



**The**  
**6th and 7th Grade Academy**  
**at Ben Franklin**  
**2023-2024**  
**STUDENT “ACHIEVER”**  
**HANDBOOK**

**Dr. Reubin L. McIntosh**, Lead Principal  
**Mr. Gary Gunckel**, 7th Grade House Principal  
**Ms. Hailee Labron**, 6th Grade House Principal  
**Mr. Michael Adair**, 7th Dean of Students  
**Dr. Marcus King**, 6th Dean of Students

**Student/Parent Handbook**

The student/parent handbook is not intended to create a contractual relationship with the student and/or parent: rather, it is intended to describe the school, its current practices, rules, and regulations. In support of the aims of public education, all students are expected to behave in a manner reflective of good citizenship standards. Failure to maintain such standards of conduct or the commission of an act which disrupts the educational process shall result in disciplinary action. To maintain an atmosphere conducive to learning, the following guidelines have been developed for student behavior. Parents and/or guardians and students residing in the school district shall be notified of the district’s discipline policy and regulations will be made available to parents and/or guardians upon request during the school year.

**“Parents’ Right To Know”**

Parents have the right to request information on the professional qualifications of their children’s teachers.

**DISCLAIMER**

School rules published in this handbook are subject to such changes as it may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as it becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others. Appropriate consequences will be administered for violating these rules. Failure to read the handbook and not know the rules cannot be used as an excuse to not follow the rules.

**BELL SCHEDULE**

Students and teachers will adhere to the bell schedule below. Bells will only ring for the start of school, lunch times, and at the end of school. Students have 3 minute passing periods and are expected to arrive at classes on time.

<b>Hour</b>	<b>Time</b>
<b>A Call to RISE</b>	<b>Auditorium</b>
<b>1st Hour</b>	<b>8:30-9:30</b>
<b>2nd Hour</b>	<b>9:33-10:23</b>
<b>3rd Hour</b>	<b>10:26-11:16</b>

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<b>A- Lunch (11:19-11:43)</b>	<b>4th Hour: (11:46-12:51)</b>
<b>B- Lunch (11:53-12:17)</b>	<b>4th Hour: (11:19-11:50) (12:20-12:51)</b>
<b>C- Lunch (12:27-12:51)</b>	<b>4th Hour (11:19-12:24)</b>
<b>5th Hour</b>	<b>12:54-1:44</b>
<b>6th Hour</b>	<b>1:47-2:37</b>
<b>7th Hour</b>	<b>2:40-3:30</b>
<b>Dismissal</b>	<b>Specified Pathway</b>

***Lunch determined by 4<sup>th</sup> period location:***

**1st Lunch goes to lunch first, then to 4<sup>th</sup> period class.**

**2nd Lunch goes to 4<sup>th</sup> period to start, then to lunch, then back to 4th period class.**

**3rd Lunch goes to 4<sup>th</sup> period class to begin, then to lunch.**

**NONDISCRIMINATION**

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's nondiscrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Ginger James, Coordinator Special Services  
 202 W Broadway  
 MUSKOGEE, OKLAHOMA 74401  
 Phone # 918.684.3700 ext. 1630

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Donna Pillars, Director of Federal Programs  
 202 W Broadway, MUSKOGEE,  
 OKLAHOMA 74401  
 Phone # 918.684.3700 ext. 1617

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Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Jason Parker, Athletic Director  
202 W Broadway  
MUSKOGEE, OKLAHOMA 74401  
Phone # 918.684.3700 ext. 1770

Any individual experiencing some other form of discrimination, including discrimination not listed above, may contact:

Bradley Eddy, Human Resource Administrator  
202 W Broadway  
MUSKOGEE, OKLAHOMA 74401  
Phone # 918.684.3700 ext. 1626

Age Act Officer (for questions or complaints based on age)

Bradley Eddy, Human Resource Administrator  
Muskogee Public Schools  
202 W Broadway  
MUSKOGEE, OKLAHOMA 74401  
Phone # 918.684.3700 ext. 1626

Outside Assistance may be obtained from:  
U.S. Dept. of Ed. Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550  
(816) 268-0599 (Fax)  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **EQUAL OPPORTUNITY**

It is the Policy of Muskogee Public Schools to provide equal opportunities without regard to race, color, religion, national origin, gender, age, qualified disability or veteran status in its educational programs and activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA, Section 504, Title VII, ADEA, and/or Title IX may be forwarded to the designated ADA, Section 504, Title VII, ADEA, and/or Title IX compliance coordinators, the site principal or other district administrator. Students or parents may also bring complaints to the assistant principal, counselor, or teacher. The administrator or staff member shall immediately report the complaint to the site principal. The site principal shall immediately notify the appropriate director listed below:

Muskogee Public Schools - Education Service Center  
202 West Broadway, Muskogee, OK, 74401  
(918) 684-3700 8:00 a.m. – 4:30 p.m. Mon. – Fri.

DEPARTMENT OF HEALTH AND CDC

**Meningococcal Disease**

Disease caused by the bacteria *Neisseria meningitidis* called meningococcus. The bacteria can infect the blood, causing septicemia. It can also infect the brain and spinal cord, causing meningitis.

Spread: direct contact with saliva or respiratory droplets from the nose or mouth of infected people.

Increased Risk: There may be a higher risk for people living with those infected, people without a spleen, immunocompromised individuals, and people traveling to locations where the disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection may also increase infection risk.

Symptoms: Individuals may be asymptomatic carriers. Those with symptoms may experience fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

Symptom Onset: The symptoms may appear two to ten days after infection, but usually within three to four days.

Treatment: Antibiotics, such as penicillin, or a cephalosporin, such as ceftriaxone, are used to treat meningococcal disease.

Contact with Infected Person: When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has a meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Vaccine: Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

**ACADEMICS**

**ACADEMIC INTEGRITY**

Cheating, falsifying information or plagiarism will not be tolerated. Cheating is considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent

means. The penalty will be a zero for the assignment or test. Parents will be notified immediately. No provisions are made to "make up" or otherwise receive credit when cheating is involved.

**EVALUATION AND GRADING SYSTEM**

Student evaluation and grades are based on daily classroom performance, homework, classroom tests, exams, attendance, and other required activities and projects.

**GRADING SYSTEM**

Students earn letter grades in grades 6 & 7 based on the following scale.

<u>Letter Grade</u>	<u>Number Grade</u>	<u>4 Point</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	0-59	0.00

**HOMEWORK**

Believing that homework and practice of instruction are essential to perfecting the skills of learning, the administration and Muskogee Board of Education endorses the use of homework as an academic teaching strategy. Incomplete homework or failure to do homework may result in a failure course grade.

**LATE WORK POLICY**

For each day that a student is absent from school is the same number of days that the student will have to complete their assignment(s) .

**PROGRESS REPORTS**

Progress reports will be given to students at Parent/Teacher Conferences. Parents will have access to look at their child’s grade anytime on the Parent Portal. For more information regarding the Parent Portal, contact the school attendance secretary. A student or parent may request a conference with the teacher, a counselor and/or a building administrator whenever he/she feels the need. Individuals should contact the school secretary or appropriate counselor to schedule a conference.

**REPORT CARDS**

Official grades will be posted on PowerSchool.

**EXAMS/ BENCHMARKS**

Students will take curriculum benchmarks throughout the year to assess proficiency in the subjects being taught for the current year. Students will take semester exams at the end of the year calculated into their grades. Students will take end of year exams required by the State of Oklahoma starting in April.

**PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be scheduled in both the Fall and Spring Semesters. Additional conferences can be scheduled at the request of the parent, student, teacher or administrator.

**STUDENT SCHEDULE CHANGES**

The first 5 days of the school year are set aside for scheduling conflicts. Students/parents interested in a schedule change may make a request during this 5-day time period. Counselors may make changes during the first 5 days of school. Any changes past this 5-day period must have Principal approval. The principal may consider changes following a conference with the parents/guardians and the student. Please note that not all schedule change requests can be accommodated.

**TEXTBOOKS, LAPTOPS, AND SUPPLIES**

Students in Muskogee Public Schools are provided free laptops and textbooks for all classes where required. Once a student is issued a laptop, he/she is expected to keep and care for the laptop until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be issued until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose check-out privileges of library books for failure to return books already checked and not returned. Students must bring a fully charged laptop to every class every day. Students may be assigned morning detention for failure to do so.

**HONORS**

The honor roll recognizes academic achievement in the Superintendent's Honor Roll and the Principal's Honor Roll.

**PRINCIPAL'S HONOR ROLL**

Students will be selected with the highest scholastic Grade Point Average for each grade level in each learning community. Students will be recognized every 9 weeks.

