

# **PUTNAM CITY ACADEMY**

## **SOAR MIDDLE SCHOOL Student Handbook 2020 - 2021**



**Principal**  
Avery Gilliland

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**WEB SITE (AVAILABLE ONLINE AT): <http://www.putnamcityschools.org>**

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## MESSAGE FROM THE PRINCIPAL

Welcome to Putnam City Academy SOAR! This handbook discusses clear guidelines and expectations that apply to all students. We believe that all students deserve the best opportunity to learn and grow within the school environment. The staff, faculty, and administration of PCA/SOAR will hold all students accountable for daily behavior, choices, and actions. This handbook stresses the importance of respecting others and contributing to a positive school setting. Please know that you are valued and your school experience is important to me. All students should feel safe and comfortable while at school. We strive to create a school environment that meets the social, emotional and academic needs of all learners. When we respect others and strive to build and maintain solid relationships, great things happen. I am thankful and fortunate to be your principal and I am looking forward to working with you this year!

Avery Gilliland  
Principal  
Putnam City Academy/SOAR

## HANDBOOK DISCLAIMER

This student handbook is composed of most of the rules and regulations that students need to know while attending Putnam City Academy. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building. Putnam City Schools will not waive students' responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules that they must live by at Putnam City Academy.

Students and/or parents wishing to see the policies and standards for the school district and/or building may view a copy of these documents in the principal's office. In addition, District policies and regulations may be viewed on the Putnam City Schools website at [www.putnamcityschools.org](http://www.putnamcityschools.org).

Any changes made in state law and/or School Board Policy, after this handbook has gone to press, may require information in this handbook to be amended. An addendum reflecting changes in policy or state law will be issued as soon as possible. We apologize for any inconvenience this may cause you or your student. This does not exempt parents or students from making themselves aware of rules and policies outlined in this handbook. Please feel free to call the school at 495-8838 if we can be of any assistance in questions you may have.

# Putnam City Academy Vision, Beliefs and Values

## **Vision**

Our vision is to believe in ourselves and to be recognized as an innovative alternative environment which values excellence in relationships, academics, and personal responsibility.

## **Faculty and Staff Beliefs:**

1. We believe that all students can and must learn at relatively high levels of achievement.
2. We are confident that students can master challenging academic material with our support and help.
3. We establish standards all students are expected to achieve, and we continue to work with them until they have done so.

