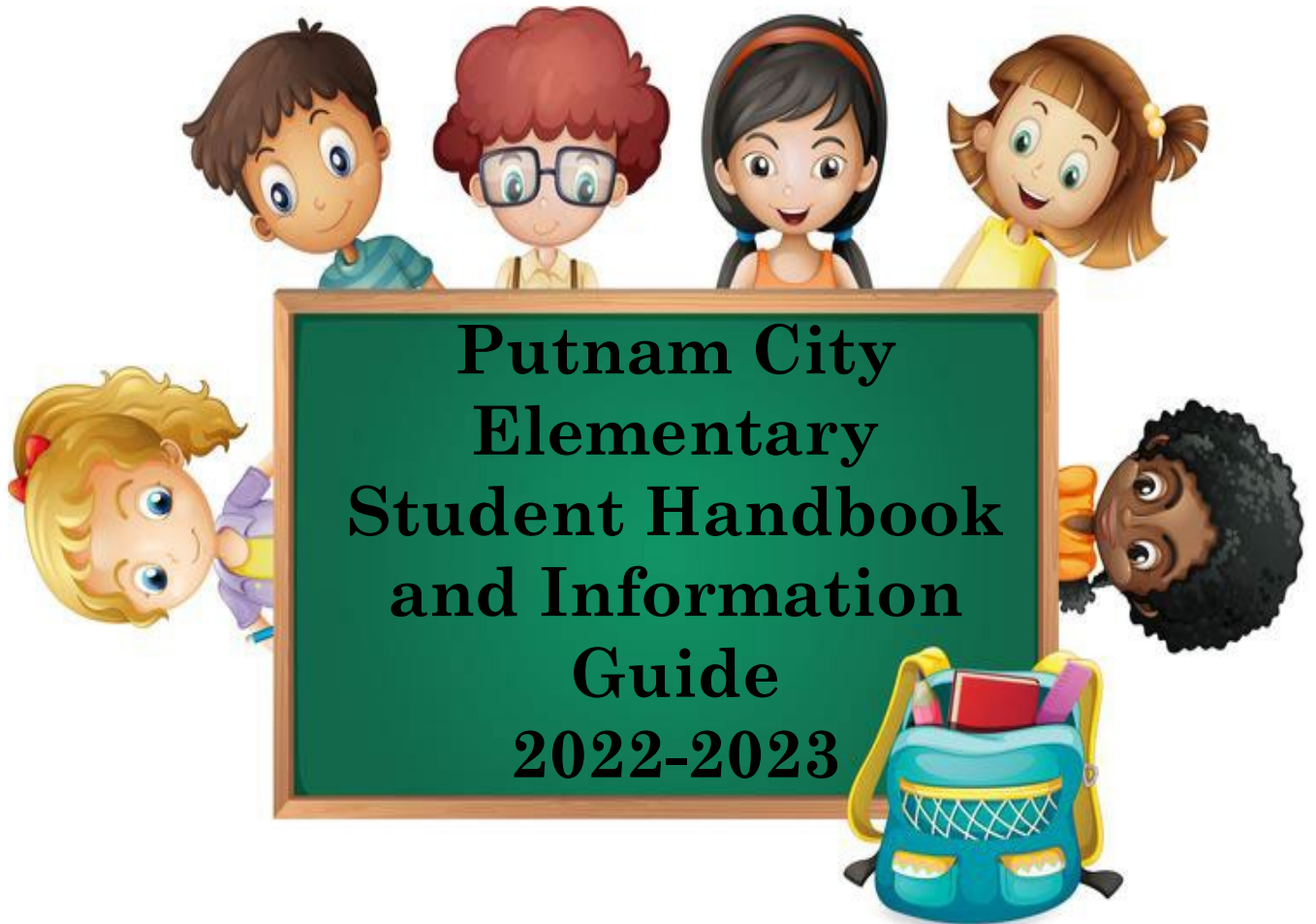




**Putnam
City
Schools**



**Putnam City
Elementary
Student Handbook
and Information
Guide
2022-2023**

General Information

1. **Visitors:** Parents are welcome to visit the school on designated days delineated by the site administrator such as music programs or special events. All visitors should report to the office, sign in with their Driver's License and receive a visitor badge.
2. **Visiting Classrooms:** Parents wishing to visit the classroom need to schedule their visit or make prior arrangements with the teacher and/or principal. Visits to classrooms may be made only by parents or legal guardians. To avoid distracting the classroom environment, visits may be limited by the teacher and/or administration. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item. If a parent wishes to visit a classroom other than that of his/her own student, arrangements can be made for such a visit after school hours.
3. **Student Visitors:** Non-enrolled students are not allowed to visit or attend class or recess with enrolled students.
4. **Contact Information:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information and contact information updated in the event of an illness or injury.
5. **Lost & Found:** Please mark all lunch containers, backpacks, and clothing with the name of the owner. Unclaimed items collected in Lost and Found could be given to a local charitable organization.
6. **Deliveries:** Flowers and/or balloon arrangements, candy and other gifts will not be delivered to students and cannot go home on buses.
7. **Student Birthdays:** Student birthdays will be recognized at each school according to site administrative decisions. Students will be recognized equally (i.e. announcements, birthday stickers/pencils etc.). Individual birthdays will not be celebrated with parents/guardians supplying cakes/cupcakes at school.
8. **Telephone:** Classroom telephones as well as office phones are available for student use with assistance from a staff member. Students may have a cell phone for emergency purposes but may not have it out during the school day (includes Apple Watches).
9. **Student Breakfasts/Lunch:** Guests at breakfast and lunch will be limited to special occasions set by the school. Door Dash and other delivery services will not be allowed.
10. **Dangerous Weapons:** Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives, and other dangerous weapons) are prohibited in Putnam City Schools. (See District Weapons Policy)
11. **Pets:** To limit the risk of injury and transmission of disease from animals to students and teachers, pets should not be brought to school.
12. **Items for Sale:** Students are not allowed to sell anything at school for personal gain or fundraising.
13. **Property Damage:** Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.
14. **Toys:** Students should not bring toys or any other items that would cause a disruption of the instructional process.
15. **Indoor Recess:** Indoor recess will be in place when the heat index is 98 degrees or above or if the wind chill is 32 degrees or below. Remember to send the appropriate outerwear for each season.

16. Field Trips: During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. However, it may be possible that a student can be checked out by a parent/guardian and leave with the parent/guardian from the field trip.

School Hours