**DEAN'S HONOR ROLL**

Those students having a semester grade point average of 3.00 to 3.65, inclusive, and who have no grade lower than a (C) will be placed on the Dean's Honor Roll.

**HONOR SOCIETY**

**Muskogee 6th & 7th Grade Academy National Junior Honor Society**

Students in grades 6 and 7 with a 3.30 or better grade point average are eligible for consideration in the National Junior Honor Society. For 7th grade, the grade point average will be based on grades from the first and second semester of the 6th grade and the first semester of the 7th grade. For 6th grade, the grade point average will be based on grades from the first semester of 6th grade. New students enrolling must be in attendance for at least one semester or must submit a letter of membership from the previous school attended to be considered for the National Junior Honor Society. Character, leadership, and service-learning are also a major consideration in acceptance into the Honor Society. Students are not accepted into the National Junior Honor Society unless they have participated in school and community activities and have demonstrated leadership qualities. School activities may include school-sponsored organizations and activities. Community activities include, but are not limited to, church activities, Boy and Girl Scouts, 4-H, American Red Cross, and Community Choir or Orchestra. In order to be considered for membership, students who meet the above criteria must apply at the appropriate time.

**GIFTED and TALENTED**

Muskogee Public Schools provide Gifted and Talented programs which serve the 6<sup>th</sup> and 7<sup>th</sup> grade students. Student participants are served through differentiated curriculum in the classroom as well as advanced classes. Additional services are provided through Academic and Talent Competitions. Students must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law and district policy. Contact the administration or counselors for more information.

**RETENTION**

**RETENTION LEVELS**

Retention at the 6th and 7th Grade is a possibility. Students are required to pass 5 of the 7 credits offered. If a student fails more than 2 classes, the student will be required to attend summer school to make up required credits. If students fail 2 core credits, the student will be required to attend summer school to make up the required core credit classes. Parents are notified of low academic achievement by the academic counselors, teachers, and progress/report cards. Students must have completed the following units to be promoted to the next grade level.

<u>Grade</u>	<u>Units/Pass</u>	<u>Half Units</u>	<u>% Pass</u>	<u>Exceptions</u>
6 <sup>th</sup>	5 of 7	10 of 14	71%	Student fails 2 core classes (must attend summer school)
7 <sup>th</sup>	5 of 7	10 of 14	71%	Student fails 2 core classes (must attend summer school)



If it is recommended that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final.

## **ATTENDANCE POLICY**

### **I. Expectations/Notifications**

In the Muskogee School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes, on time, each day of the school year. When students miss school, parents are responsible for notifying the school's attendance office regarding the reason for the absence. This notification may be communicated by phone or written note dated and signed by the parent/guardian.

\*If notification is not made the day of the absence, it should be received by the school before the end of the school day immediately following the absence, or the absence(s) will be considered a truancy. Regardless of parent contact, upon the student's 5<sup>th</sup> absence in a 4 week period, the student will be considered truant without proper documentation. The student must provide written documentation in order to be granted relief of the absence from the following:

- a. Doctor
- b. Dentist
- c. Therapist
- d. Court

The school will notify parents upon the 4<sup>th</sup> consecutive or non-consecutive day a child is absent without valid excuse in a four week period. If within five (5) days (after a warning has been issued) the parent, guardian or custodian of such child does not comply with the provisions of attendance and the rules stated in the school handbook, the attendance officer may make a complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for the attendance violation. If a child is absent without a valid excuse four (4) or more days or parts of days within a four-week period, or is absent without an excuse for ten (10) or more days or parts of days within a semester, the attendance officer may notify the parent, guardian or custodian of the child and immediately report such absences to the City Attorney. Parents are encouraged to meet with school officials regarding the attendance records of their student at any time during the school year.

### **II. Definitions**

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- An absence at the secondary level is defined as being more than 15 minutes late to an assigned area or not being present for an assigned class/activity. Once a student reaches 7 unexcused tardies in a 9 week period, a citation may be issued.
- Absences are documented on appropriate school records and accumulate toward the maximum allowable by the district.
- The absence limit per semester (18 weeks) for students in grades 6 & 7 is nine (9) days per semester. If a student should miss ten (10) days during the semester, contact will be made to the parents/guardians. Counselors and/or administrators will visit with the student and/or parents/guardians to determine if the school can be of assistance in any way.

School related activities within the school day are defined as not being present in assigned classes due to participation in school sponsored events (i.e. Music, Speech, Drama, Athletics, Field Trips, etc.) and documented on appropriate school records. Students who are participating in school related activities are not considered absent, but are still responsible for all assignments missed.

The principal may excuse an absence upon the receipt of verified medical/legal documentation pertaining to the specific absence. Documentation of this nature should be received by the site attendance office within three (3) school days after returning from an absence.

### III. Truancy

Definition- includes, but is not limited to the following actions:

- Leaving the campus during any part of the school day without receiving written permission in advance of the departure time.
- Failing to return or remain in a designated area (i.e. classroom, counselor/administrator's office, library, gym, etc.)
- Failing to attend assigned classes or school-sponsored activities whether or not it is on the school campus any unexcused absence.
- Parents/guardians, failure to contact the school will result in a truancy being recorded in the student's attendance record.

### IV. Consequences

Students who are truant face the following consequences in addition to those outlined above:

- All truanies will result in parent contact and disciplinary consequences.
- Out-of-school suspension may be used if the student refuses to comply with disciplinary consequences, refuses to attend specific classes, or fails to change his/her behavior.
- The school has the responsibility to refer chronic attendance problems to the City Attorney, the district truant officer, as well as other appropriate juvenile authorities. The site principal or the district truant officer may file with the City Attorney's Office

whenever a student is truant for four (4) or more days or parts of days within a four-week period or is absent without medical/legal documentation for ten (10) or more days or parts of days within a semester or term.

### V. Absences - Make Up Work

Students may request, complete, and receive credit for make-up work for any absence during any school day or partial school day, with the exception of absence due to truancy. Make-up work will be granted for absences upon the student/parent's request. These requests for make-up work shall be initiated within two (2) school days after returning from an absence. Make-up work shall be completed and returned to the respective teacher(s) according to late work policy, which allows one day makeup for each day missed (ex. 3 days absent = 3 days to complete the work). Students are to ask for makeup work at an appropriate time during the school day, so that there is not a loss of instructional time.

### VI. Tardies/Unexcused Tardies

Definition- includes, but is not limited to the following actions:

- A student not within his/her assigned area when the tardy bell begins to ring is considered tardy (T). A secondary student more than five (5) minutes tardy to class, but less than 15 minutes tardy, and without the proper clearance will have an unexcused tardy (UT).
- Multiple tardies shall result in Reformation and/or referral to City Attorney for truancy.
- Tardies will be considered on a per-classroom semester basis.

## **COUNSELING - GUIDANCE SERVICES**

Counseling services are available to every student in the school. These services include assistance with educational planning, social and/or emotional concerns, peer mediation and conflict resolution, academic and behavior interventions, study help, assistance with home and school issues, interpretation of test scores, college and scholarship information, career information, or any questions the student may feel he or she would like to discuss with the counselor. The counselors believe that parent conferences are important and encourage parent input and involvement. Counselors may meet students on an individual basis or through group guidance sessions.

## **STUDENT SCHEDULE CHANGES**

The first 5 days of the school year are set aside for scheduling conflicts. If a student and/or parent is interested in a schedule change, a request must be made during this 5-day time period. The counselors may make changes during the first 5 days of school. Any changes past this 5 day period must have approval of the Principal. The principal may consider changes following a conference with the parents/guardians and the student. Please note that not all

schedule change requests can be accommodated due to a variety of circumstances.

### **STUDENT SUPPORT TEAM**

The Student Support Team is a team of school staff dedicated to identifying and supporting students who exhibit academic or behavioral problems by providing early systematic assistance to students and to connect them to appropriate interventions and supports.

### **ATHLETIC/EXTRACURRICULAR ELIGIBILITY**

#### AGE Eligibility

- a. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition.
- b. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below.
- c. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below.
- d. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below.
- e. Non-athletics: Any student who reaches his twenty-first birthday before September 1 will not be eligible.

#### Grade Eligibility

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.) "Passing grade" means

work of such character that credit would be entered on the records were the semester to close at that time.

\*The eligibility guidelines apply to ALL competitive extra-curricular activities and are not limited to athletics (i.e. band, choir, TSA, FHA, etc.)

\*If 2 grades are not entered for the week, the failing grade will not be counted for eligibility purposes.