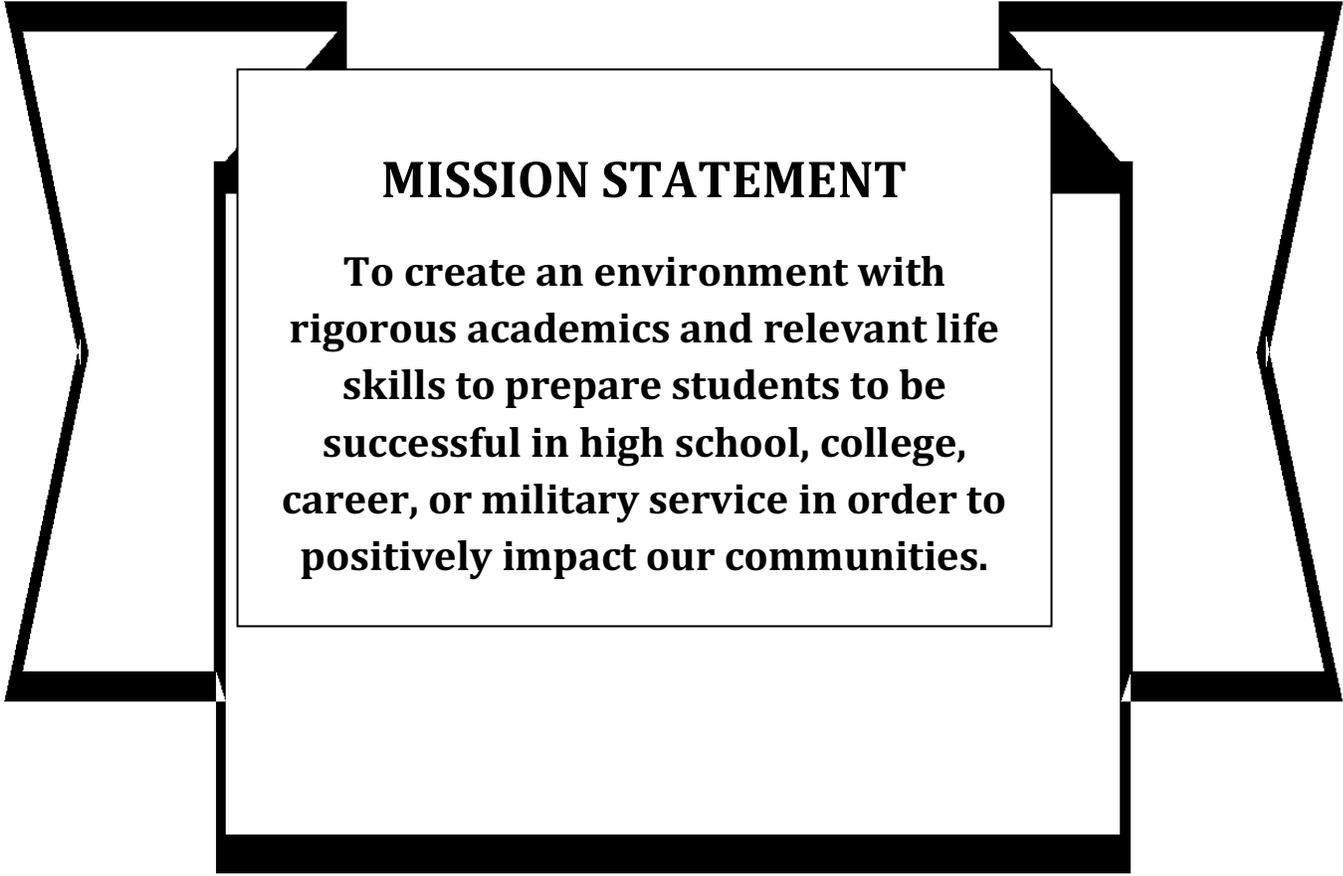
## **Faculty Values:**

1. We will trust students to reach high expectations.
2. We will commit to individual communication and intervention.
3. We will be steadfast with rules and expectations.
4. We will plan curriculum with rigor, relevance, and relationships, scales and student engagement in mind.
5. We will be innovative in monitoring and tracking student progress.
6. We will create a positive, safe, and caring environment.

## **Administrative Values:**

1. We will demonstrate our belief and expectation that all students can achieve.
2. We will help to ensure a safe and orderly environment that is conducive to learning.
3. We will work collectively in developing instructional strategies, designing methods of assessment and advancing the mission of the school.
4. We will monitor the results of our collective methods and use evidence of results to guide our process of continuing improvement.
5. We will provide support for building professional learning communities, instructional coaching and mentoring, formative and summative data for continuous monitoring instruction, and study groups for common problems and common professional development activities.
6. We will treat all members of the school community with respect and communicate honestly and openly.

# PUTNAM CITY ACADEMY



## **MISSION STATEMENT**

**To create an environment with rigorous academics and relevant life skills to prepare students to be successful in high school, college, career, or military service in order to positively impact our communities.**

## WHAT IS PCA SOAR?

Putnam City Academy SOAR is an alternative middle school for students in grades 9 – 12 at-risk of not graduating due to academic, social, or emotional barriers. We believe each student has the responsibility to develop his/her potential to the fullest. The mission of PCA is to prepare students to be college, career, or military ready when they leave Putnam City Academy.

### SOAR Bell Schedule

#### AM Session

Breakfast	7:35 - 7:50
1 <sup>st</sup> Block	7:52 - 8:55
2 <sup>nd</sup> Block	8:57 - 9:55
3 <sup>rd</sup> Block	9:57 - 10:55

#### PM Session

Lunch	11:00 - 11:25
1 <sup>st</sup> Block	11:27 - 12:25
2 <sup>nd</sup> Block	12:27 - 1:30
3 <sup>rd</sup> Block	1:32 - 2:35

Students are required to enter the building when they arrive. All students must leave when dismissed.

## **Putnam City Academy SOAR Staff**

Avery Gilliland	Principal
Janet Shelley	Assistant Principal
Jackie Stevens	Assistant Principal
Celestia Stacy	Counselor
Brian Collums	Counselor
Terri Cross	Secretary
Tori Richey	Secretary
Karen Radosevich	Library Media Assistant
Joe Johnson	Language Arts/Odysseyware
Kyle Hall	Social Studies/Odysseyware
Danna Welch	Special Education/Odysseyware

## **ACADEMICS**

The entire staff of Putnam City Academy is dedicated to providing our students with the very best academic experience to ensure that they become productive citizens. Parents are encouraged to take an active role in the educational process, and to communicate openly with teachers, counselors and administrators in helping to provide maximum educational opportunities for the students at PCA.