8:30 a.m. - 3:30 p.m.

Kindergarten – 5th Grade

8:30 a.m. - 2:40 p.m.

Pre-Kindergarten

Cell Phone Use

While we recognize parents' desires for students to have cell phones for before and after school use, students using cell phones during the school day can create a variety of problems. Cell phones must be turned off and kept in the students' backpacks during the school day unless they are locked up in the office. Phones used without permission will be confiscated and parent may be required to come and pick them up. If students need to make a phone call during the school day, they may do so in the classroom, office, or clinic with permission.

Student Assistance Program

Putnam City Schools are committed to providing a healthy school environment and supporting the well-being of students. In keeping with federal law, it is the position of the District that the use of illicit drugs and the unlawful possession and use of alcohol by students are wrong and harmful. The unlawful possession, use, or distribution of illicit drugs, counterfeit substances as defined by Board policy, and alcohol on school premises, or as part of any school activity, is prohibited. Disciplinary sanctions up to and including suspension and referral for prosecution will be imposed on students who violate these standards of conduct. Students and parents seeking confidential information or counseling and treatment services are encouraged to contact your school's counselor or principal for assistance.

Campus Police Department

The Putnam City Campus Police Department is located at the Putnam City Center. This full-service police department responds to calls for service 24 hours a day, year round. The telephone number is 787-3621. Police units are radio dispatched to respond to routine or emergency calls for service on weekdays only. Campus Police provide safety and security, crime prevention, patrol, and traffic control on district property. If immediate response is not available, dial 911.

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** or **Safe Call, 1-877-SAFECAL ext.OK1 (1-877-723-3225 Ext. 651)** when you have knowledge of drugs, weapons, or violent acts in your school. All of us, working together can continue to make Putnam City Schools a safe learning environment.

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 need services, please contact the Putnam City Special Services Department at 495-3770.

Services for Homeless Students

Families living in a shelter, motel, vehicle, on the street, with another family or in inadequate accommodations may qualify for services under the McKinney-Vento Homeless Education Assistance Act. Students living in these homeless situations should be quickly identified, immediately enrolled into school, begin receiving transportation needs and will automatically qualify for food services. Children qualified for services through the McKinney-Vento Homeless Education Assistance Act also have the right to continue in the school they attended before becoming homeless, in addition to receiving special services, if needed. Homeless students are identified with the use of the Oklahoma State Department of Education's Student Enrollment Questionnaire. Other assistance with identifying homeless students is through communication with state or local agencies or from families who may inform the school or District Enrollment Office of their living conditions.