\*If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

### **CONDUCT AT ACTIVITIES**

Students will be held accountable for their behavior at all school activities and/or on school property. Alcohol or drug usage will not be tolerated at school sponsored activities. Student spectators should never come onto the athletic field or playing surface during an athletic contest. Students who come onto the playing surface to initiate or enter a fight WILL be issued a Juvenile Citation. Students involved in fighting will have their opportunity to attend other school activities revoked. Athletic Events: Effective November 1, 1995, HB1459 allows a school superintendent or his/her designee to maintain order at a secondary school athletic event by directing any person to leave the premises who commits an act which materially or substantially interferes with the peaceful conduct of the athletic event.

### **STUDENT DISCIPLINE**

#### **STUDENT DISCIPLINE POLICY**

The primary goals of Muskogee Public Schools are to educate and to develop student self-discipline in a positive manner. This school district has the responsibility of maintaining a high quality program of education for its students. In addition, the district must also accept the responsibilities that inclusion demands, including respect for obedience to school rules. The Board of Education, through its school officials, has the obligation to issue policies to ensure order as students pursue their education in an atmosphere free from disruptions or distractions which might interfere with this process. The schools' primary responsibility is to those students whose behavior falls within the accepted limits and to be fair and consistent in dealing with those students whose behavior falls outside the accepted limits of these policies.

#### **DISTRICT STUDENT DISCIPLINE REGULATIONS**

The Board of Education believes that the school's primary goal is to educate, not discipline. However when behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. Oklahoma Law, Title 70, Section 6-114, provides teachers and administrators with the same rights as parents to control and discipline school children within local school policies.

### **EXTENSION OF SCHOOL AUTHORITY**

The school has jurisdiction over student behavior. A student may be suspended from school (OSS) or receive other disciplinary action for the misbehavior that occurs outside of the school day off the school campus which may affect the school and/or school climate in a negative way.

- a. For Bus Students: The school day consists from the time they board the school bus to the time they exit the school bus at the bus stop.
- b. For Non-bus Students: The school day consists from the time they enter the school grounds to the time they leave the school grounds.
- c. The school also has authority over students at all school activities (home or away) or whenever students are participating in a co-curricular or extracurricular activity. Fighting, use of alcohol or illegal substances, or other forms of misbehavior will be considered as school problems\* and dealt with by the school administration.

\*ALL students involved in fighting may be issued a Juvenile Citation. This may involve a police investigation.

### **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with the school instructional program. Items will be taken from the student if these items are brought to campus, distributed in any way, found in or on the property of the student, used by the student during the school day, in the school building, or if items are used inappropriately on school grounds. If these items are taken from the student, the parent may request and pick up the item in the school office. Disciplinary action will follow.

**If these items are at school and are stolen or lost, the school is not responsible for the loss; this includes cell phones.**

### **DISCIPLINARY PROCEDURES**

Every student is entitled to due process in any situation in which out-of-school suspensions are deemed appropriate. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

Standards of behavior for all members of society are generally a matter of common courtesy. Students are expected to treat other persons and their property with respect. Students are further expected to behave themselves in such fashion as not to infringe upon the rights of others to learn. The involvement of a student in certain types of behavior will not be accepted and will generally require corrective action.

In administering discipline, consideration will be given to alternative methods of correction to ensure that the most effective discipline is administered in each case. The staff may consider consulting with parents to determine the most effective disciplinary measure. In all cases of disruptive behavior the penalties in each disciplinary action should be commensurate with the problem, consistent, and equitable across the district. Administrators may use discretion in

creating other appropriate disciplinary interventions. A discipline matrix has been developed to ensure equity and is part of these regulations. The discipline matrix is intended to be a guide to appropriate disciplinary action. All disciplinary actions must be documented to include the date, time, the student's specific actions and the teacher/administrator's specific actions.

### **DESTRUCTION OF SCHOOL PROPERTY**

All students are responsible for proper use of Muskogee Public Schools facilities and property. Students who cause damage to or destroy any property or facility will be required to make financial restitution in the amount of damage or destruction and the costs of the labor required to replace the items and possible disciplinary action.

### **LAPTOP USE**

If a student uses the school-issued laptop for non-school activities during instructional time, the laptop may be removed from the students' possession and/or the student may receive disciplinary action.

Students are expected to bring a charged laptop to every class. A student may receive disciplinary action if a charged laptop is not brought to class. Exceptions may be made if the laptop is currently in the technology office for repair.

### **STUDENT RIGHTS IN RELATION TO DISCIPLINARY PROCEDURES**

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, color, or creed. Students have responsibilities and rights as individuals. The school disciplinary procedures should not violate those rights and the students should uphold their responsibilities.

The essential rights involved in disciplinary procedures stem from the concept of due process. Due process is required at each level of the discipline procedures. A student may exercise his/her right:

To know what the rules and regulations are.

To know what charges are brought against him/her.

To present his/her point of view and/or evidence about the charge.

To have a notice of and hearing on the charges.

To have counsel.

To appeal a decision about the charges to a higher level.

To have the charges/penalties removed from the record if the evidence demonstrated his/her innocence or non-involvement.

In the administration of the district's uniform disciplinary procedures the student should be made to feel that his/her value as a person is not questioned, although his/her behaviors are. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for each other. They should also have respect for school property; take good



care of books, desks, and other furniture and equipment.

**DISCIPLINE LEVELS AND RESPONSIBILITIES**

Level	Management	Description
1	Teacher	Classroom disruptors, tardies, minor profanity, cheating, and other level 1 offenses.
2	Administration	Behavior that needs to be directed to the office/administration.
3	Administration	Major disciplinary infraction that needs to be directed immediately to the office/administration that the teachers or team are not equipped to manage effectively or immediately.
4	Administration and Crisis	In need of immediate response for a potentially unsafe environment or imminent danger or emergency removal.

**STUDENT RESPONSIBILITY**

Any student may face disciplinary action for failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

**TEACHER RESPONSIBILITY**

The individual teacher has the primary responsibility for maintaining discipline in the classroom. The teacher/team has the discretion to establish specific requirements that are consistent with the building's rules and regulations. Classroom rules may come from general classroom conditions, the subject matter being taught, and/or the management philosophy of the teacher. The teacher/team is responsible for seeing that students understand what the rules are and why these rules are limited to a specific classroom. If teachers/teams establish specific requirements for their own classrooms, then these requirements should be put in writing. Each teacher/team will develop a classroom discipline plan that includes both infractions and consequences.

**DISCIPLINE INTERVENTIONS**

Ralignments with Counselor/Advisor: When unacceptable student behavior is observed, the student support team concerned with the behavior should confer with the student. This conference should focus on what behavior changes the student must make to eliminate future problems. The counselor, life coach, and advisor will be informed of the emerging behavior pattern and intercede as a preventive measure. If the behavior persists, the student support team should alert the parents about the issue. Parent assistance in resolving the issue is highly encouraged. A telephone call is appropriate at the early stages, but personal conferences should



also be utilized early in the process.

**Reformation A:** A classroom detention is the keeping of a student before, during, or after the regular school hours for a reasonable period of time. A student may be assigned to a detention by a teacher to complete past due assignments or because the student has violated school rules.

**Restorative Practices:** Restorative practices is a field of study that has the potential to positively influence human behavior and strengthen civil society within our community. Restorative practices build healthy communities, decrease antisocial behavior, repairs harm and restores relationships. A restorative conference is a specific process, with defined protocols, that brings together those who have caused harm through their wrongdoing with those they have directly or indirectly harmed.

### **REFORMATION B: MORNING DETENTION**

A student may be placed in Morning Detention by a teacher or administrator. Parent contact will be made before a student is assigned Morning Detention. If a student does not show for morning detention, they will be able to make it up the next time morning detention is offered. If a student misses morning detention for a second time, they will be issued a day of ISP.

### **REFORMATION C IN-SCHOOL PLACEMENT (ISP)**

In-school detention is a disciplinary action that can be assigned to a student. Assignments to ISP are made by the building administrative staff. ISP will be during the school day from 8:30 – 3:30. The student will, during ISP, complete the assigned work and will be given credit for the work. Students who are in ISP for an extended period of time will also complete a Social Emotional Learning program. If a student fails to report for ISP, he/she will be assigned an additional day. The goal of in-school placement is to provide students with the means of modifying disruptive behavior while still under the supervision of the school. In-school placement provides an alternative to short-term out-of-school suspension; however, it may not always be an acceptable alternative for some infractions. In-school detention attendance will be recorded to comply with district attendance policy regulations. There will be no tolerance for students being late to ISP. Students will bring all their materials to ISP.

