your iPad tell the teacher immediately
- **Your iPad is not private.** You are responsible for everything that is on your iPad and every site you visit online. All content on the iPad is monitored by the technology department of Putnam City Schools.

**Any inappropriate, foul, obscene, and or graphic content will result in a referral and loss of iPad privileges.*

ISR Rules/Guidelines: The In School Restriction (ISR) program is designed to offer an alternative setting to the regular classroom that provides students with continued educational access while serving the consequences for inappropriate behavior. These rules/guidelines are designed to help you and your children understand the purpose and expectations of the ISR Program at Hefner. They are non-negotiable and will be followed and/or completed before your child returns to the regular classroom setting. Full compliance is required and expected. ISR is built into the Hefner discipline plan and can be utilized at any time at the discretion of building administrators, depending on infractions and circumstances.

- Students are to report to the ISR room at 7:40. **No Exceptions!**
- Students are to bring ALL materials needed for class work (pencil, paper, textbook).
- Students will complete all assigned classroom work before returning to class.
- Students will be required to check out through the ISR Teacher.
- Substitute assignments may be given by the ISR teacher.
- Students in ISR are ineligible for and cannot attend any school activities. This includes all school and district sponsored activities held after school hours.
- Students will be isolated for the entire day in the ISR room. This includes lunch

time.

- Students will be served a sack lunch from the cafeteria. Students will NOT be allowed any other food in ISR except a sack lunch brought from home. No fast food delivered by parents will be allowed.
- No sleeping will be permitted!
- Students must follow all instructions from the ISR teacher and are expected to adhere to all school rules and policies. Each student must comply with the school handbook and follow all of the rules and procedures of the ISR program in order to be successfully discharged back to regular classes. If a student refuses to do class work, or fails to abide by all ISR rules, one of the following may occur:
 1. Conference with parents and principals
 2. Additional days being added to ISR, Night ISR and/or Saturday School
 3. OSS (out of school suspension) If a student is suspended, absent, or checks out early the student will be required to come back to ISR and finish any remaining days not completed.

Lunch: No outside food can be ordered by students for delivery.

Make-up Work: It is the student's responsibility to complete all work missed while absent, regardless of whether the absence was verified or unverified. One day will be allowed for each day missed in which to complete make-up work. If the absence is for a school activity that has been planned in advance, the teacher may require work to be turned in before the day of the absence. Tests missed during absences will be made up at a time specified by the classroom teacher. Students and parents may access homework assignments by emailing the teachers directly.

Media Center Services: We are very proud to have a well-stocked and active library. Many books and periodicals have been placed there for reading enjoyment and to help with school assignments. The books may be borrowed to take to the classroom or to take home. The books must be checked out properly and returned on the due date. During an orientation period in each English class, the librarian will explain the procedure of using the media center facilities. Each student will be responsible for keeping the facilities and materials in good condition. Students may use the library before school with media specialist permission, to pay fines or return books and after school until 3:00 p.m. Students must have a pass from a teacher to go to the library during school hours.

**During A/B hybrid, there will be limited use of our media center. Classes/grade levels/cohorts will be assigned to specific days for library access. No access before/after school or at lunch.

Open/Closed Campus: Per District policy all students are to remain on campus between the time of arrival and the close of the school day. Students leaving school during school hours, except for school sponsored events, are to be checked out by a parent/guardian through the front office. The parent/guardian is the only person who can sign a student out for lunch at which time the student will be called out of class. The student should only be gone for the time of the regular lunch period. Parents/Guardians must provide a picture ID before checking out students.

Parent Conferences: Parent conferences with teachers are arranged through the individual teacher or counselor's office. Parents should phone ahead and make an appointment to avoid conflicting schedules. To set up a conference, contact the teacher or counselor at 721-2411.

Parent Visits - We normally encourage parents to be involved in their child's education because we know that working together will ensure student success. Class visits must be pre-arranged with the classroom teacher, counselor and/or administrator.

****During A/B hybrid schedule, we ask that you limit visits/checkouts to emergencies only. Since students are only in the building for a limited time, it is important that those days are as uninterrupted as possible.**

Powerschool: Powerschool is a computer/cell phone program that makes it easy for parents/guardians to keep up with their student's grades, missing work and attendance. All parents/guardians are encouraged to come to the front office to obtain your child's password to access this information. You will need to show ID.

Public Displays of Affection: PDA will not be allowed while students are under school jurisdiction/supervision. Kissing, hand holding, or excessive hugging is not permitted. Students who engage in this conduct may be subject to disciplinary action up to and including suspension from school.

Security Drill Procedures: Hefner Middle School has developed an Emergency Response Plan for fires, tornados, earthquakes, bomb threats, intruders, and other security situations. The plans are regularly reviewed by the School Safety Committee composed of students, parents, and faculty members. When Hefner Middle School is in a general tornado alert area, teachers will be notified of the possibility of a storm. If a storm is approaching and danger is imminent, an announcement will be made for classes to go to their designated area in an orderly fashion as previously instructed by the teachers. If an alert is given during lunch hour/assembly, students will go into "D" hall. The safety of our students is of utmost importance.

Special Education Child Find: (District Policy): The Special Services Department of the Putnam City Public Schools requests your cooperation in our attempt to search and find children who may have a disability. Public schools are mandated under Public Law 108-446, "Individuals with Disabilities Education Improvement Act" 2004 (IDEIA), to coordinate services for disabled children throughout the 11 local communities within their district. Each district is also mandated to search and find all disabled children who reside within their district. If you know of any children who are in need of services, please contact the Putnam City Special Services Department at 495-3770.

