

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..

MIDDLE SCHOOL PHILOSOPHY

We, the staff, students, parents, and community are committed to creating middle schools that provide for the unique physical, social, emotional, and intellectual needs of early adolescents. We believe that a student's self-esteem and academic growth can best be developed in a challenging, productive, purposeful environment. Working cooperatively with warmth, care, and respect, we will prepare students to be productive in an ever-changing world.

PARENTS RIGHT TO KNOW

As a parent of a student in Putnam City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teacher(s) and requires us to give you this information in a timely manner if you ask for it. In addition, per federal law, you will be notified if your child is taught for four (4) or more weeks by a teacher who is not deemed highly qualified by federal standards.

ASBESTOS

Each school completed an asbestos inspection of the building according to the guidelines set forth by the Environmental Protection Agency. A copy of the management plan is on file in the school, and the master plan is at the District Maintenance Building.

ATTENDANCE – IN PERSON

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. 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.

Middle and High School Tardiness: Tardy is defined for middle and high 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.

Early Dismissal: A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from

school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Truancy: Putnam City's District Attendance Office works with all schools to ensure that all students attend school on a consistent basis. School and District Administrators may take reasonable measures to enforce the provisions of the State of Oklahoma's Compulsory School Attendance Laws. These measures may include school, district, and legal consequences. Putnam City's District Attendance Office works in conjunction with each school's Administration, and Law Enforcement Agencies from Bethany, Oklahoma City, and Warr Acres, depending on where a particular school is located, to enforce our District Attendance Policy, as well as Municipal Ordinances that pertain to school attendance. During the times when school is in session, any Police Officer may detain and assume temporary custody of any student enrolled in the District who is subject to these Compulsory School Attendance Laws, who is found away from home, and who is absent from school without excuse. Any student located in an area of the school other than the assigned classroom may also be considered truant.

BULLYING

Students are prohibited from bullying, harassing (sexual &/or verbal), threatening, or intimidating other students or school personnel. "Bullying" means any 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 education of any student. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment. It is important to know that bullying and conflict are not the same thing. Bullying is an imbalanced relationship between a person and another person or group of people with repeated actions over time that make one feel humiliated. Conflict is a disagreement between two or more people with both sides saying and doing inappropriate things to one another. Sometimes conflict is mistaken as bullying but when both sides are acting aggressively towards each other it is no longer an imbalanced relationship but one of conflict. All students found to be acting aggressively towards one another could receive disciplinary consequences.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.
2. The principal will gather the information the principal deems necessary and evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.

4. During the pendency of the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
5. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
6. If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
7. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provided to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
8. The principal may also require that the student and the student's parent or guardian meet with the principal, a school counselor, and other appropriate school personnel before being allowed to return to school.

CAMERA SURVEILLANCE

Surveillance Videos: The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other except locker rooms and bathrooms. These video cameras are monitored and are under the control of the District's Campus Police Department. The District's Campus Police Department is responsible for the creation and maintenance of any surveillance videos. Building principals may request copies of any recording made by any surveillance video cameras from the Campus Police Department.

Surveillance videos are NOT considered to be educational records of students, unless used for disciplinary action on a student, which are protected by FERPA.(not subject to Open Records Act) but are considered to be records of a law enforcement unit. As records of a law enforcement unit such records are not subject to the right of inspection by subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings. Videos will not be retained unless the District's Campus Police Department determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Communications Director. All other requests for copies of videos should be submitted to the Campus Police Department. The District shall have discretion as to the release of surveillance videos.

CHANGE OF TELEPHONE AND/OR ADDRESS MUST BE DONE AT THE DISTRICT ENROLLMENT OFFICE

PC Center
5604 NW 41st, OKC, OK
(405) 491-7631

CHILD NUTRITION PROGRAM

The Child Nutrition Department provides meal service at all Putnam City Schools. All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. Due to HHFKA guidelines, all students will be required to take a serving of fruit or vegetable with all meals.

A computerized cashiering system is used for all students in the cafeteria. Students will enter their student I.D. number assigned by the school district to purchase meals or any food items.

The following information has been compiled to answer some of your food service questions. Please feel free to contact your school cafeteria manager or the Child Nutrition office at (405) 495-0184 to address any other questions.

What are the middle school meal prices?

Lunch	\$2.70
Reduced price Lunch	\$.40
Breakfast	No Charge

How do I qualify for Free or Reduced-Price Meal Benefits? Free and reduced price meal applications are sent home at the beginning of the school year and are available to all students throughout the year. Parents may resubmit applications if family circumstances change during the school year. Once an application has been approved it is valid for the current school year only. Applications can be obtained from the cafeteria manager, at the Child Nutrition Office or www.heartlandapps.com . Please contact the Child Nutrition Office at (405) 495-0184 if you have additional questions.

- Applications must be processed, eligibility determined and approval notification made before students receive free or reduced price meals. This process may take up to 10 business days. Students are responsible for paying full price for all meals received prior to application approval.
- You may charge up to \$10.00 and no more.

Account Prepayments: Two payment methods are available:

- An on-line payment option is available at www.myschoolbucks.com. You will need your student's ID number to set up an account.
- Students or parents may also bring checks/cash to the cafeteria manager before classes any school day. Writing the student's name and/or I.D. number on your check will assist the cashiers in crediting the proper account. Please make checks payable to the school cafeteria.
- Money credited to the student's account may be used to purchase lunches, breakfasts, and Ala Carte items. If you prefer to restrict the purchase of Ala Carte items, please note MEALS ONLY in the memo section when making payments to the student accounts.