If a student misbehaves in ISP, he/she may be sent home for the duration of the ISP placement and/or be given additional days of ISP. A student may not participate in extracurricular activities, including athletics, until after school is dismissed at 3:30pm.

### **REIP**

This is a long term alternative placement that is assigned to a student for severe and/or repeated infractions. REIP is a discipline based program with rules and procedures that differ from the traditional classroom.

A student may not participate in any extracurricular activities, including 7th hour Athletics,

while placed in REIP.

### **Corporal Punishment Guidelines**

Corporal punishment is NOT an option in Secondary Schools.

### **Discipline Process - Due Process**

Any student involved in the discipline process in the Muskogee Public Schools shall be afforded due process. In out-of-school suspension or situations involving, the following procedures shall be applicable.

### **Immediate Conference**

As soon as possible, the student shall be informed, orally or in writing, by the appropriate administrator of the following: What he/she is accused of doing, the factual basis for the accusation. After receipt by the student of the foregoing notice, the student shall be permitted to report, both orally and in writing, his/her side of the story to the administrator and give a list of witnesses.

## **REFORMATION D**

### **SUSPENSIONS/ALTERNATIVE PLACEMENT OPTIONS**

The following procedures provide for out-of-school suspensions and alternative placement in a school setting. When a student is suspended, the student and his/her Parent/Guardian must receive a written notice - *Suspension Notification* of the suspension. A copy of the completed form should be given to the student at the time of the suspension and a copy provided to the parents/guardian. **Students who are on an out-of-school suspension will not be allowed on any school campus or to attend any school functions during the suspension period or enroll in any other Muskogee Public School.** A student who has been suspended out-of-school 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 students shall not be entitled to enroll in a public school of this state. No public school shall be required to enroll the student, until the terms of the suspension have been met or the time of the suspension has expired. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in 57 O.S. as an exception to a nonviolent offense or convicted as an adult of an offense defined in 57 O.S. or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students or faculty. Until the school determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an

alternative school setting, home-based instruction education plan, or other appropriate setting. (Reference 70 O.S.1997 24-101.3)

### **SUSPENSIONS OF FIVE OR FEWER DAYS OUT OF SCHOOL**

A student suspended for five or less days will be provided an education plan **only at the request of the parent/guardian.**

#### **Suspended Five or Fewer Days - NO Education Plan**

In order for a student suspended for five or less days with NO Education Plan to receive credit, the student, upon returning to school, will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher at a rate of 1 day makeup for 1 day out. Students or Parents must request assignments the day the students return to school.

#### **Suspended Five or Fewer Days - With an Education Plan**

The Plan will include class work assignments **only for the core areas** in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, and Social Studies units required by the State Board of Education for grade completion in grades six through eight and for high school graduation in grades nine through twelve. The student who completes the assignments and returns them to the teacher on the day he/she returns to class will receive academic credit.

### **SUSPENSIONS OF SIX OF MORE DAYS OUT OF SCHOOL**

The school shall provide an education plan designed for the eventual reintegration of the student into school.

#### **Assignments and Examinations**

The education plan will be provided on the *Student Education Plan-OSS Suspensions Form* and any additional attachments necessary for class work assignment details, forms, and procedures. The plan will include class work assignments.

#### **Grades and Credit**

A student completing the assignments and returning them to the teacher by the date designated will receive academic credit.

#### **Structured Environment**

The parent/guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and shall bear responsibility for monitoring the student's educational progress until the student is readmitted to school. (Reference: 70 O.S. 1997 24-101.3)

The parent/guardian shall be responsible for providing a supervised, structured environment for the student which:

1. Is void of telephone, radio, and television access.
2. Is supervised by the parent/guardian or other responsible adult who monitors the student's academic progress until the student is readmitted to school.
3. Has study periods and lunch break/passing period/restroom times similar to the regular school environment of that student.
4. The student is confined to the supervised, structured environment during the entire length of the total school day unless accompanied by the parent/guardian.

**Due Process for Short Term Out-of-School Suspensions** Short term out-of-school suspensions are from one to ten days. The length of the out-of-school suspension will be commensurate with the severity of the violation. Before an administrator assigns a student a short-term suspension, due process will be afforded the student. The elements of due process are as follows:

1. The student will be given written notice of the charges which states the rule or regulation the student allegedly violated.
2. The student will be given a written explanation of the factual basis for the charges against him/her.
3. The student will be given the opportunity to present his/her side of the story to the administrator. These requirements can be satisfied by discussion immediately after the alleged misconduct occurs. The student is given the opportunity to explain his/her version of the facts as shown in writing what he/she is accused of doing, and the factual basis of the accusations. Required written notice shall be set forth on the Notice of Suspension Form. A copy of the completed form should be given to the student at the time of the suspension and a copy will be provided to the parents of the students. Suspended students are not allowed on any Muskogee Public School campus or at any school activity during the time of the suspension.
4. A parent/guardian has a right to appeal to the building principal within twenty-four hours or one school day of the student's short-term suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal hearing at the building level within twenty-four hours or one school day. During the appeal process, the student will remain in school (placement in ISP) until final decision is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent/guardian during the appeal process to stay within the specified time limits for requesting the appeal shall constitute a waiver of the right to the appeal. Any out-of-school suspension of ten days or less (short-term) which prevents a student from taking final exams, graduating, or completing his/her course of study within the normal time, shall not be effective unless and until all due process hearing procedures for long-term suspensions are met, unless it is determined by the administrator that the student's presence on campus endangers himself, others, or school property.

**Due process for Long Term Out-of-School Suspensions** A long-term suspension is any suspension which exceeds ten school days. A long-term suspension may extend to the remainder of the semester/term or to the end of the next succeeding semester/term. During the appeal process, the student may remain in school (placement in ISP) until a final decision is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent during the appeal process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

In the event of the long-term suspension, the written notice for the suspension will contain:

- A. Specific charge or charges.
- B. Length of suspension, inclusive of beginning and ending dates.
- C. Statement of impact on course credit.
- D. Statement of the factual basis supporting the charge(s).
- E. Suspended student's statement of incident.
- F. Statement of the student's right to appeal the disciplinary action before a long-term suspension takes place and an explanation of the appeals process.

### **Level One**

A parent or guardian has a right to appeal to the building principal within twenty-four hours or one school day following the onset of the student's suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal at the building level. Only after the building level appeal has taken place and only if differences cannot be resolved, will the next level of appeal be scheduled. Parents/guardians will receive a written decision from the building Principal if requested. The Principal must include: A statement of the parents'/guardians' right to request or waiver a review of the suspension/placement to the Administrative Hearing Committee. The parent/guardian must request the level two appeal, in writing, directed to the building Principal and the Superintendent or his/her designee within three school days following the building level appeal decision. Failure of the parent /guardian during the appeals process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

**Level Two** If a Level Two Appeal is requested upon completion of the building level appeal, the Superintendent or his/her designee will forward the request to the District Administrative Hearing Committee who will schedule a hearing within five school days. A Level Two Appeal shall ensure compliance with the following due process rights:

The parent/guardian and the student will be advised that at the due process hearing:

1. The school has the burden of proving the charges by substantial evidence.
  - a. The student may be represented by a person of the parent's choosing (who may be an

attorney); if represented by a person other than the parent, the parent must notify the Administrative Hearing Committee Chairperson of this fact no later than noon or prior to the school day before the hearing.

- b. The parent or representative will have the right to confront and cross-examine, in a reasonable manner.
- c. The parent/representative will have the right to present witnesses and other evidence on behalf of the student.
- d. The student has the right to remain silent.
- e. The testimony, evidence, and statements of the parties will be recorded by an electronic device. A transcript of the hearing will only be prepared if requested by the Superintendent of Schools.
- f. The student will have the opportunity to present his/her case before the Administrative Hearing Committee.
- g. All parties, representatives, and witnesses will be expected to conduct themselves in a respectful, orderly and non-disruptive manner.
- h. The Administrative Hearing Committee, at the conclusion of the evidence, will make written findings of facts which will form the basis of the decision regarding the appeal.

Hearing Procedures will be as follows:

1. Opening statement of the Chairperson of the Administrative Hearing Committee and/or appropriate introductory remarks.
  - a. Brief statement of the school's position.
  - b. Brief statement of the student's position.
  - c. Presentation by school of its witnesses and evidence, with the right of the student or the student's representative to cross-examine.
  - d. Presentation of the student's witnesses and evidence, with the right of the school to cross-examine.
  - e. Rebuttal on behalf of the school, if any.
  - f. Rebuttal on behalf of the student, if any.
  - g. Closing remarks by the school.
  - h. Closing remarks by the student.

#### **ADMINISTRATIVE HEARING COMMITTEE**

The administrative hearing committee shall be composed of three or more members.