Substitute Teachers: Substitute teachers are guests in our building and should be treated with the respect given to any adult.

Unwritten Regulations: Occasionally, there are a few issues, including some fads and trends that show up on our campus. These are not listed in the handbook, nor are there

regulations which cover all problems that may arise. Teachers' regulations for handling these types of problems in their individual classes will be honored. If problems develop with a trend or fad, administrative discretion will be used to deal with each situation.

Vending Machines: **There will be NO vending machine usage during A/B Hybrid schedule

Visitors to Campus - At this time we will not be allowing visitors to campus, *except the photography company to take school pictures (yearbook) Any outside agencies (ie counseling agencies) must arrange pre-approval and submit to COVID protocols before being allowed in the building.*

Walking/Car Riding Students: Students who walk or ride in an automobile should only be dropped off/picked up in the front (west) side of the building. Please be aware of the teachers directing traffic and be ready to exit your car when you get to the sidewalk. Do not wait to exit at the front doors. Students should only cross at the crosswalks. Obey the traffic signs when leaving the parking lot. Left turns are not allowed during drop off/pick up. Do not drop off or pick up students on MacArthur; this is very dangerous as well as illegal.

Weapons policy: (District Policy) Possession or Use Possession or use of any type of weapon, facsimile or counterfeit weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons are becoming increasing hazards. Therefore, the possession or use of these weapons on school property, at a school function, in a locker, on a school bus, in a personal vehicle, or in transit to or from school or any District function is expressly prohibited.

- A weapon under the regulation includes, but is not limited to, guns, rifles, pistols, shotguns, any device which throws, discharges or fires objects, bullets or shells, knives, explosive or incendiary devices, hand chains, metal knuckles, or any other object that can reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile or counterfeit weapon resembling a weapon. Exempt under this regulation are any instruments and devices that may be considered a weapon under this regulation, but are specifically authorized by District personnel for use in an approved curricula or extra-curricular activity, and are used in the appropriate manner.
- Any student, who knowingly aids, accompanies, and/or assists in the violation of this regulation shall also be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.
- Possession of a firearm shall result in a one-year suspension. For possession of other weapons under this regulation, a suspension for not less than the balance of the term in which the infraction occurred could be assigned. If the remainder of the term is less than forty-five school days, the suspension shall be for the balance of the term and the next term.
- When a student is suspected of violating this regulation, the following procedure shall be followed:

1. The school principal or his designee shall contact the Putnam City Campus Police Department to have an officer present, if possible, when confronting the suspected student.
2. The police officer shall take custody of all weapons confiscated from a student's possession.
3. The officer shall mark any weapon to ensure the chain of custody of the evidence to be exhibited at an administrative hearing and/or criminal action. At the conclusion of any and all administrative hearings, appeals, and appropriate criminal actions, the Campus Police Chief shall legally and properly dispose of the seized property. Written evidence that parents and students have been notified of this policy should be on file at the school site for each student enrolled.

Wireless Telecommunication Devices: (WTD District Policy) Cell Phones and other electronic devices are prohibited without express permission during the school day. This includes, but is not limited to, cellular or digital telephone, two-way radios, personal digital assistants (PDA's), and smartphones. Whenever a student is suspected of unauthorized use of a WTD, a principal, an assistant principal or a teacher shall verify such suspicion by observation and/or documentation.

The following discipline shall be imposed on students who violate the provision of the policy relating to unauthorized use of a WTD:

First Offense: The student shall receive a verbal warning, and a written notice could be sent with the student to the student's parent describing what will occur if there are subsequent offenses.

Subsequent Offenses: For subsequent violations during a school year regarding unauthorized use of a WTD during the instructional day, the WTD will be taken from the student and secured in the office, then returned to the student at the end of the day. A student with repeated offenses may be asked to check their phone into the office at the beginning of each day for a period of time. Subsequent offenses could also be considered an act of defiance resulting in administrative disciplinary consequences.

- **Search for and of Wireless Telecommunication Device:** Whenever school personnel have a reasonable suspicion that a student is misusing a WTD during regular school hours, school personnel have the authority to search the student and remove the WTD from the student's possession. School personnel must have a reasonable suspicion, based on objective and articulated facts, that the search of the WTD will provide evidence that the student used the WTD to violate some other provision of the Student Conduct Code or the law. Such a search may include, but not be limited to, searching text messages, photos, phone numbers, and e-mails stored in the WTD. The scope of such a search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.
- **WTD loss:** The District is not responsible for lost and/or stolen WTD, including headphones, air pods and other WTD accessories. Lost and stolen electronic devices and accessories will NOT be investigated. Students are bringing them at their own risk and are responsible for them if they get lost or stolen.

- **WTD misuse:** (District policy) Taking pictures or recording videos with a cell phone or iPad is prohibited, due to the privacy policies within the district pertaining to students, Engaging in sexting which is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/ images or the creation of or relayed transmission of obscene material or child pornography that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Oklahoma County whether the transmission of such material constitutes a felony or a misdemeanor under Oklahoma law and whether to prosecute.

Withdrawing from school: The procedure for withdrawing from Hefner is as follows:

- Authorization for withdrawal must be made by telephone or in person by the parent/guardian.
- Obtain appropriate form from the counselor's office.
- Turn in all school/district owned equipment, devices and technology.
- Have the form filled out by teachers, return all school books and property. Pay for any damaged or lost school books/property.
- Take completed form to the counselor's office for final clearance.
- All financial obligations must be met before a student can be properly withdrawn and records sent to the new school..