For additional information about meal programs and service, contact the:

Child Nutrition Office
5604 NW 41st St, Suite 280
Oklahoma City, OK 73122
(405) 495-0184

CIVIL RIGHTS LAWS

The Chief Officer of Human Capital shall coordinate compliance efforts and investigate complaints with discrimination on the basis of race, color, sex, national origin, disability, religion or age under Title VII, the ADA, and Section 504 with respect to employees. The Executive Director of Special Services shall coordinate compliance efforts and investigate complaints of disability discrimination under Section 504 and the ADA with respect to students. The Assistant Superintendent of Academic Services shall coordinate compliance efforts and may investigate complaints of discrimination on the basis of race, color, sex, national origin, and religion under Title VI and Title IX which concern secondary and elementary students respectively. A District Compliance Officer may delegate any duties specified in this policy to another district employee as the District Compliance Officer deems appropriate. The compliance officers may be contacted at 5401 NW 40th, Oklahoma City, OK 73122 or (405) 495-5200.

The principal of each school site shall serve as the Site Compliance Officer to receive and investigate complaints of discrimination or harassment made by students. The principal may designate an employee of the school of the same gender as the complainant to investigate claims of gender discrimination.

Pre-filing Procedures:

Prior to the filing of a written complaint, a student complainant is encouraged to visit with the Site Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

If a student or employee complainant desires to proceed with a complaint, then, within twenty (20) days of an alleged violation, a student complainant shall submit a written and signed complaint to a Site Compliance Officer and an employee grievant complainant shall submit a written and signed complaint to the District Compliance Officer. The complaint shall, at a minimum, state the complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, or any witnesses, and the requested action or relief sought.

In addition to taking action with respect to a written complaint, a compliance officer may investigate allegations of discrimination without a written complaint according to the procedures set forth in the policy whenever a compliance officer deems such action to be appropriate.

Compliance Officers:

Section 504, Title II: Scott McCall, Executive Director of Special Services, 495-3770, ext. 1364

Title VI, Title VII & Title IX (staff): Patricia Balenseifen, Chief Officer of Human Capital, 495-5200, ext. 1231

Title IX (students): Tyrea Craig, District Equity Coordinator, 495-5200, ext. 1264

Age Act Coordinator: Patricia Balenseifen, Chief Officer of Human Capital, 495-5200, ext. 1231

CONCERNS OF STUDENTS/PARENTS

A student or parent who has a concern should first bring the matter to the appropriate teacher or coach. If the outcome is not satisfactory, a call should next be made to a building administrator or athletic director. A conference can be scheduled if necessary. If the outcome of the conference with the principal is not satisfactory, the next step would be to contact the Executive Director of Secondary Education.

DIRECTORY INFORMATION

The District designates the following items as Directory Information: 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. The District will disclose any of these items without prior consent, unless notified in writing within ten days from the date of student enrollment that any or all of the above information should not be released without consent. Directory information may be disclosed without prior consent in accordance with the provisions of FERPA and when requested by military recruiters in accordance with 10 U.S.C. §503(b).

DISCIPLINE

The District wants each student to become a self-disciplined person. To become self-disciplined, a student must accept responsibility for his/her actions. If students will take that responsibility, they will enjoy school and get a good education.

Responsible behavior carries with it many privileges in and around school. Each middle school has rules to allow each individual to exercise individual rights and responsibilities. Failure to comply with those rules is irresponsible behavior. The natural consequences of irresponsible behavior may mean a loss of certain privileges at school as well as other types of disciplinary assignments. Repeated irresponsibility may result in a parent conference and/or consequences assigned by building administration.

DISTANCE LEARNING

When the District declares the need to implement its Distance Learning instructional model, the following will apply to student attendance. The first date of attendance for a student beginning Distance Learning with the District shall be the first date the student completes a Distance Learning instructional activity. "Instructional activities" include instructional meetings and/or contact with a teacher and/or completed assignments/activities that are used to record a grade.

A student shall be considered in attendance or present when the teacher provides weekly evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in class/course activity. Reports will be made available to parents and students that reflect attendance/participation, progress and grades.

Students are expected to login and work daily on assignments and tasks assigned by the Distance Learning Teacher or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale and policies with respect to completion or work will be applicable. Teachers will monitor students work on a regular basis.

DRESS CODE

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 for each school day and at all school related events:

Shirts/Blouses/Tops

- No spaghetti straps, halter tops, or strapless shirts without an approved shirt.
- 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.
- While hoodies are acceptable attire, hoods should not be worn covering heads, in the building due to security reasons.

Pants/Shorts/Skirts/Dresses

- Pants/shorts/skirts are to be worn at the waistline and should cover undergarments at all times.
- Skirts/shorts must be at least finger-tip length.

Pajamas/Lounge Wear

- Clothing that is considered pajamas or bedtime/lounge wear and/or house shoes are prohibited unless it's an approved incentive day.

Accessories

- Accessories such as gloves, bandanas, dew rags, hats, scarves, hair picks, stocking caps, hair curlers and other head coverings, disruptive hair styling or unnatural hair color, may not be worn in the building.
- 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 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. 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 violates the dress code, a contract can be used as an agreement. Failure to uphold the agreement will result in an appropriate consequence.

ELIGIBILITY FOR ACTIVITIES

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

Scholastic Eligibility: OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities.

Section 1. Semester Grades

- a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18- week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period. (1 credit = 1/2 Carnegie Unit)
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.
- e. A non-senior student who drops a class after the first three weeks of the semester shall be ineligible for at least a three-week period. To regain eligibility after three weeks, the student must be enrolled in the minimum number of classes required for eligibility, and be passing all classes in which the student is enrolled. A senior student may drop a class at any time and maintain eligibility, provided that the dropped class is not required for graduation, and the student is still enrolled in the minimum number of classes required for eligibility and has passing grades in those classes.
An exception also is allowed for a student dropping an AP or honors-level course after the first three weeks of the semester. The student may maintain continued eligibility provided that (i) the student had a passing grade in the AP or honors-level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors-level course in the same subject.

Section 2. Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of career tech students and all concurrently enrolled students. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

INTRA-DISTRICT TRANSFERS FOR ATHLETICS

Students participating in interscholastic athletics/cheerleading are eligible to participate at any middle school within the Putnam City School District.