**APPOINTMENT AND TERM:** The members of the administrative hearing committee shall be appointed each year by the Board of Education based upon the recommendation of the Superintendent. Each member shall serve for the school year and shall be eligible for reappointment. A committee member shall excuse (remove) himself/herself if he/she has any personal involvement in the matters to be decided. Any issues involving a conflict of interest



shall be decided by the Superintendent.

**CRITERIA FOR APPOINTMENT:** The committee shall consist of one classroom teacher/counselor (as defined by state law), a building administrator and an administrator from the Educational Service Center.

**TIME FOR APPEAL:** The parent/guardian must submit the request for appeal to the Superintendent/designee within three school days of the final decision of the building principal.

**ALTERNATIVE PLACEMENT:** The committee shall hear and decide appeals from students of student placement in an alternative school program where the placement is for student misconduct.

**OUT-OF-SCHOOL SUSPENSION:** The committee may also hear and decide out-of-school suspension cases of a student for student misconduct. **The decision of the committee shall be final with respect to all suspensions of less than 10 days.** The decision of the committee shall be appealable to the Board of Education in accordance with the School District's Discipline Policy and Regulations for level three hearings where the out-of-school suspension is for 10 or more days.

**PROCEDURES:** The committee shall conduct the appeal in accordance with the procedure set forth in Policy/Regulations JG for Level Two due process hearing for out-of-school suspensions. One of the three members shall serve as chairperson of the committee on each appeal. The chairperson position shall be rotated among the three members. Three members of the committee must be present to conduct the appeal. The committee shall decide the guilt or innocence of the student and shall decide the reasonableness of the term of the placement. The decision of a majority of the committee shall control. The committee shall prepare written findings and conclusions within two working days after the hearing is concluded. All proceedings on appeals shall be confidential.

A student may be represented by an attorney or by his/her parent/guardian. Because of right to privacy concerns, no person other than an attorney or a parent/guardian may represent a student.

### **APPEALS TO THE BOARD OF EDUCATION**

If a Level Three Appeal is requested, the parent/guardian must submit a written request to the Superintendent or his/her designee within three school days of receipt of notice of the decision of the administrative hearing committee for the Board of Education to hear the appeal. The Superintendent or his/her designee will forward the request to the President of the Board of Education. The Board of Education shall decide the appeal. The record shall consist of a

transcript of the hearing, any physical evidence presented to the committee, and the written findings and conclusions of the committee. Additionally, the student and the school administration may, within 5 school days after the notice of appeal is filed, submit a written argument to the Board which is not to exceed 15 typewritten pages in support of their position. No additional evidence shall be presented to the Board, nor will the Board hear any oral argument from the parties.

The Board may affirm, reverse or modify the decision of the Administrative Hearing Committee. The Board may also remand the case back to the committee for further evidence. All deliberations by the board shall be in executive session, however, the Board will vote on its decision in public. The name of the student involved in the appeal shall not be disclosed to the public.

### **PLACEMENT**

The decision of the building Principal shall be effective during the pending of any appeal process. The Superintendent, in his/her sole discretion, for what he/she believes to be in the best interest of the student and the School District, may direct that the student placement be delayed until the appeals process or any part of the same is concluded. The decision of the Superintendent is not appealable. The Board of Education believes that only in rare and unusual cases should student placement be delayed pending appeals.

### **CONSEQUENCES FOR FIGHTING**

Fighting will not be tolerated by Muskogee Public Schools. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. As soon as possible after a fighting incident, any student participating in the fight will meet individually with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given an opportunity to tell his/her side of the story. If the student participated in the fight, the student could be immediately suspended unless the administrator finds that the student acted in self-defense. When a student uses self-defense as an excuse for fighting, the student must be able to prove **all** of the following:

1. The claimant must not have provoked or behaved in a manner to cause the incident.
2. The claimant must have had reasonable fear of danger of harm; and
3. The claimant used no more force than needed for protection from the threatened harm.

If it is determined either that the student was not involved in the fight, or that the student acted solely in self defense, the student will be reinstated in school, without penalty.

The facts to be considered regarding the length of the suspension are as follows:

1. Whether the student has previously complied with the student discipline policy.
2. The damage done or injuries sustained by any person as a result of the fight.
3. The potential danger that the student poses to other persons.
4. The fact that the student was provoked into a fight by nonviolent, but otherwise offensive conduct, such as verbal abuse, obscene gestures, line jumping, and similar



types of behavior, will not be considered as a factor for determining the length of the suspension.

**Fighting:** In a case involving fighting, excessive violence or physical damage, if the student is suspended, the suspension may be extended into the succeeding semester/term or the entire school year. Any student who strikes another person on a Muskogee Public School campus, on the bus, or during a school sanctioned activity could be subject to the following consequences: For campus and sanctioned activities the discipline matrix will be followed. (City Citation of Disorderly Conduct may be filed by the building administrator or the building security officer on **ALL** students involved in fighting unless the student acted solely in self defense. If a student commits assault or is involved in mutual combat, all participants could receive a \$145.00 fine from the Muskogee Public Schools Police Department. If a student obstructs a staff member or administrator during a fight/altercation, the student may receive the same punishment as the fighter/instigator.

**\*\*\*If a student takes a picture or video-records a fight/altercation and/or promotes on social media, the student may receive the same punishment as the fighter/instigator.**

**Fighting on the bus will result in:**

Loss of bus riding privileges for the number of days as determined by the building administrator and/or discipline according to the secondary matrix. A City Citation of Disorderly Conduct may be filed by the building administrator or the building security officer.

**ENROLLMENT OF STUDENT SUSPENDED FROM A PREVIOUS SCHOOL DISTRICT**

A student who is suspended from the resident school may move into another district and seek enrollment. 70 O.S. Sec. 24-101 was amended in 1992 to provide in Section B that a student suspended for a violent act or an act showing deliberate/reckless disregard for the health or safety of faculty/students has no right to enroll in another district, and no district is required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension has expired. This discretion of the new resident district applies not only when the suspension was imposed by another public school district in Oklahoma, but also for private schools or public/private schools in other states.

**ILLICIT DRUG, ALCOHOL, TOBACCO, OR OTHER MIND-ALTERING SUBSTANCES USE/ABUSE BY STUDENTS**

Reporting students under the influence of, possessing, or distributing low point beer, alcoholic beverages, illicit drugs, tobacco, and/or other controlled dangerous substances.

**Standards of Conduct**

It shall be the policy of the Muskogee Board of Education that the use/abuse, possession and/or distribution of illicit drugs, low point beer, alcohol, tobacco (as currently defined by

state law), controlled dangerous substances, and/or imposter drugs/Look-alike drugs on school premises or as a part of any school activity is prohibited.

**Definition:**

1. Low point beer means and includes beverages containing more than one-half of one percent (2 of 1%) alcohol by volume, and not more than three and two-tenths percent (3.2%) alcohol by weight.
2. Alcoholic beverages.
3. Controlled or illicit dangerous substances includes, but are not limited to, controlled, illegal, addictive or harmful substances, including anabolic steroids, CBD, THC, prescription and over-the-counter drugs and household products such as paint and glue and any other mind-altering substances.
4. Imposter drugs/Look-alike drugs are those being sold/distributed/used as real drugs.

**WITH PARENT PERMISSION, STUDENTS MAY BE SUBJECT TO DRUG TESTING WITH REASONABLE SUSPICION**

**Penalties for violation of Standards of Conduct:**

Students who violate the standards of conduct may be suspended by the Principal per Discipline Matrix requirements. The police **MUST** be called when students are involved in the use/abuse, possession and/or distribution of illicit drugs on school premises or as a part of any school activity. Illicit drugs include prescription and over-the-counter drugs.

**Interscholastic Drug Testing Policy:**

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form and Policy” which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities.

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the year. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

**BULLYING**

**Premise:** “When individuals are afraid to attend school or come to work, they cannot function. Bullying prevention programs can help provide a safe environment in which teachers can teach and students can learn. When an individual is bullied his/her ability to participate in and benefit from the school’s educational programs or activities is adversely affected.”

**Policy:** The Muskogee Public Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from

harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are each forms of dangerous and disrespectful behavior that will not be tolerated.