For more information or to make a referral for homeless student services, please contact Joe Ellis, Putnam City's Administrator of District Enrollment and Homeless Liaison, at (405) 491-7631, ext. 1632 or by email at jellis@putnamcityschools.org

Family Assistance

There may be resources available in the community; check with your school counselor, health aide, teacher or principal concerning the following items:

- Coats
- Clothing
- Counseling
- Shoes
- Eyeglasses
- Christmas gifts

- Food
- Health clinics

Food & Beverage Guidelines

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy food choice options need to be available to students at school functions (parties, celebrations, receptions, festivals, and sporting events).

Recommended Healthy Snack Options:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Canned fruit
- Frozen fruit pops
- Dried fruits (raisins, banana chips etc.)
- Cheese, string cheese
- Low-fat crackers
- Low-fat baked goods (granola bars)
- Baked chips
- Pretzels
- Popcorn
- Flavored yogurt
- Water



Dear Families,

Some students in our schools have health concerns related to specific foods or food ingredients.

To protect these students, we are asking that all food brought for school fund-raisers and school and classroom parties be pre-packaged and have a food label. Food labels attached to these pre-packaged foods help us determine if the food is safe for certain children to eat.

Because of acute student sensitivity to some foods -- such as foods that contain chocolate, milk or milk products, peanuts or peanut products -- some classrooms have specific food restrictions in place. Please check with your child's teacher regarding any precautions that should be taken other than always purchasing pre-packaged food from stores with labels attached.

Thank you for helping keep children safe and well.

A handwritten signature in blue ink that reads "Fred Rhodes".

Dr. Fred Rhodes,
Superintendent

A handwritten signature in black ink that reads "Karen Body, RN".

Karen Body,
Health Services Coordinator

District Compliance Officers

Tyrea Craig, District Equity Coordinator

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200

tcraig@putnamcityschools.org

District Equity Coordinator shall coordinate compliance efforts.

Eric Winkle, Title IX Investigator

5401 NW 40th

Oklahoma City, OK 73122 – Phone 405-495-5200

ewinkle@putnamcityschools.org

Shall investigate complaints of race, color, sex, national origin, disability, religion, or age under Title IX, the ADA and Section 504 with respect to students.

Patricia Balenseifen, Chief Human Capital Officer

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200

pbalenseifen@putnamcityschools.org

Chief Officer of Human Capital shall coordinate compliance efforts and investigate complaints of race, color, sex, national origin, disability, religion, or age under Title VII/IX, the ADA and Section 504 with respect to employees.

District Officers

Barbara Crump, Chief Elementary Officer

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7515

bcrump@putnamcityschools.org

Shelly Roper, Chief Secondary Officer

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7515

rroper@putnamcityschools.org

Scott McCall, Chief Special Services Officer

5604 NW 41st, Suite 220

Oklahoma City, OK 73122 ~ Phone 405-495-3770 fax 405-491-7559

smccall@putnamcityschools.org

Executive Director of Special Services shall coordinate compliance efforts and investigate complaints disability discrimination under Section 504 and the ADA with respect to students

Dr. Keely Frayser, Chief Curriculum and Instruction Officer

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7514

kfrayser@putnamcityschools.org

Cory Boggs, Chief Information Technology Services Officer

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-495-0194

cboggs@putnamcityschools.org

Civil Rights – Board Policy BM

The District complies with the Civil Rights Laws [Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973] in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. Procedures for filing a complaint can be found in District Policy BM. This policy can be accessed on the District Web site at: <https://www.putnamcityschools.org/fs/resource-manager/view/3bd7ab41-fa6e-4092-a750-dc8164699cc7>.

NON-DISCRIMINATION – Board Policy AB

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. District does not discriminate on the basis of race, color, sex, religion, pregnancy, gender, sexual orientation, gender identity and expression, national origin, age, marital or veteran status, disability, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BM - Civil Rights.

District Regulation BM-R1 identifies District's Compliance Officers and their contact information. In addition, inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

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

District-created publications distributed to students, parents, or patrons and District's website should contain a statement on non-discrimination. The statement must be a 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, sex, pregnancy, gender, sexual orientation, gender identity and expression, national origin, age, marital or veteran status, disability, or genetic information."

FAMILY EDUCATION 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

PARENTS' BILL OF RIGHTS – Board Policy BT

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. The District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas.
2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods.
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma.
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration.
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula.
6. District provides information to parents regarding the nature and purpose of clubs and activities that have been approved by the school on District's website: www.putnamcityschools.org; and
7. Parents are advised that Oklahoma law includes, but is not limited to, the following parental rights and responsibilities:
 - A. the right to opt out of sex education curriculum if offered by the District.
 - B. open enrollment rights
 - C. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003.
 - D. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes.
 - E. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes.
 - F. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes.
 - G. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
 - H. the right to review test results.
 - I. The right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes.
 - J. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes.
 - K. the right to receive a school report card.
 - L. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma

Statutes.