Students entering 9th grade from a Putnam City middle school who desire to transfer to a Putnam City High school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall have the opportunity to apply for said transfer provided application is made on or before May 15.

Any high school student who is making their first entry into the district and who desires to transfer to a Putnam City high school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall make a request in writing to the Superintendent or designee who will form a review committee to determine whether or not eligibility requirements will be waived.

Students entering 9th grade from a Putnam City middle school who are approved for a transfer but fail to meet the May 15 application deadline, will be ineligible for varsity/OSSAA athletic competition for the 9th grade school year.

When a transferred student, enrolled in an OSSAA sanctioned sport, returns to their resident area school, the student will lose interscholastic athletic eligibility for (1) calendar year, beginning on the first day the student attends class at their resident school.

EVENT EXPECTATIONS

So that everyone can enjoy Putnam City events, here are expectations for people who attend:

- If you leave the event, you may not re-enter.
- Do not loiter during or after an event.
- Be well-behaved and respectful.
- Noisemakers are not allowed.
- Bandanas are not allowed.
- Backpacks are subject to be searched.
- Students should follow the dress code.
- Students in ISR, Evening ISR or serving a suspension are not allowed at school events.
- Students who are dropped off must be picked up no later than 15 minutes after the end of the event or they will not be eligible to attend further events.

Failure to comply with these guidelines will result in your removal from the event and future events.

FIGHTING

It is the goal of Putnam City to make every student feel safe from intimidation or harassment. In an effort to maintain a safe campus, Putnam City has entered into partnerships with Oklahoma City, Warr Acres, and Bethany police departments. It is our 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 campus or municipal officer arrives on the scene and is briefed on the circumstances surrounding the incident. In the event that a student is taken into custody, the arresting officer will determine who should contact the parent &/or guardian.

PROGRESS REPORTS

Report cards are issued to the students at the end of each semester. A quarterly progress report will be sent to parents/guardians at the end of each nine-week period. Parents of students who are making a D or below shall be notified as soon as possible through-out the school year.

GRADING SYSTEM

Printed grade reports are received by each student at the end of each nine-week period. These are for the parents' records, and do not have to be returned to the school. Besides the letter grade, each card contains a citizenship grade and the attendance record.

The Putnam City grading scale is:

- A - 90 - 100 percent
- B - 80 - 89 percent
- C - 70 - 79 percent
- D - 60 - 69 percent
- F - 50 - 59 percent
- I - Incomplete
- N - No Credit

IN-SCHOOL RESTRICTION (ISR)

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.

District Guidelines:

- ISR will be administratively assigned.
- The assignments for students in ISR will be provided by the regular classroom teacher. Substitute assignments may be given by the ISR staff.
- Students in ISR will be separated from their peers during lunch.
- Students will not be allowed to attend school events during or after school during the time they are assigned to ISR.
- Students will not be allowed to attend or participate in school events during or after school until they have been dismissed from ISR on their last day assigned. The only

exception to this rule would allow students to attend and participate in **practices** conducted after school hours.

- Rules of behavior will be provided, and full compliance is expected by each student assigned to ISR.
- Students may not have electronics devices at any time while in ISR.

ISR (Evening)

The Evening In-School Restriction (ISR) program is designed to offer an alternative setting in the evening to the regular classroom that provides students with continued educational access while serving the consequences for inappropriate behavior.

INDIAN EDUCATION

The Department of Indian Education of Putnam City Schools exists to serve Native American students in this school district. Services are provided in these areas: (a) Tutoring, (b) Student Advisement, (c) Indian Culture classes, (d) Classroom presentation of Indian Culture, (e) Resource Lending Library and Student Assistance.

The staff is comprised of: Director, Tutor Coordinator, Student Advisor, Cultural Coordinator, and Project Secretary. For more information, call 495-5200, or come by the office in the Putnam City Administration Building, which is located at 5401 NW 40th, Oklahoma City, OK 73122.

INTERNET

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material, which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

The District makes no warranties of any kind, either expressed or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs, which restrict access to certain materials, but this shall not be construed as a guarantee that such access is restricted. Students, who are granted access to the Internet, shall receive instruction regarding safety and security when using electronic mail, chat rooms, social networking sites, cyber bullying awareness and response, and other forms of

direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Student Work on the Internet: Throughout a student's academic career, he or she will be asked to complete many assignments and participate in many activities and events. Students may be recognized for their outstanding work or participation in events and activities through posting of work or images on school district or individual school web sites. Posting of student work on school or school district web sites is voluntary and may only be done with explicit permission from the student and a parent/guardian if the student is under age 18.

Acceptable Uses: The District's computers, equipment, and software are intended for administration, education, and academic research purposes only, and shall be used only as according to Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access provided by the District shall not be used:

1. To violate an individual's right to privacy
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws
4. To spread computer viruses
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others
7. To distribute religious materials
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law
9. For any commercial purpose unless authorized by the Administration or Board
10. To engage in any illegal activity
11. To engage in cyber bullying at school or in the workplace
12. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension or criminal charges.

Consequences for Misuse: The use of the District's Technology Device and Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers, iPads, personal devices or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended, and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: The District may allow for students to complete required coursework through internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

STUDENT PROVIDED DEVICES

Students are being issued an iPad for their educational use in school. Their iPad will not go home.

Students will use the same device every day. It will be assigned to them for the duration of their enrollment at this school. Students are responsible to maintain their device by making sure it is secure throughout the day, turned in at the end of the school day, kept in the district-approved case at all times, not loaned to another student and reports any damage immediately. If a student is found to have misused or intentionally damaged their iPad, they could face disciplinary action, be given alternative assignments while their iPad is being repaired and parents will be contacted.

Students will secure their device in a locked charging station at the end of the day and pick it up charged and will carry it to each class throughout the school day.

Misuse will be handled as a discipline issue in accordance to the Student Code of Conduct.