### **Definitions:**

- **Bullying** means any **repeated** and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more persons in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to: hazing, harassment, intimidation, or menacing acts of a student, employee or volunteer which may, but need not be based on a person's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- **Harassment** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. With the exception of **sexual bullying and sexual harassment**, any bullying behavior shall be considered **repeated** upon the second incident. **Sexual bullying and sexual harassment** are considered so **heinous** that they will be dealt with severely upon the first occurrence.
  - **Disability Harassment** is defined as intimidation or abusive behavior toward a person based on disability that creates a hostile environment by interfering with or denying an individual's participation in or receipt of benefits, services, or opportunities in the district. Harassment and Disability Harassment includes but are not limited to: Verbal acts, teasing, use of sarcasm, jokes, name-calling, belittling, nonverbal behavior such as graphic or written statements, conduct that is physically threatening, harmful, or humiliating, or inappropriate physical restraint by adults.
  - **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the conduct: Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or Otherwise adversely affects an individual's academic opportunities.
  - **Sexual Harassment** means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances: When submission to such conduct is made, explicitly or implicitly, a term of condition of obtaining an education or doing a job; or Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education or job; or Interfering with an individual's education or job, or creating an intimidating, hostile or offensive educational/work environment.
  - **Hazing** means committing an act against an individual, or coercing an individual into committing an act, that creates a risk of harm to a person in order for that individual to be

initiated into or affiliated with an organization, or for any other purpose. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the individual to an unreasonable risk or harm or any conduct that adversely affects the mental or physical health or safety of the individual. Any activity that intimidates or threatens the individual with ostracism, that subjects the individual to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the individual or discourages the individual from remaining in school or coming to work. Any activity that causes or requires the individual to perform a task that involves a violation of state or federal law, or district policies.

- **Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which have the effect of:
  - Physically, emotionally, or mentally harming an individual;
  - Placing an individual in reasonable fear of physical, emotional, or mental harm;
  - Placing an individual in reasonable fear of damage to or loss of personal property; or
  - Creating an intimidating or hostile environment that substantially interferes with an individual's educational/work opportunities.
- **Physical Bullying** means causing harm to another's body, or property. It also encompasses threatening physical harm or making threatening gestures. It includes, but is not limited to; Tripping, Hitting, Starting fights, Destroying property, and Extortion.
- **Sexual Bullying** means committing sexual harm to another including unwanted sexual comments and behaviors such as: Dating violence, Domestic violence, and Sexual assault.
- **Social bullying** means causing harm to another's self worth, including but not limited to: Gossiping, Playing mean tricks, Spreading rumors, Insulting race, Excluding from the group, Arranging public humiliation, or Ruining a reputation.
- **Emotional bullying** means causing harm to another's self-worth, including but not limited to: Insulting remarks, Insulting gestures, Negatively impacting one's ability to do one's job.

**The prohibition against bullying shall be publicized by including the following statement in the student/staff handbook(s):**

“Bullying behavior by any person in the Muskogee Public School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion

from school or in the case of school employees, disciplinary action. ‘Bullying’ means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may, but need not be based on the individual’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know would have the effect of:

- Placing an individual in reasonable fear of physical harm or damage to the individual’s property; or
- Physically harming an individual or damaging a individual’s property; or
- Insulting or demeaning any individual or group of individuals in such a way as to disrupt or interfere with the school’s educational mission or the education/work of any individual.
- Students, parents, or employees may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly investigated, with possible consequences up to and including alternative placement, suspension, and/or expulsion, or in the case of employee's termination.”
- Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.
- The Anti-Bullying Policy will be available on the Muskogee Public Schools website, and in all student, staff, and parent handbooks.
- This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Reporting Intimidation, Harassment, or Bullying Behavior:**

Any person who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward an individual should immediately report the alleged acts. The report may be made to any staff member. The staff member will assist the individual in reporting to the principal or other district personnel. Teachers and other school staff who witness acts of bullying or receive a report of bullying are required to promptly notify designated staff. The school principal or his/her designee is **required** to accept and investigate all reports of intimidation, harassment, or bullying. The principal or designee is **required** to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying. A report of any form of bullying must be accompanied by a completed Complaint Form and a Completed Investigative

Document. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.

If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending due process.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is **required** to notify the parent or guardian of a student who is a target of an act of bullying of the action taken to prevent any further acts of bullying.

**Investigating Intimidation, Harassment, or Bullying Behavior:**

The Principal or designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the individual's history, and the context in which the alleged conduct occurred will be investigated. The administrator shall inform the parents/guardians of any victims under the age of majority and the accused of any report of harassment, intimidation, bullying, or hazing. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator. The district may take immediate steps to protect the complainant, student, teachers, administrators, or other school personnel pending the completion of an investigation. The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report to the Superintendent or designee upon completion of the investigation. If the complaint involves the Superintendent, the report shall be reported to the Muskogee Public Schools Board of Education and filed directly with the Oklahoma State Department of Education. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district Director of Security.

**Threats of Violence:**

Threats of violence toward other students, school staff, or facilities are prohibited and may result in suspension or expulsion, other disciplinary action as appropriate, regardless of whether the individual has previously engaged in such conduct. All employees and students are required to report evidence of threats of violence to their Principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the Principal. In cases of threats that may constitute a violation of criminal law, the Principal,



Superintendent, or designee shall notify the MPS Chief of Police who may report the incident to the Muskogee Police Dept. The Principal/Superintendent shall not be precluded from contacting the Muskogee City Police Department if warranted. Individuals who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion, or other disciplinary action as deemed appropriate. For Special Education students, administrators will consult with the Coordinator of Special Services regarding the appropriate action.

Bullying will not be tolerated at Muskogee Public Schools. Any student who feels he/she is being bullied should report it to the appropriate administrator. Bullying is defined as: Any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on the school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. Any student involved in bullying shall be subject to the consequences listed in the discipline matrix for bullying.

### Reporting and Investigation

#### **I. Reporting of Bullying:**

- Any student who is or has been subjected to bullying or knows of any student who is or has been subjected to bullying, is encouraged to report all such incidents to his or her principal, assistant principal, counselor, or teacher. It is the duty of any employee of the district who has knowledge of possible bullying of a student to report the incident(s) to the appropriate administrator, i.e., school principal.
- It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.
- All reports of bullying should state the name of the student or employee involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary for a full report and investigation of the matter.
- All formal or informal bullying complaints shall be promptly investigated as quickly as is reasonably possible.

#### **II. Investigation of Bullying:**

The following are established as guidelines for investigations that focus upon allegations of bullying.

- a. After receiving a report or complaint of bullying, the building Principal or his or her designee (the Investigator) shall immediately investigate or immediately authorize the

undertaking of an investigation of the claim to determine if the School District's policy against bullying has been violated. If the principal or his/her designee is alleged to have engaged in bullying, then a different investigator will be appointed by the Superintendent/Personnel, or the District's Title IX Coordinator to conduct the investigation.

b. The investigation of a bullying claim may consist of personal interviews with the complaining party, the person or persons alleged to have engaged in the bullying conduct and any other persons or witnesses identified by the complaining party, or other person who may have knowledge pertaining to the incidents or events alleged to have given rise to the claim. The investigation can also include a review of any written materials furnished by any party claiming to have some bearing on the issues raised by the complaint.

c. In conducting the investigation, the Investigator shall review all the relevant facts and circumstances to confirm or deny the claims in order to determine if this policy has been violated. Factors the Investigator can consider include, but are not limited to: The nature of the behavior; How often the conduct occurred; Whether there were past incidents or past continuing patterns of behavior; The relationship between the parties involved; The race, national origin, sex, and age of the victim; The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying; The number of alleged harassers; The age of the alleged harasser; Where the harassment occurred; Whether there have been other incidents in the school involving the same or other students; The context in which the alleged incidents occurred pending criminal charges if any.

d. While awaiting completion of the investigation, and if circumstances warrant, the School District, as soon as reasonably possible, shall take appropriate and reasonable steps to separate and protect the individual who is allegedly being bullied from the alleged harasser, until the matter can be fully investigated, and the appropriate remedial steps taken.

e. Pending the completion of the investigation, the School District will keep the individual who is allegedly being bullied, reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation.

f. At the conclusion of the investigation, and based upon facts taken as a whole and the totality of the circumstances, the Investigator shall determine whether a violation of the School District's bullying policy has been established. If a violation is established, the School District will take prompt action to address and, where appropriate, remediate the violation.

g. Unless otherwise prohibited by federal or state confidentiality or privacy laws, the final conclusion reached by the Investigator on any claim of bullying under this policy will be communicated to both the complaining party and parties, and to the person alleged to have engaged in bullying conduct.



**III. Disciplinary Action for Bullying:**

- a. Any student engaging in bullying is subject to any and all disciplinary action which may be imposed under the School District’s Student Behavior Policy.
- b. Any employee engaging in bullying of a student is subject to discipline; which could include, but would not be limited to, verbal or written disciplinary action, administrative transfer, suspension, demotion, forfeiture of pay or termination in accordance with applicable law.