M. the right to public review of courses of study and textbooks.

N. the right to be excused from school attendance for religious reasons.

O. policies related to parental involvement pursuant to Title 25 O.S. Section 2003.

P. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District.

Q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public-school record.

R. the right to consent in writing before a biometric scan of the minor child is made.

S. the right to consent in writing before any video or voice recording of the minor child is made, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as a part of a law enforcement investigation, during or as a part of a forensic interview in a criminal or DHS investigation or to be used solely for:

1. safety demonstrations, including maintenance of order and discipline in the common areas of a school or on student transportation vehicles,
2. a purpose related to a legitimate academic or extracurricular activity,
3. a purpose related to regular classroom instruction,
4. security or surveillance of buildings or grounds,
5. a photo identification card; and

T. any other rights prescribed in Title 25 O.S. § 2001 et seq. Please note that the Parents' Bill of Rights does not prescribe all rights of the parents. Unless otherwise provided for in law, the rights of parents of minor children shall not be limited or denied. Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the District Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board of Education. The Board of Education will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board of Education shall formally consider the request at the next subsequent public meeting of the Board.

Hatch Amendment

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
 - Political affiliations

- Mental and psychological problems potentially embarrassing to the student and his/her family
- Sexual behavior or attitudes
- Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol or other drugs)
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

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.

INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES, AND USE OF ELECTRONIC RESOURCES – Board Policy BN

General: Through the Internet, students and employees have access to 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 computers to access the Internet. Through the Internet, it is possible to access material that 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 express 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.

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 or malware.

5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's electronic property or the electronic property of any other individual or organization.
6. To locate, willingly 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.
9. For any commercial purpose resulting in personal gain or other commercial purposes not authorized by the Administration, Board or Board policies and regulations.
10. To engage in any illegal activity.
11. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of the District's computers and/or the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses District computers or devices, personally owned devices, or the Internet through any other means may have the privilege of using electronic devices and access to the Internet or network 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 remove any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

All Internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254.

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

Virtual-Based Education Instruction: The District may allow for students to complete required course work through remote virtual courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

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

Education: The District will educate all students, who are granted access to the Internet, regarding appropriate online behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use of dissemination of personally identifiable information.

Web Filtering: The District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguard Internet access by users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

The District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: The District will retain its Internet Safety policy documentation for five years after the E-rate funding year in which the policy was relied upon to obtain E-rate funding.

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL – Board Policy EE

Admission: The following students shall be admitted to the District if they meet the age, immunization, and good standing requirements set forth in this policy:

- Students who are legal residents of the District.
- Students who have a legal transfer into the District.
- Students who have been accepted by the District on a tuition basis.

A home-schooled student who wishes to be admitted to the District may be enrolled on a full-time basis if the student meets the requirements for admission. The District may allow for the admission of foreign exchange students as set forth in the law or Administrative Regulation.

Age Requirements:

Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. A child must be five (5) years old on or before September 1 to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.

Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of twenty-six (26).

Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Services Department should be contacted to determine eligibility of students with disabilities for early admission.

Proof of Age: Any student who is enrolling in preschool, kindergarten, or the first grade for the first time shall present upon enrollment a birth certificate or hospital record which verifies the student's age. All other students enrolling in the District

shall present verification of age when requested by the school for verification of age. If such a document is not presented within four (4) weeks after its request, the student's enrollment shall be terminated until verification is produced.

Immunization Requirements: No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils shall not be entitled to enroll in the District, and no public school shall be required to enroll such pupil, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of the District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.
2. Students who reside with a person who is a relative within the fourth degree of the student, who has assumed permanent care and custody of the student, and who holds legal residence in the District.
3. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, stepparent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
4. Students whose full-time care and custody is held by an orphanage or an eleemosynary childcare facility.
5. Students who reside in the District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential childcare or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by 42 U.S.C. §11302.

8. Students who reside in the District, but whose parent/guardian, or other person having legal custody of the student does not reside in Oklahoma.
9. Any other students provided for by law.