NON-CURRICULUM RELATED CLUBS

A Non-Curriculum Related Club is one in which the subject matter of the group does not directly relate to the body of courses offered by the school. Non-curriculum related clubs must meet the following requirements:

- a. Each Non-Curriculum Related Club must have a certified faculty member willing to serve as sponsor. Any certified faculty member serving as sponsor of a Non-Curriculum Related Club will serve in a custodial capacity only.
- b. Non-Curriculum Related Clubs must be led by current students of the local school. Sponsors should not promote, lead, or participate in meetings. Non-school personnel should not direct, conduct, control, or regularly attend the activities of a Non-Curriculum Related Club.
- c. Non-Curriculum Related clubs must have a statement of purpose, a constitution outlining the governance of the organization, and a sample meeting agenda. Each of these items must be approved by the site principal.
- d. Non-Curriculum Related Clubs will not be allowed to meet during instructional hours.
- e. Non-Curriculum Related Clubs must not interfere with the instructional activities in the school.

NON-DISCRIMINATION CLAUSE

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, marital or veteran status, or disability.

District-created publications distributed to students, parents or patrons should contain a statement on non-discrimination. The statement must be font style and size that is plainly legible. The statement should read: "Putnam City Schools does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, marital or veteran status, or disability."

OKLAHOMA'S PROMISE (HIGHER LEARNING ACCESS PROGRAM)

Applications and detailed information are located in the Counselors' office or online at: <http://www.okhighered.org/ohlap/> or by phone at (405) 225-9100.

Oklahoma's Promise allows eighth-, ninth- or 10th-grade students from families with an income of \$55,000 or less to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school.

Created in 1992 by the Legislature to help more Oklahoma families send their children to college, Oklahoma's Promise was originally designated as the Oklahoma Higher Learning Access Program. The program is administered by the Oklahoma State Regents for Higher Education.

Student Requirements:

1. The family income of the student's parents may not exceed \$55,000 at the time of enrollment in the eighth-, ninth- or 10th grade.¹ In addition, prior to receiving any program benefit in college, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000. Each year in college Oklahoma's Promise students will be required to complete a Free Application for Federal Student Aid (FAFSA), which will be used to determine whether the federal adjusted gross income exceeds \$100,000. For any year that the income exceeds \$100,000, the student will not be eligible to receive the program benefit.
2. Take 17 units of [required high school courses](#) to help get ready for college. The Oklahoma's Promise [Curriculum Worksheet](#) (Excel, 23k) can help you record your grades and make sure you have taken the right courses. You can also get more [details about what high school courses count toward the Oklahoma's Promise curriculum](#). external link, opens in new window
3. Make a cumulative 2.50 GPA for all courses in grades 9-12.
4. Make a cumulative 2.50 GPA or better in the 17-unit OK Promise core curriculum.²
5. Do your homework.
6. Don't skip school.
7. Don't abuse drugs or alcohol.

8. Don't commit criminal or delinquent acts.
9. Meet with a teacher, counselor or principal to go over your schoolwork and records.
10. Provide information when requested.
11. Apply for other financial aid during your senior year of high school.
12. Take part in Oklahoma's Promise activities that will prepare you for college.
13. The student must be a U.S. citizen or lawfully present in the United States at the time they enroll in college in order to receive the scholarship.

OPEN/CLOSED CAMPUS

All students are to remain on the school 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, or guardian listed in PowerSchool through the office.** During school hours, students should only use the main entrances to enter/leave the building. If a student leaves the school campus without permission, they could receive disciplinary consequences.

PRIVACY RIGHTS

Pupils shall not have any reasonable expectation of privacy from school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, 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, more specifically:

1. Student lockers and desks remain under the jurisdiction of the District even though assigned to students and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
2. Classrooms and other common areas are subject to a search at any time when students are not present or when there is reasonable cause to conduct a search.
3. The police may search students or their lockers if they have a valid warrant to do so, or if they have "probable cause" to believe that students are in possession of unlawful items.
4. Metal Detectors - Principals retain the right to use metal detectors when needed to assure a safe and secure learning environment.

PUTNAM CITY CAMPUS POLICE DEPARTMENT

The Putnam City Schools Campus Police Department is authorized by State Statutes (70 OS 360.16) and Board Policy (ECAA). The statute allows local boards of education to appoint officers to be designated Campus Police pursuant to board policy. Those officers appointed to Campus Police have the same powers vested as peace officers. They must receive C.L.E.E.T. certification because of the peace officers status.

Oklahoma State law provides for Campus Police Officers to enjoy the same powers, liabilities, and immunities with regard to criminal matters and enforcement of the law of the state and the city in which the institution is situated as sheriff and police officers. Jurisdiction includes all campuses and district properties.

Security officers are hired at some of the secondary schools during the school year, and they report to the Chief Operations Officer.

The Campus Police Department is located at 5604 NW 40th, and is open 24 hours a day, year round. Dispatchers answer emergency telephones around the clock. The telephone number is 787-3621. Patrol units are radio dispatched to respond to routine or emergency calls for service at the school sites. Campus Police provide safety and security, crime prevention, patrol, and traffic control on all district property.

SECRET WITNESS HOTLINE

It is the desire of the Putnam City District that school be a safe place for students. **WE NEED YOUR HELP.** You can help by notifying an adult in your building or by calling the **SECRET WITNESS HOTLINE – 787-1919**, when you have knowledge of drugs, weapons, or violent acts in your school. Your safety is at stake. All of us working together can make Putnam City Schools a safe learning environment.

SEXUAL HARASSMENT

It is the policy of the Putnam City School Board to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another staff member or a student, or for a student to harass another student or staff through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

If you have been sexually harassed, it should be reported immediately to building administration. For additional information on Putnam City's policy on sexual harassment, see District Policy BL. This policy can be accessed on the District web site at www.putnamcityschools.org.

SMOKING POLICY

Smoking and/or the possession of tobacco (including electronic cigarettes), vaping products and/or accessories by students while in or on school properties, otherwise under the school's jurisdiction during school hours or while in attendance and/or participating in a school sponsored event is prohibited.