It is the School District’s position that any person filing a grievance or anyone participating in the grievance process, or complaining of bullying, or participating in any way in any investigation of a bullying harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation, or harassment. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the School District who is determined to have engaged in such retaliatory behavior.

**HAZING**

The term hazing is broadly defined to mean any intentional, knowing, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student or students, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, maintaining membership or becoming a member of a team. Hazing includes, but is not limited to:

- 1. Any type of physical brutality, such as whipping, striking, beating, electronic shocking, placing a harmful substance on the body or similar activity.
- 2. Any type of physical activity, such as sleep deprivation, calisthenics, confinement in a small space, hitting or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- 3. Any activity involving the consumption of a food, liquid, drug, or other substance that subjects a student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- 4. Any activity that intimidates or threatens a student with ostracism, demeaning names, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of a student or discourages a student from entering or remaining a member of an organization or team.

A student commits an offense if he/she:

- 1. Engages in hazing.
- 2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing.
- 3. Recklessly permits hazing to occur, or
- 4. Has firsthand knowledge of the planning of a specific hazing incident involving a student,

or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to an Assistant Principal or Principal of a building.

Consequences for committing acts of hazing include the following:

1. Removal from being a member of a team or organization.
2. A long term suspension, the number of days as determined by the building principal.

### **GENERAL INFORMATION**

#### **BREAKFAST AND LUNCH PROGRAMS**

Free breakfast and lunch are provided at The 6th & 7th Grade Academy to all students.

#### **OUTSIDE FOOD POLICY**

Food from outside vendors, such as fast food restaurants, may not be brought in by students for lunch unless previously approved by the principal.

#### **HALL COURTESY**

Students are expected to:

- Keep the halls and stairs open to traffic by walking on the right side and not standing in groups.
- Know that running is never appropriate.
- Pass through halls and stairs quietly and be considerate of others.
- Discard trash in the containers provided and keep the school clean.

#### **HALL PASSES**

When class is in session, a student should not leave the classroom without the school approved blue hall pass. Instruction and student participation are considered the keys for classroom success. Attendance is an essential characteristic for success. Teachers are not to release students during the class period without a hall pass with the student's name, date, time, destination and teacher's signature. Students in the halls or on the school grounds and not in class during the class period without a hall pass will be considered truant.

#### **HALL SWEEPS**

The Administration reserves the right to conduct random hall sweeps to discourage tardiness. Students who are late to class during a hall sweep will receive immediate disciplinary action. Efforts to contact parents of affected students will be made.

#### **HEALTH SERVICES**

When an illness or injury occurs at school, the student should request a pass from the teacher

to go to the nurse's office. Every effort will be made to notify parents or guardians when an accident or illness occurs. School personnel will call for emergency medical help (ambulance) if the administration believes it is necessary even if the parents cannot be reached. Parents are required to provide the school with emergency information and to notify the school if name, address, and telephone numbers change during the school year.

### **MESSAGES TO STUDENTS**

In order to increase instructional time and to reduce classroom disruptions, only messages considered to be of an emergency nature will be delivered to students. Students are not called to the office telephone. Please do not ask schools to deliver messages that are not emergencies.

### **PUBLIC DISPLAY OF AFFECTION**

No public display of affection will be allowed at school. Offending students will have attention called to the matter, and appropriate disciplinary action will be taken if the problem continues to occur.

### **STUDENT RECORDS**

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use and which are not available to others are exempted from this definition. The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled may request the student's education records from any district in which the student was formerly enrolled. The records, including the student's disciplinary records, will be forwarded to the requesting district within three **(3)** business days. When schools transfer records to new educational institutions, the school will notify parents of the transfer and of their right to review and contest the material.

### **RECORD OF REFERRALS**

A file of referrals will be maintained for each student. Parental review of their child's or children's records will be in accordance with district policy and relevant Oklahoma law. The discipline referral files remain active **only** during the current school year. Non-current year discipline records are maintained until the students leave Muskogee 6th & 7th Grade Academy.

### **SALES (FUNDRAISING)**

All sales of any type must have the permission of the building Principal before they can be conducted.

## **SAFETY INFORMATION**

### **ACCESS TO STUDENTS BY NON-SCHOOL PERSONNEL**

In order to ensure the safety of students, to preserve the property of the School District, maintain proper security at the school facilities, and for the general welfare of the schools, non-school personnel shall be permitted to communicate at school facilities with students only in accordance with the following procedure:

1. Non-school personnel, immediately upon arrival at a school facility, shall sign in with the school office. Such non-school personnel shall provide identification and state the purpose for the visit to the school facility.
2. The Principal will determine whether access should be granted, under what conditions the visit may be made, and whether permission from the parent/guardian is needed.
3. Non-school personnel shall be defined as any person not enrolled in the Muskogee Public Schools, or not employed by an accredited educational institution.

### **CAMERA SURVEILLANCE FOR SAFETY**

For safety reasons, video recordings will be used to monitor student behavior. Cameras record student activity in the hallways, lunchroom, activity rooms, etc. Cameras are not placed in individual classrooms or restrooms. For safety and security reasons, metal detectors and electromagnetic field analyzers may be used.

### **CLOSED CAMPUS**

Muskogee 6th & 7th Grade Academy at Ben Franklin is a closed campus. A policy of "Closed Campus" for all students in Muskogee Public Schools will be adhered to at all times.

### **DANGEROUS WEAPON IN SCHOOL**

It shall be unlawful for any student to transmit or to carry upon his/her person, or in his/her portfolio/backpack or purse, any firearm, knife, blade, club, chain, metal knuckles, device capable of firing a projectile, stun gun, gaseous spray, projectile, explosive device, or any such item that could be used as a weapon while:

1. On the school grounds at any time, or
2. Off the school grounds at any school activity, function, or event, or
3. Being transported in any vehicle being used by the school district.

Any student found to be in possession of a dangerous weapon will face disciplinary action.

### **DISSEMINATION OF INFORMATION**

Any and all literature/information disseminated in school or on school grounds must have the permission of the building principal prior to the release of said literature/information.

Students who disseminate unapproved information on school campuses will be subject to

disciplinary action.

### **PETS OR ANIMALS IN SCHOOL**

For safety reasons, students or teachers may not bring animals to school. If a parent or staff member wants to bring an animal to school, they must first have the permission of the Building Principal. If permission is granted, the animal must be brought to school just before the presentation and taken home when the presentation is finished. The animal must be maintained in a cage or container approved for transportation of the animal, which prevents the animal from interacting with students or staff. The cage or container must be in direct sight of the teacher at all times while on school property. Pets or animals which have the potential for infectious or poisonous bite may not be brought on school property.

### **SAFETY DRILLS**

Safety drills will be practiced in compliance with Board policy and state requirements. It is important to note the drills must be held during the school year.

### **INCLEMENT WEATHER**

When inclement weather conditions exist information regarding school closing will be broadcast and placed on the school website. Students may be required to remain in buildings, delaying dismissal, because of severe weather conditions. Due to safety precautions, parents may not pick up their children during a Shelter-In-Place. The Central Office will notify the building Principal when the "all clear" signal is given and students are dismissed.

### **INTERROGATIONS AND SEARCHES**

Teachers, administrators and school security personnel (school officials) are authorized to detain and search a student when the school official has reasonable suspicion that the student is in possession of: Contraband and nuisance items; Dangerous weapons; Controlled dangerous substance; Beverage containing alcohol; Missing or stolen property. Attempts to contact the parent before any search will be made when possible.

Reasonable suspicion means that there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Metal detectors may be used either at random without cause at times to be determined by the principal or otherwise prescribed by the district or they may be used for minor reasonable suspicion on a selective basis.

#### **Location of Search**

The search shall be conducted by a person of the same sex, when possible, as the student and witnessed by an additional staff member. This additional witness may possibly not be of the same sex as the student. The search shall be conducted outside the presence of other students and the public. The extent of the search shall be reasonable and related to the objective of the search. The search shall not be excessively intrusive considering the age and sex of the student,

and the nature of the infraction. No strip search of a student is permitted. No clothing of a student will be removed prior to or during the search, except for cold weather wear.

**Locker Searches**

Students do not have an expectation of privacy towards school officials regarding the contents of school lockers, desks, or other school property. School lockers, desks and other school facilities may be opened and searched by school officials, and no reason shall be necessary for such search.

**Law Enforcement Officers**

Searches of students and property by certified law enforcement officers shall be conducted in accordance with the rules and regulations of the agency that employs the officer and with applicable state and federal law. It shall be the responsibility of the agency employing the officer to ensure compliance with the foregoing search. School officials must witness any such search by the officer.