Procedures for Determining Residency The following procedures shall be used to determine the residency of a student in the District:

1. An admissions form shall be completed for each student initially enrolling to attend school in the District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require such proof of residency and/or affidavits or verification as is set forth in Administrative Regulations.
3. If a student is denied admission to a school in the District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to the District Residency Officer in writing, stating the reasons for the appeal. The District Residency Officer will notify the student of the appeal decision in writing, stating the reasons for the decision.
4. If a student has been admitted to attend school in the District after establishing a bona fide legal residence in the District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if the District determines that the student did not in fact establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding involvement to make educational decisions for the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. A Power of Attorney shall not be used for the assignment of guardianship. A student may be enrolled in the district if all conditions of enrollment have been met. The attorney-in-fact shall have those powers specified by law, including the right to have access to all education records and to be included in a student's education as specified in those powers specifically delegated.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

1. By the submission of proof that the students' residence for school purposes has changed or is about to change to another school district.
2. By the submission of proof that the student has attained the age of eighteen (18).
3. If the student has attained the age of sixteen (16); upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is for the best interest of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
4. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students shall be assigned to the school which serves the attendance area in which they live. District may periodically adjust boundaries of attendance areas to relieve overcrowding and/or to attain a more effective utilization of buildings.

Transfers within the District may be approved by the Administration pursuant to Administrative Regulations. Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education.

Placement of Student Victims: Upon the Superintendent's receipt of notice from a juvenile bureau that a student of the District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, the District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, the District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Student Transfer Capacity: Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE").

- PK-5th Grades By site, the number of core grade level teachers per grade level x 18 students = capacity for that grade level.
- 6th-8th Grades By site, the number of English Language Arts sections per grade level x 22 students = capacity for that grade level.
- 9th-12th Grades By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education ("SBE") to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline or attendance issues. District will begin receiving applications for the subsequent school year on

or after January 1st each school year. District will not approve or deny transfer applications until after the Board's July 1st capacity determination.

All student transfers are good only for the school year during which the transfer is granted. For all subsequent school years, students already attending school in the District on a transfer will be automatically placed at the top of the applicant list for the following school year. District may deny the continued transfer of a student based on the same criteria considered for a new transfer, which includes capacity, student discipline and attendance issues.

If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved. In addition, a student whose parent or legal guardian is employed as a teacher in the District shall be allowed to transfer to the District regardless of capacity.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District may attend the District as provided for by law.

The brother or sister of a student who transfers to District may attend school in the District regardless of capacity so long as the District has capacity, and the brother or sister does not meet a criteria for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of the documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

Special Education and Gifted Education Transfers: Transfers regarding these students will be considered in accordance with law and SDE regulations.

Military Parent Transfers: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students

who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operations, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

Tuition: Students who are not residents of the District and who have not been granted a legal transfer may be considered for admission to the District upon payment of tuition. The District shall not accept students for admission by tuition and may revoke or cancel a previously granted admission by tuition for students who:

1. Have exhibited discipline problems such as suspensions, multiple discipline referrals, or discipline referrals for major infractions; or
2. Have not maintained a minimum of ninety percent (90%) attendance in semester or school year immediately preceding their application for a transfer or while attending District under a transfer.

In addition, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, the District reserves the right to deny and/or to cancel or revoke any admission by tuition when approval or continuation of the transfer would cause the District staff, programs, or space to exceed eighty percent (80%) of available capacity. The District also reserves the right to determine an appropriate school site for any student granted admission by tuition, and the admission of a student into the District based on the payment of tuition does not guarantee the student assignment to any particular school site within the District.

The amount of tuition is computed on a yearly basis, subject to any offsets for ad valorem taxes as provided by law and is payable by term with payment due at the time of enrollment

ATTENDANCE – Board Policy EF

General: 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 a 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.

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.

Elementary School Tardiness: Tardy is defined for elementary school students as arriving after the official start time of school. Tardies are excused for illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies.

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.

Appeal of Attendance Record: Appeals dealing with attendances and tardies must be made to a principal-appointed committee consisting of at least three members. A request for an appeal must be made in writing and submitted to the principal within ten (10) days of receipt of the notification that attendance requirements have not been met. The committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences/ tardies may be excused.

Truancy: The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. 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 the compulsory 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.

Chronic Absenteeism: Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty (180) day school calendar or ten percent (10%) or more of school days on a one thousand- and eighty-hour (1,080) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of:

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life- threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school.

- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes.
- C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
- D. Examples of significant medical conditions may include, but are not limited to:
 - a. Student has a terminal disease or degenerative illness or has been placed in hospice care.
 - b. Student is comatose.
 - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis).
 - d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
 - e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
 - i. A natural disaster or another event;
 - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism).
 - iii. Drowning;
 - iv. Poisoning, fall, or a traumatic brain injury; or
 - v. Fire or explosion in student's home.