Smoking by Students:

First Offense: Up to 3 days of In-School Restriction, parents notified and warning of ABLE Commission being notified if under the age of 18.

Second Offense: Up to 3 days of Night In-School Restriction, ABLE Commission may be notified, and parents notified.

Third and subsequent offenses (within the same school year): Principal and/or designee may assign up to 10 day suspension from school, ABLE Commission notified and parent conference should be scheduled.

Distribution or Selling:

Distribution or selling of tobacco, vaping, electronic cigarette products and/or accessories by students and while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in school-sponsored events is prohibited.

First offense.....Administration may assign suspension up to 5 days and parents notified.

Second and subsequent offensesAdministration may assign up to 10 days and parents notified.

SPECIAL EDUCATION CHILD FIND

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 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.

BUS SAFETY GUIDELINES FOR STUDENTS

School bus transportation is the safest means of over the road transportation in America. Putnam City Schools take pride in their safety record and in the service it provides. Buses are provided for those students who because of distance from the school or health make the service essential. Students and parents should read and understand the following guidelines.

1. All Putnam City District Policies apply to passengers boarding, riding, and departing from Putnam City School buses. Students using or possessing tobacco products, electronic cigarettes, vapes, alcohol, drugs, lasers, and/or weapons will be disciplined according to the District policies.
2. All students must sit properly and safely while on the bus. Students should be sitting on their bottom in the seat facing forward. Students should NEVER be sitting on their knees, turned around facing backward, standing or walking in the aisle, standing on a seat, climbing over or crawling under seats while the bus is moving. Students who cannot follow these safety guidelines create a danger to themselves and will be subject to bus suspension.
3. A parent/guardian should call the Putnam City Transportation Department at 789-3244 when asking for their student to ride another bus to and from school. The parent should call before 1:00 p.m. on the day of the request. Some requests may be denied due to rider capacity of buses. Please do not call the school or write a note for the student to give to the driver when requesting a change in riding procedures.
4. Students are required to use the bus stop nearest their home. Students must be at their bus stop five (5) minutes prior to the scheduled time ready to board. Any student failing to be on time will be responsible for their own transportation to school. Buses cannot return for late students due to time restrictions.
5. Students shall remain back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things or playing at a bus stop.
6. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
7. Students must keep their hands, arms, and heads inside the bus at all times.
8. Students must keep their hands to themselves and use an inside spoken voice.
9. Bus riders are expected to be courteous to fellow students and the bus driver. **THE BUS DRIVER MUST BE TREATED WITH RESPECT LIKE ANY SCHOOL EMPLOYEE.**
10. **Students should never throw any type of object while inside the bus. IT IS AGAINST THE LAW TO THROW ANY OBJECT FROM A BUS WINDOW.**

11. All articles such as athletic equipment, books, musical instruments, coats, backpacks, etc., must be kept out of the aisle. These items should be held on the student's lap or placed on the floor between the student's feet. Students are NOT TO SIT on backpacks or musical instrument cases.
12. Students are not to be eating or drinking while riding a bus. Eating and/or drinking while on the bus may result in choking, spilled food, sticky seats and floors, and health violations. PLEASE WAIT UNTIL YOU ARE OFF THE BUS TO OPEN AND EAT FOOD ITEMS.
13. Students are not to write on seats, poke holes in seats, spit on the floor, or damage any bus equipment.
14. Students should always check their seating area for books, lunches, phones, purses and other articles that have fallen out on the route. Articles left on the bus will remain on the bus until the next route occurs. A parent may call the Transportation office to see if property was found on the bus by the driver.
15. Students should do everything to avoid a FIGHT while on the bus. A fight may cause injury to those fighting and endanger the entire bus by distracting the driver. A student should stay on the bus if he/she feels that a fight will occur once they get off at their stop. The driver will keep the student on the bus until it is safe for departure.
16. The emergency door and window latches are for emergency use only. Students must not touch safety equipment on the bus unless there is an emergency.
17. Students must remain on the bus when there is a road emergency. Students must remain on a bus involved in a wreck until released by the nurse and local police.
18. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the bus driver may adequately observe them. This means that the student should be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed.
19. All directions given by the bus driver are to be followed.
20. Flowers, balloons and other party favors are not permitted on the bus because they create vision problems for the driver. Animals such as turtles, lizards, snakes, etc., or insects are not allowed on the bus as they may create a danger for other riders and distractions that may occur.
21. It is against federal regulations for a bus driver to alter their route. Therefore, all students must board and unload at designated stops. Any alternate stops must be approved in advance with the Transportation Office.
22. A regular route driver will make his/her first stop at the designated time as listed on the Putnam City web site under Transportation. All other stops will be made according to route assignments. Bus stop arrival times may be affected by weather, traffic congestion, and/or student discipline problems.
23. We ask that each bus rider sign and return a "Parent/Student Application Form for Transportation Service." This information allows the driver to know who is riding as well as notifying the parent/guardian of all bus policies. The form is handed out at the beginning of each school year by the driver and returned to the driver upon completion.
24. The Putnam City School District operates buses for transportation of its student body based upon the following guidelines:

ELEMENTARY and MIDDLE school students that live farther than one (1) mile from their school are eligible for bus service.

HIGH SCHOOL students that live farther than 1 ½ miles from their school are eligible for bus service.

Students that live within the walk boundary distance are not eligible for bus service.

Violation of bus safety guidelines may result in a student losing his/her privilege to ride ANY school bus. Loss of privileges to ride may include, yet not be limited to, one (1) day, multiple days, or the remaining days of the school year. Safety infractions may also result in other disciplinary action deemed necessary by school officials.