### **STUDENT IN GOOD STANDING**

A student in good standing is a student who:

- Is passing all classes and not on academic probation,
- Has not been suspended from school,
- Has regular attendance.

## **DISCIPLINE**

Students should know what is expected of them in terms of behavior and in terms of education. Students should be treated fairly and with proper due process, but there should be no question that the teacher is in charge of the classroom, and the principal is in charge of the school. While the school should make every effort to help students with problems, those problems can never be allowed to interfere with the education of the rest of the students.

Putnam City has one basic rule of conduct. We desire that all students accept the responsibility of "self-discipline." Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that he/she cannot conduct himself/herself in a positive manner, and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

### **Expectations for Classroom Behavior**

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time.
2. Are prepared for class with all materials necessary for class that day.
3. Are attentive to the task at hand until dismissed by the teacher.
4. Show respect and consideration for others
5. Demonstrate care and consideration for school property and the property of others

Each teacher will establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the directions of the teacher. Steps taken by a teacher prior to an office referral (for minor offenses\*) include:

1. Verbal or written warning
2. Phone call to parent
3. Teacher assigned consequence with parent contact (phone, e-mail, or mail)
4. Double teacher assigned consequence with parent contact
5. Office referral with detailed actions taken by teacher prior to referral

\*Severe offenses will require immediate action.

### **Consequences of Inappropriate Behavior**

If you violate the rules of Putnam City Academy, certain consequences will follow. An administrator depending on the severity and/or frequency of the offense will determine the specific consequences.

#### **1. Detention**

You may be assigned a detention either before or after school. The sole activity permitted during detention is silent study. Failure to complete detentions within one school day will result in (for each overdue detention) further consequences.

#### **2. In-School Restriction (ISR)**

The length of an In-School Restriction may vary from one period to ten school days. The sole activity permitted in this room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the ISR Assignment. In addition:

- \* You will be allowed to leave the room only during specified restroom breaks.
- \* You must bring your lunch or money to purchase lunch from a limited menu.
- \* You must complete all assigned course work.

Failure to comply with any of these provisions will result in an extension of the ISR Assignment, Loss of Privileges and/or a suspension.

#### **3. Evening ISR**

If you are assigned to evening ISR, you must report no later than 3:00 p.m. and remain there until 7:15 p.m. The sole activity permitted in this room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the evening ISR assignment. Failure to comply with any of these provisions will result in an extension of the ISR assignment, Loss of Privileges and/or a suspension.

#### **4. Suspension (OSS)**

According to the School Code of Oklahoma, a student may be suspended for up to ten days for "gross misconduct and disobedience." (See section entitled "Student Rights" for information on your rights in regard to suspension.) **IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON.** Failure to observe this regulation is considered criminal trespassing and may result in prosecution.

#### **7. Police Referral**

Acts, which are illegal under the Criminal Code of Oklahoma, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

**8. Referral to the Office**

If you should continue your inappropriate behavior despite the prescribed efforts to correct it, or if you should commit a serious act that disrupts the school or endangers others, you may be referred to the office. The Principal will initiate a thorough review of your behavior, and will determine the advisability of your remaining in school under your current program.

See: Teacher Discipline Procedures/Steps

**9. Long Term Suspension**

In cases of repeated or extreme anti-social or illegal behavior, the Principal may recommend to the Board of Education that long term suspension proceedings be initiated. The Board has the authority to suspend a student for up to two years.

## **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 41<sup>st</sup>, 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](http://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](http://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 41<sup>st</sup> 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 40<sup>th</sup>, 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 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 40<sup>th</sup>, 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.<sup>1</sup> 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.<sup>2</sup>
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 40<sup>th</sup>, 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](http://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 offenses .....Administration 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 back packs 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:

**1<sup>st</sup> Offense:** Provide verbal warning by the driver.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.**

**4<sup>th</sup> 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.

**5<sup>th</sup> 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. 42<sup>nd</sup>. 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. **1<sup>st</sup> 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.

## **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.

<b>Height</b>	<b>Vision</b>
<b>Weight, BMI</b>	<b>Hearing</b>
<b>Blood Pressure</b>	<b>Dental</b>

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 12<sup>th</sup> 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**

	<b>CHILDCARE</b>	<b>PRE-SCHOOL/PRE-KG</b>	<b>KG-6th</b>	<b>7th -10th</b>	<b>11th -12th</b>
<b>VACCINES</b>	<b>PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION</b>				
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◆●	Not required for school			
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 2<sup>nd</sup> 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](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 5<sup>th</sup> dose of DTaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> 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-INjo-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](http://www.nmaus.org)

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

<p>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)</p>
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## **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.

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[WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

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