E. Absent another qualifying condition, a significant medical condition does not include:

- a. Minor illness or injury that does not incapacitate the student or require recurring treatment.
- b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days.
- c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
- d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as "excused" under Oklahoma law and/or district policies should be classified as "excused" in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a "significant medical condition". Furthermore, if a student has been determined to have a significant medical condition under

the terms of this policy, only absences that are related to the student's identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by the district.

Distance Learning or Putnam City School at Home (PCSAH): When the District declares the need to implement its Distance Learning instructional model, and for those students enrolled in the PCSAH program, the following will apply to student attendance. The first date of attendance for a student beginning Distance Learning or PCSAH with the District shall be the first date the student completes an instructional activity. "Instructional activities" include instructional meetings and/or completed assignments/activities that are used to record a grade.

A student shall be considered in attendance or present when the student has completed the majority of instructional activities assigned for the distance learning days. Attendance will be recorded for the previous week by the student's teacher(s) on Monday. Students will have one day for every virtual day to turn in assignments before they will be counted late. Reports will be made available to parents and students that reflect attendance/participation, progress and grades.

The recording of attendance bears no reflection on the grades earned during the week, only that the student was completing work over the course of the previous week.

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS – Board Policy EG

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension. The District does not recognize corporal punishment as a means of discipline. Employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

Students with Disabilities: Discipline for students with disabilities, as defined by the Individuals with Disabilities Education Act (IDEA), shall be administered in accordance with policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act (Section 504) or students who are disabled as defined by the Americans with Disabilities Act (ADA) shall be subject to the same discipline policies and regulations as students without disabilities or "handicaps".

Suspension: A principal may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- in attendance at school or any function authorized or sponsored by the District.
- in transit to or from school or any function authorized or sponsored by the District.
- on any property subject to the control and authority of the District; or
- not on District property but the student's actions are either
 1. continuation of activity that was initiated under conditions (a) through (c) above,
 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property, or
 3. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. After the student has had an opportunity to respond to the allegations, the Administration may proceed with the student's suspension. The length of a suspension shall not exceed the current school semester (term) and the succeeding school semester (term), except that a student found in possession of a firearm shall be suspended for not less than one year. As set forth in Administrative Regulations, the District's Hearing Panel shall determine the discipline to be imposed for recommended long-term suspensions.

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 and other forms of discipline have not deterred such behavior. The Administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Appeal of Suspension: A student who has received a long-term suspension may appeal the decision of the Hearing Panel to the Board as set forth in Administrative Regulations. A student who has received a short-term suspension may appeal the suspension to a local committee comprised of administrators or administrators and teachers at the school site where the student attends school as set forth in Administrative Regulations.

Effect of Suspension: Except as otherwise provided, when a student is suspended the student shall be allowed to make-up assignments and tests given during the suspension period for full-credit. A student who is suspended from school for longer than five (5) days shall be given assignments in core unit subjects that should be completed and returned to the school on a regular basis according to an education plan to be developed and provided to the student and the student's parent or guardian. If a suspended student is not turning in assignments while on an education plan then the teacher should notify the appropriate administrator and parent contact should be made. Students will not receive credit for assignments not turned in as required by their educational plan.

A student who is suspended for possession of a weapon or a firearm shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. A student who is suspended for possession of a controlled dangerous substance for the first time shall be provided an education plan, shall be allowed to make-up any work missed during the period of suspension, and shall receive credit during the suspension.

However, any student suspended more than once for possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension.

Extra-curricular Activities: A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the end of the day on the last date of suspension.

STUDENT CONDUCT – Board Policy EH

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; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; 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. Bullying, harassing, hazing, threatening, intimidating, or verbally abusing another person, including any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission.
14. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property.
15. Using profanity, vulgar language or expressions, or obscene gestures.
16. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults.
17. Assaulting, battering, inflicting bodily injury on, or fighting with another person.

18. Creating or attempting to create a classroom disturbance, 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.
19. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person; and
20. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.
21. 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.

STUDENT CONDUCT **SMOKING BY STUDENTS**

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

"Tobacco" is defined as any lighted or unlighted cigarette, cigar, pipe tobacco, bidi, snuff, chewing/dipping tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing/dipping, smoking (or both), and includes cloves, electronic cigarettes/vapor products and any other product packaged for smoking or the simulation of smoking.

"Use" is defined as lighting, chewing/dipping, inhaling, using vapor/electronic cigarettes, or smoking any tobacco as defined within this policy.