Responsibilities of Parents and Drivers

1. The school bus is considered an extension of the classroom. The Transportation Department has the authority and responsibility for the discipline of all children riding buses.
2. It is the parent's responsibility to discuss with the child the bus safety guidelines and cooperate with district administration. These guidelines should be kept by the parent/guardian for reference during the school year.
3. It is the responsibility of the driver to provide the student with orientation regarding bus safety.
4. Drivers have the authority to enforce all bus rules. Any student refusing to obey these rules may be reported to transportation authorities and may lose bus-riding privileges.
5. If the behavior of the child riding the bus results in a bus suspension, it is the responsibility of the parent/guardian to arrange transportation to and from school until privileges are reinstated.

Bus Discipline Action Plan

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action.

DRIVER ACTIONS: For minor disruptive misbehavior such as safety violations, name-calling, eating/drinking on the bus, noise distractions, or other inappropriate behavior, the driver/district staff will do the following:

1st Offense: Provide verbal warning by the driver.

2nd Offense: The driver may reassign the student to an assigned seat. Student will be informed how long they will be in the assigned seat. A parent contact form may be filled out by the driver and given to the student for a parent/guardian to sign and return.

3rd Offense: **The Transportation Office will call the parent/guardian, conference with the student at school or by phone, conference with the Principal or other School Staff, review the bus video, or a combination of the above. Disciplinary actions may include bus suspension or other appropriate disciplinary actions. Parent/guardian will be notified of all bus suspensions.**

4th Offense: The above procedures will be followed with disciplinary actions that may include a five day or longer bus suspension. Parent/guardian contact will be made.

5th Offense: A recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

MAJOR BEHAVIOR PROBLEMS: BEHAVIORS INCLUDING, YET NOT LIMITED TO FIGHTING, VANDALISM, THROWING OBJECTS IN THE BUS OR OUT BUS WINDOWS, PROFANITY OR OBSCENE GESTURES, DISRESPECT TOWARD THE DRIVER OR OTHER STUDENTS, AND ANY OTHER DISTRACTIONS OR DISRUPTIONS TO A DRIVER CAN AFFECT STUDENT SAFETY AND BYPASS THE STEPS LISTED ABOVE AND RESULT IN BUS SUSPENSION OR TERMINATION.

The Putnam City Transportation Department is located at 7111 N.W. 42nd. Office hours are 6:00 a.m. until 5:00 p.m. The phone number is 789-3244.

STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA)

Family Educational Rights and Privacy Act Notice of Rights

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. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school 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 disclosure of personally identifiable information contained in the student's educational 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 person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of 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 other school districts or post-secondary schools 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 is:

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

Notice to Parents and Students Regarding Directory Information

Note to Parents:

Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please notify your child's school principal in writing.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Putnam City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Putnam City Schools may disclose appropriately designated "directory information" without your written consent, unless you advise the district to the contrary. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from your child's education records in certain school publications or media stories. Examples of these uses include:

- Honor roll or other recognition lists
- Graduation programs
- School directories
- Sports programs, such as for football, showing weight and height of team members
- A program showing student roles in plays or other fine arts programs
- Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that manufacture class rings
- Companies that publish yearbooks
- Companies that provide tutoring

Putnam City has designated the following information as directory information:

- Student's name
- Parent's or guardian's name
- Address
- Telephone number
- Date and place of birth
- Weight and height
- Grade level
- Dates of enrollment
- Honors and awards received
- Most recent previous school attended
- Student statements/quotes
- Photographs

- Audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The district will be free to release or use directory information as appropriate without prior consent, unless parents notify the school principal in writing within 10 days of the date of receiving this handbook that the above information should not be released without consent. Parents/guardians may write a letter or use a form available in the school counseling office.

STUDENT SEARCHES

As allowed by law, school officials have the right to question, detain, search or authorize the search of a student. A search will only be conducted if it is connected to a legitimate educational interest and is based on reasonable suspicion. In addition, any police officer in possession of a valid warrant or with probable cause may search a student's locker or vehicle.

Searches may include a student's person (emptying of pant pockets, checking of shoes/socks/coats/hoodies), property (back pack, gym bag, purse, car, cell phone, etc.), or school property assigned to the student (locker, desk, textbooks, athletic bags, etc.). All searches of a student's person will be conducted by persons of the same sex and under no circumstances will a strip search be conducted. Factors to be considered in making this determination include, but are not limited to: the age of the student, the nature of the alleged misconduct, the likelihood of truthfulness by the student, the credibility of the information leading to the questioning or search of the student, the role of the student, the urgency of the situation, and the seriousness of the offense.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or on their person. If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless communication devices, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

Parents or guardians will be notified immediately if a search is conducted and if any questioning leads to confirmation that a policy, rule, regulation or law was violated by the student.

SUBSTANCE USE BY STUDENTS

For purposes of this regulation, "semester" is defined as one-half of the school year. At the high school level, this time period is also referred to as a "term". Whenever a student is suspected of using, consuming, possession, or being under the influence of drugs or alcohol, the principal shall verify such suspicion by observation and/or documentation.

Use, Possession, or Being Under the Influence of Drugs or Alcohol/Distribution of Non-Controlled prohibited Substances: The following discipline shall be imposed on students who violate the provisions of Policy EH R-2 relating to (a) the use, consumption, possession, or being under the influence of any alcoholic beverage, low-point beer, marijuana, narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled dangerous substance, or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the-counter medication, counterfeit drugs, alcoholic beverages, or low-point beer:

1. **1st Offense:** Upon verification of a first offense, an administrator shall notify the student's parent or guardian and may contact the Putnam City Campus Police Department. An administrator shall suspend the student found to have violated these provisions for a minimum of 10 days. An administrator may modify the suspension with proof of student compliance in the Student Assistance Program as recommended by counselor(s). Furthermore, the principal may assign a long-term suspension up to the remainder of the semester/term depending on circumstances of violation and/or lack of compliance with Student Assistance Program.