First offense	Up to 3 days ISR. Warning of fine (will contact ABLE Commission) if under 18. In addition, parents will be properly notified.
Second offense	Up to 3 days ISR, Saturday School or Night ISR. ABLE Commission notified. Parents will be properly notified.
Third and subsequent offenses (within the same school year)	Principal may suspend up to 10 days. Parents will be properly notified.

Distribution or selling of tobacco, vapor, 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 suspend up to 5 days and parents notified.
Second and subsequent offenses	Administration may suspend up to 10 days and parents notified.

In addition to the consequences set forth, the District may provide the names of students under the age of eighteen (18) years of age who are found in possession, of tobacco or tobacco products in violation of District policy to the Alcoholic Beverage Laws Enforcement (ABLE) Commission for investigation and prosecution as provided by law.

STUDENT CONDUCT **SUBSTANCE ABUSE BY STUDENTS**

Whenever a student is suspected of using, consuming, possessing, 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 relating to (a) the use, consumption, possession, abuse or being under the influence of an alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled substances, controlled substances without a valid prescription, mood altering chemicals or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the counter medications, counterfeit drugs, alcoholic beverages or low-point beer:

First Offense: Upon verification of a first offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator may suspend the student found to have violated these provisions up to 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.

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 up to 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, controlled dangerous substance without a valid prescription.

The administrator shall immediately notify the Putnam City Campus Police Department and the student's parent or guardian. The administrator shall 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.

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 substances, 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.

STUDENT CONDUCT **POSSESSION OR USE OF WEAPONS**

Instruments and devices that may be considered a weapon under policy EH but are specifically authorized by District personnel for use in an approved curricula or extra-curricula activity and are used in the appropriate manner are exempt under this policy.

Any student who knowingly aids, accompanies and/or assists in the violation of this policy EH shall also be deemed in violation of this policy and shall be subject to discipline in the same manner as any student who directly violates this policy.

Possession of a firearm shall result in a one-year suspension. For possession of other weapons under this policy, a suspension may be assigned for not less than the balance of the term in which the infraction occurred. If the remainder of the term is less than forty-five school days, a suspension may be assigned for the balance of the term and the next term.

When a student is suspected of violating Board Policy EH, the following procedure shall be followed:

1. The school principal or his designee shall contact Putnam City Campus Police 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 seized property shall be legally and properly disposed of by the Campus Police Acting Chief.

Written evidence that students have been notified of this policy should be on file at the school site for each student enrolled.

The administrators shall inform the Executive Director of Elementary or Secondary Education when administering discipline under this policy.

STUDENT CONDUCT **STUDENT CONDUCT ON SCHOOL BUSES**

Buses are provided for those students whose distance from school or health makes this service available. When transporting students, safety is our top priority. Riding the bus is a privilege for our students and they must comply with the following rules of conduct.

1. Observe the same rules of conduct expected in the classroom and school building.
2. Follow the directions of the driver the first time they are given.
3. Remain seated. Bus drivers are authorized to assign seats.
4. Keep head, hands, and feet inside the bus, out of the aisle, and to yourself.
5. Use appropriate language - no profanity or yelling.
6. Refrain from eating and drinking on the bus.

STUDENT CONDUCT

STUDENT SAFETY AND BULLYING PREVENTION

Students are prohibited from bullying, hazing, sexting, or threatening behavior toward other students or school personnel.

Definitions/Terms of this regulation:

- Bullying means any behavior, physical acts, any pattern of harassment, intimidation, threatening behavior, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- "At school" means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.
- "Electronic communication" means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.
- Hazing means 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.
- "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- Appropriate school personnel consist of site administration (principal, assistant principal and/or administrative intern), counselor, and/or teacher.
- Sexting 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 provision 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.

Procedures:

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

1. If any person is aware of, observes, or is a victim of bullying, hazing, sexting, or threatening behavior, or from a student, such person must report the behavior or communication to an administrator or school counselor, report the behavior or communication via snap box located in each school site, call the secret witness hotline at (405)787.1919, or by completing the form located on the district/school websites. Reports may be made anonymously; however, no

- formal disciplinary action will be taken solely on the basis of an anonymous report.
2. Any school employee, who reasonably believes that a person may be a target of bullying, hazing, sexting, or threatening behavior should report it immediately to the principal or their designee.
 3. Site administration (principal or their designee) will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
 4. After completing any necessary investigation, site administration shall determine if the student accused of bullying, hazing, sexting, or threatening behavior or engaged in prohibited conduct and, if so, shall determine the appropriate consequences.
 5. Parents and guardians of both victims and perpetrator of verified bullying, hazing, sexting, or threatening behavior will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved in a timely manner.
 6. During the pendency of the investigation, site administration may take appropriate action to ensure the safety of all students or school personnel involved.
 7. As required by law or District policy or regulation, site administration shall notify law enforcement and/or the Department of Human Services of the reported incident and cooperate with any law enforcement investigation.
 8. If the student's actions are determined to constitute bullying, hazing, sexting, or threatening behavior, site administration 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.
 9. Site administration may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider 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.
 10. Site administration may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
 11. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
 12. If a student is found to have falsely accused another student of bullying, hazing, sexting, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by school administration

Information from this regulation shall be posted on the District website, at each school (cafeterias, bulletin boards, administration offices, and other areas deemed appropriate by school administration), and will be included in all student and faculty handbooks. An annual written notice of the policy will be provided to parents, guardians, staff, volunteers and students.

Site administration will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. Schools will also provide for an educational program for students and parents in preventing, identifying, responding to and

reporting incidents of bullying in consultation with the Office of Juvenile Affairs and as designed by the State Department of Education.

Each school site shall have a Safe School Committee that assists in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies that includes the terms of this regulation. Said committee may include administrators, school staff, school volunteers, community representatives and local law enforcement agencies.

The District will report the number of documented and verified incidents of bullying to the State Department of Education.

STUDENT DRESS CODE – Board Policy EI

General: All students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Student attire must be adequate to insure a decent appearance. Footwear must be worn at all times. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Standards of Dress: The following standards of dress are required of all students while attending school or participating in school activities:

1. Apparel with slogans which promote activities prohibited by the District's Student Conduct policy is not permitted.
2. Pants, trousers, jeans, and shorts are to be worn at the waistline and belts are to be buckled. Bare midriffs are not permitted.
3. Frayed or purposely torn clothing will not be considered appropriate school wear and are not permitted.
4. Clothing or jewelry that relates to violence, gang activity, drugs, or alcohol is not permitted.
5. Hats shall not be worn in any District building.
6. Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, drill team and band uniforms, and team shirts.

With ever-changing styles, additional guidelines may be established to help maintain high standards. 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 code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

Student Uniforms: The schools which comprise the District may request implementation of school uniforms by submitting a written request to the Superintendent no later than May 1 preceding the school year in which the school proposes to require school uniforms. The written request for school uniforms shall be signed by the school principal, a representative of the Principal's Advisory Council, and the Parent Teacher Association president. The written request must contain an outline of activities in which parents have been involved regarding

the request for school uniforms, the estimate cost of the proposed uniforms, and an explanation of how uniforms will be provided to students who cannot afford to purchase uniforms. Upon receipt of a request for uniforms, the Superintendent shall review the request, obtain any additional information needed, and present the request to the Board.

STUDENT SEARCHES – Board Policy EJ

As allowed by law, the Superintendent, any principal, teacher, or campus police officer who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

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, 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.

SEVERE WEATHER PROCEDURES

It is not uncommon in Oklahoma to have severe weather at any time of the year. When school is canceled due to severe weather, notification will be sent out through local news stations, the district and school websites, and the district social media platforms. Once school has started, Putnam City will not dismiss early for incoming weather.

Tornado Procedures: The site administration will determine when students and non-essential staff should begin moving to shelters based upon incoming weather watches and the time it takes to shelter all students. When a tornado **warning** is issued, or the city tornado sirens are activated in the vicinity, the sheltering of students (if not already sheltered) and all staff will automatically occur. **At this time, student check-out or dismissal is no longer an option.** Students and staff will remain in shelter locations until the 'all-clear' is given. After the all-clear, student check-out and dismissal will resume.

If you choose to check your child out during a severe weather event, please anticipate heightened safety procedures and possible longer check-out lines and time. We will not allow anyone to check out a student who is NOT listed on their contact list.

Severe weather that approaches at the end of the school day can present a challenge. If a tornado **warning** is in place at dismissal time, we will **not release students** to go home until the 'all-clear'.

Buses will be held and will not be in transit when there is immediate pending severe weather. If a bus is in route and the weather dictates immediate action, the bus will seek shelter at the nearest school and then resume its route once the 'all-clear' is given.

If you choose to keep your child home or check them out early due to weather conditions, please be advised that attendance requirements remain in place. You should contact the school to report your child's excused absence.

Each year, we spend considerable time conducting tornado drills and students are very familiar with where to go when weather becomes threatening.

Please be aware that Putnam City school buildings are not public storm shelters. The Central Oklahoma Emergency Management Association emphasizes that a personal storm shelter is the best option to protect you and your family during threatening weather.

Child Nutrition, Enrollment, Transportation and Health Services

For information use link below:

www.putnamcityschools.org