2. **Subsequent Offenses:** Upon verification of a subsequent offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator may assign a long-term suspension for the remainder of the current semester/term and succeeding semester/term. Students and parent or guardian may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

Sale, Transfer, or Distribution of Drugs: The following discipline shall be imposed on students who violate the provisions of Policy EH relating to the sale, transfer, distribution, barter, or exchange of any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, controlled dangerous substance, or controlled dangerous substance without a valid prescription.

The principal shall immediately notify the Putnam City Campus Police Department and the student's parent or guardian. The principal may recommend a long-term suspension for the remainder of the current semester/term and the succeeding semester/term. Students and parent or guardian may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

Medical Emergency: If a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parent or guardian cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

Verification of Substances: If verification of a substance seized from a student is necessary, a field test shall be conducted in the presence of a Putnam City Campus Police Department officer. The Putnam City Campus Police Department officer shall take possession of the substance, and at the direction of an administrator, may transport the substance to the Oklahoma City Police Department for a complete lab test. The results of the lab test conducted by the Oklahoma City Police Department may be used by the District in applying its policies and Administrative Regulations.

SUSPENSIONS

CAUSE FOR SUSPENSION OF STUDENTS

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are (a) in attendance at school or any function authorized or sponsored (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco, vaping, or electronic cigarettes, products and/or accessories;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled substance;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Unauthorized use of a telecommunication device during the instructional day;
6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which includes but is not limited to: guns; rifles; pistols; shotguns; stun guns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; pepper spray; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying oneself to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
12. Engaging in conduct which endangers or jeopardizes the safety of other persons;
13. Engaging in bullying, which is defined as any behavior, physical acts, any pattern of harassment, intimidation, threatening behavior, verbal or electronic communication directed towards 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;
14. Engaging in hazing, which is defined as an activity that recklessly or intentionally endangers the mental health, 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. Any activity which conditions initiation or admission into or affiliation with an

organization sanctioned or authorized by the Board, whether directly or indirectly, will be presumed to be a forced activity, even if the student willingly participates in such activity.

15. Preparing, publishing, or distributing written or verbal statements or threats or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property;

16. Using profanity, vulgar language or expressions, or obscene gestures;

17. Engaging in harassment, including but not limited to, harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability ;

18. Assault, sexual assault, battery, or inflicting bodily injury on another person. Assault constitutes any willful or unlawful attempt or threat to use force or violence upon another person. Battery is the willful and unlawful use of force or violence upon another person.

19. Creating or attempting to create a disturbance, fighting, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

20. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;

21. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.

22. 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.

Any student conduct or activity which does not occur (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District or (c) on any property subject to the control and authority of the District, but adversely affects or poses a threat to the physical or emotional safety and wellbeing of other students, employees, or school property or disrupts school operations is prohibited.

In addition to disciplinary action, the Superintendent or Principal of a school site is authorized to make and pursue a criminal complaint, to press charges against any student when actions that are in violation of this policy are criminal in nature, and to refer matters to the Alcoholic Beverage Laws Enforcement (ABLE) Commission for investigation and prosecution as provided by law.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions may be considered, particularly when similar infractions have occurred in deterred such behavior. A student may appeal a short-term suspension for 10 days or less to a local committee at the school site where the student attends school. The appeal should be made in writing and submitted to

the building principal. The length of the suspension shall not exceed the current school term and the succeeding school term, except in the case of a firearm. A student who brings a firearm to school shall be suspended for not less than one year.

The effect of any student suspension on grades, attendance, course credits, and make-up work requirements shall be in accordance with policy.

Since the time limits for notice set forth in the policies relating to student suspension provide for school days, when school is not in session in the summer, business days (Monday through Friday) shall be used in lieu of school days. During the regular school year, the time limit for notice shall be held in abeyance during official school holidays. A suspended student may not participate in any extra-curricular activities nor may the student come back on any Putnam City school campus without a principal's permission.

EFFECT OF STUDENT SUSPENSION ON GRADES, ATTENDANCE, COURSE CREDITS, MAKE-UP WORK, AND EXTRA-CURRICULAR ACTIVITIES

- A student may not participate in any extra-curricular activities or be on any Putnam City school property while the student is suspended from school. Students will be subject to arrest.
- A student suspended from school will receive a 50% for all class assignments and tests that are given during the suspension. Under the following conditions and at the student's own election, a suspended student can make up work to receive full credit.

The student can receive full credit for:

- a. Completing the work assigned during the suspension
- b. It is the responsibility of the student to ask his/her teacher for the work assigned and missed during suspension.
- c. One make-up day is allowed for each day of suspension to turn in assignments.

WEAPONS

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 & PERSONALLY OWNED DEVICES

Purpose: The District has determined that disruptions can come in a number of forms. Ringing cell phones or the receipt of text messages can disrupt classes and distract students who should be paying attention to instruction. Personally owned devices could be used to send messages and/or e-mails which could be used to facilitate cheating. Personally owned devices with cameras could be used to take photos of exams and/or tests or to take pictures of students changing clothes in gym locker areas. Personally owned devices with Internet access can be used to look up answers to test questions. Personally owned devices could also have valuable instruction uses that support student learning. Therefore, the District encourages the authorized use of personally owned devices but prohibits unauthorized use of these devices during the instructional day. Administrators and teachers may specify times appropriate for use.

Definitions:

1. Personally owned devices include, but are not limited to, a cellular or digital telephones, two-way radios, tablets, laptops, smartphones and devices capable of listening to school radio and telecommunication transmissions.
2. Instructional day shall be defined by each school site but shall, at a minimum, include any and all times when classes are being conducted. The instructional day shall not include those times when students are on campus before or after school or on weekends for extra-curricular activities.
3. Authorized use of personally owned devices: Use directed by or facilitated by a teacher or administrator tied to learning standards.

Discipline for Misuse of a Personally owned device:

Whenever a student is suspected of unauthorized use of a personally owned device, 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 EH relating to unauthorized use of a personally owned device.

First Offense: The student shall receive a verbal warning, and a written notice shall 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 personally owned device during the instructional day, the device 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 device into the office at the beginning of each day for a period of time.

Search for and of Personally owned device: Whenever school personnel have a reasonable suspicion that a student is misusing a device during regular school hours, school personnel have the authority to search the student and remove the device from the student's possession. School personnel must have a reasonable suspicion, based on objective and articulated facts, that the search of the device will provide evidence that the student used the device 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 device. 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.

Responsibility for device: The District is not responsible for lost and/or stolen personally owned devices.

HEALTH SERVICES

Administration of Medicine

A school nurse, or in the absence of such nurse, an administrator or designated school employee, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

1. General procedures for the administration of medicine:

- ◆ Written authorization must be on file in the school clinic or office before the school nurse or designated school employee may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
- ◆ Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
- ◆ Medicine to be administered shall be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
- ◆ For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's professional discretion will be used to determine if the administration is in keeping with the health and well being of the student and sound medical practice.

2. Specific procedures for the administration of medicine:

- ◆ It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
- ◆ No controlled substances (such as hydrocodone, Percocet, Tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
- ◆ Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
- ◆ Sample drugs must be accompanied by a physician's written order, specifying the dosage, the frequency and directions for administration.
- ◆ Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
- ◆ A new authorization form must be completed for any change in medication.
- ◆ All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student **after** the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
- ◆ Non-prescription inhalers for asthma will **not** be given at school.
- ◆ Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- ◆ Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
- ◆ Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school. *
- ◆ In the absence of **either** the written authorization from the parent/guardian, **or** medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.

Use of Crutches, Scooters/Walkers in School

Due to the danger of using mobility aids in school, if it is necessary that your child use them at school, please inform the school nurse. Your child will need to check in with the school nurse so that accommodations can be made for the safety of your child while using a mobility aid at school.

These accommodations may include an early release pass for leaving class early (5 min.) to avoid crowds in the hallways, elevator keys, and any other accommodation that is necessary. The school does not provide crutches, knee scooters, etc. to students.

Should You Keep Your Child Home From School?

Chicken Pox

Should you keep your child home from school?

Yes. Children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.

Cold, with mild symptoms such as stuffy nose with clear drainage, sneezing, and mild cough

Should you keep your child home from school?

No. Your child may attend school if he or she is able to participate in school activities.

Conjunctivitis (pink eye)

Should you keep your child home from school?

Yes. Students may return 24 hours after treatment is started.

Cough

Should you keep your child home from school?

Yes. Keep your child home if the cough is persistent and productive coupled with thick or constant nasal drainage.

Diarrhea

Should you keep your child home from school?

Yes. Students should be kept home for 24 hours after the last episode of diarrhea without the use of any medicine.

Fever

Should you keep your child home from school?

Yes. Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Fifth Disease

Should you keep your child home from school?

No. By the time the rash appears, children are no longer contagious and do not need to stay home.

Influenza-type Illnesses

Should you keep your child home from school?

Yes. Students with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school for at least 24 hours after fever is gone without the use of fever reducing medications.

Head Lice

Should you keep your child home from school?

Yes. Students may return after their hair has been treated.

Impetigo

Should you keep your child home from school?

Yes. Students may return to school 24 hours after treatment starts. Sores should be covered when students returns to school.

Mumps

Should you keep your child home from school?

Yes. Students with mumps should stay home from school for a total of five days after the symptoms begin.

Poison Ivy

Should you keep your child home from school?

No. Poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.

Ringworm

Should you keep your child home from school?

No. Students may come to school as long as the area is being treated and that it remains covered when the student is at school. Proof of treatment must be brought to school.

Staph Infections

Should you keep your child home from school?

Yes. Students may return to school 24 hours after treatment has started. The sore must be covered with a dressing and the dressing must remain dry when the student is at school.

Strep Throat

Should you keep your child home from school?

Yes. Students may return to school 24 hours after treatment has started and when fever is no longer present.

Vomiting

Should you keep your child home from school?

Yes. Students should be kept home for 24 hours after the last episode of vomiting without the use of any medicine.

For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day. Please make sure your child's school has current phone numbers for you.

References: Oklahoma City County Health Department fact sheets

Health Screenings

Listed below are the screenings that can be provided for your child. These may be asked for by concerned teachers and other ancillary personnel. These screenings are not mandatory.

Height	Vision
Weight, BMI	Hearing
Blood Pressure	Dental

Please contact your school nurse/health aide if you do not want these screenings done on your child. If you have a concern and would like your child screened, please call your

school nurse or health aide. Academic priorities and time needed by the school nurses and health aides for other responsibilities determine what can be done at each school.

IMMUNIZATIONS

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the 12th for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry.

Guide to Immunization Requirements in Oklahoma – 2017-18 School Year

	CHILDCARE	PRE-SCHOOL/PRE-KG	KG-6th	7th -10th	11th -12th
VACCINES	PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION				
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTP/DTaP★	5 DTP/DTaP★ & 1 Tdap booster	5 DTP/DTaP★
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	Not required for school			
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV ◀	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib◆●				
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B ■	3 Hep B ■
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION

- ★ If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
- ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
- Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
- Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
- **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.** Refer to this web page for information on when doses are due for children attending childcare: http://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/Vaccines_for_Childcare/index.html.
- **Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. They are required for children attending licensed child care facilities.**
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due because longer than recommended intervals between doses do not affect final immunity.
- **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.**

If you have any questions, call the Immunization Service at 405-271-4073 or 800-234-6196 or visit our website at <http://imm.health.ok.gov>.

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitidis
- Streptococcus pneumoniae,
- Group B streptococcal disease, and
- Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjok-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine.

Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-

campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientist have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>.

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

CONCUSSION FACT SHEET FOR PARENTS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes.

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. SEEK MEDICAL ATTENTION RIGHT AWAY A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

2. KEEP YOUR CHILD OUT OF PLAY. Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION. Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.

www.facebook.com/CDCHeadsUp

WWW.CDC.GOV/CONCUSSION

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