Any notice to the parents or guardian of a student who is searched by a law enforcement officer shall be the responsibility of the agency that employs the officer. School officials may notify the parents or guardian if requested by the law enforcement officer or student.

**Interrogation of Student by Law Enforcement Officer**

School officials will cooperate with law enforcement agencies. The principal or appropriate administrator will make students available to law enforcement officers for questioning or detention in accordance with the following guidelines.

**6th/7th Grade Level**

6th/7th Grade students may be questioned by certified law enforcement officers in accordance with the rules and regulations of the applicable law enforcement agency. School officials will not compel students to answer the questions of law enforcement officers. School officials will contact parents. An administrator must be present during the time the student is being questioned.

**Releasing Students to Law Enforcement Personnel**

When an officer with police authority comes to the school for the removal of a pupil by arrest (legal warrant); the pupil is released to the officer. The police and school administration will make every effort to notify the parents/guardians before the student is removed from the school site. The school will record the name and the title of the arresting officer so follow-up attempts by the school may be facilitated.

**SEARCHES BY TRAINED DOG**

In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall use specially-trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

1. Search of Property - Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker or any item in

classrooms or other common areas, it may be searched. If the student refuses, the parents shall be notified. If the dog alerts to a student's outer garments, he/she shall be subject to search.

2. Search of Students - The dogs may be allowed to sniff an individual student only if there is reasonable cause to believe that the student possesses illicit substances. If the dog alerts the student, the student's outer garments shall be subject to search. If illicit substances or drug paraphernalia are found, the student will be subject to procedures and due process as stated in Board Policy and in this handbook.

Notice - Students shall be notified at the beginning of each school year that:

- a. The lockers remain under the jurisdiction of the District, even though possessed by the students and are subject to sniff search at any time.
- b. Students will be subject to a sniff search if there is reasonable cause to believe that the student possesses illegal substances.
- c. Classroom and other common areas are subject to a sniff search at any time when students are not present.
- d. If any prohibited substances are found, the student shall be subject to appropriate private disciplinary measures, including suspension. The parents or guardian shall be notified if prohibited substances are found in searches conducted under this policy. Students found to be in violation of Board Policy shall be subject to appropriate disciplinary measures as defined in this handbook.

## **LOCKDOWN**

The 6th & 7th Grade Academy administration will conduct lockdown drills according to state law.

## **SCHOOL BOARD POLICIES**

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

Muskogee Public School buildings have been inspected for asbestos-containing materials and a report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each school is on file in the school office and the master AHERA management plan is on file in the office of the Superintendent and the school district's maintenance department. All AHERA management plans are available for public review; please contact the Director of Maintenance at 918-684-3710 to set up an appointment to review documents.

## **DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as directory information, and it will disclose that information without prior written consent:



- The student's name and address
- The student's class designation (i.e., first grade, tenth grade, etc.)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team

Parents have two weeks after receiving the student handbook to advise the school district in writing (a letter to the Building Principal's Office) of any or all of the items they refuse to permit the district to designate as directory information about the student. During this time frame, parents can also designate if they do not want their student's likeness to be published or posted on any media.

At the end of the two week period, each student's record will be appropriately marked to indicate the items they refused to permit the district to designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **EQUAL OPPORTUNITY**

The Muskogee Public School District does not discriminate on the basis of race, color, religion, national origin, gender, qualified individual with a handicap or disability, in any of its policies, practices, or procedures. This provision includes, but is not limited to, admissions, employment, and educational services, in accordance with all applicable state and federal laws. Should a student feel that they have been discriminated against for any reason, they should contact their building Principal or the Superintendent's office for instructions on the appropriate action to be taken.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Muskogee Public Schools, District 1-20 of Muskogee County, OK, is in full compliance with the Family Education and Privacy Regulations of 1988. Parents and eligible students (over the age of 18) have the following rights under the Family Education Rights and Privacy Act (FERPA) and the School District Policy;

1. The right to inspect and review the students' educational records.
2. The right to request the amendment of the students' educational records.
3. The right to consent to disclosure of the records (except to the extent of FERPA).
4. The right to file a complaint with the U.S. Department of Education.
5. The right to obtain a copy of FERPA policy from the Educational Service Center 2809 N Country Club Rd, Muskogee, OK 74403
6. The right to have translation provided for parents who have a primary home language other than English.
7. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll shall be in accordance with the



annual notification requirements and provisions of the Family Education Rights and Privacy Act of 1974 (FERPA).

All rights and protection given to parents under the FERPA policy, transfer to the student when he or she reaches the age of 18 and enrolls in a post-secondary school. The student then becomes an "eligible student." Annual notice of the Family Education Rights and Privacy Act will be included with enrollment information at the beginning of each year. A copy of the Muskogee Public Schools Student Records Policy and Procedures can be obtained from the Director of Special Programs.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (I.D.E.A)**

In keeping with the philosophy, "All students can learn", students with disabilities are a primary concern of Muskogee Public Schools. In accordance with Public Law 101-476 and amendments, District I-20, provides the opportunity for a free and appropriate public education for disabled individuals from birth through 21 years of age. If you are the parent of an individual with established or suspected disabilities, or are aware of such individuals, please contact us regarding our programs. For further information contact the building Principal of your child's school or Veronica Teague, Coordinator of Special Services, Education Service Center, 202 W Broadway, Muskogee, Oklahoma, 74401 or 918-684-3700.

### **INTERNET ACCEPTABLE USE POLICY**

The Muskogee Public Schools exist to create and provide educational opportunities in a success based educational environment to empower all students to become lifelong learners and participants in an ever changing world.

#### **Definition and Purpose of Service**

Electronic resources include local area networks within each school building, a wide area network linking all Muskogee Public School facilities, and Internet and E-Mail links. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Thus it offers vast, diverse and unique resources. The goal is to promote educational excellence by enhancing student and educational research activities, providing a conduit for the transmission and sharing of educational information, providing access to appropriate national and international resources, and preparing students for a technology rich society.

#### **Acceptable Use**

All users of electronic resources must comply with this policy and the stated purposes. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Each organization/school is responsible for the activity of its users and for ensuring that its users are familiar with this Use Policy. Each school/office will maintain and enforce this policy. Using the network is a privilege, not a right, and the privilege will be revoked when students do not follow these strict guidelines.

It is possible for all users of the Internet to access information that is intended for adults. Although Muskogee Public Schools has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, and educational objectives of the district, the district or school cannot prevent the availability of, nor even begin to identify inappropriate material everywhere on the Internet. Computer security cannot be made perfect and is likely that a determined student could make use of computer resources for inappropriate purposes. Students must remember using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

### **Student, Staff and Community Member Use**

The Muskogee Board of Education supports the rights of students, staff, and community members to have reasonable access to various information.

### **Permission/Agreement Form for Students**

A written parental request shall be required prior to any student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request.

### **Agreement for Staff and Community Members**

A written request/agreement form shall be required of all staff and community members being granted independent access to electronic media involving district technological resources. The required request/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by each staff member or community member at each school building. This document shall be kept on file as a legal, binding document.

### **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media. (Muskogee Public School Policy IIAD)

### **Access Privileges to Electronic Materials**

In the Muskogee Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, Muskogee Public Schools maintains the right to limit access to software and/or documents found either on Muskogee Public Schools Wide Area Network or the Internet, via technical or human barriers.

### **General Standards - Users**

The following standards are used as a general structure for students, staff, and community members access to electronic resources:

### **Acceptable Use**

Use of other organization networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, unlicensed computer programs, threatening or obscene material, or material protected by trade secrets. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using the Internet to play games (including MUDs or multi-user games) is not accepted use. Muskogee Public School instructors and administrators have the right to determine what is appropriate.

### **Rights, Responsibilities, & Privileges**

This document of the terms and conditions for the use of Electronic resources must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand the responsibilities clearly as a user of the Internet. If you have any questions about these responsibilities, please contact your Building Administrator. Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

### **Network and Internet Regulations**

1. The use of Internet must be in support of education and research and consistent with the educational objectives of Muskogee Public School District I-20.
2. You may not break in or attempt to break into other computer networks.
3. You may not create or share computer viruses.
4. You may not destroy another person's data.
5. You may not monopolize the resources of Muskogee Public Schools' Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using resources for games.
6. You may not use MUD (multi-user games) network via the Muskogee Public Schools' Network.
7. You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene materials.
8. Purposefully annoying other Internet users on or off the MPS system is prohibited. This includes such things as continuous talk requests, vandalism, and harassment.
9. No illegal activities may be conducted via the network.
10. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
11. Encouraging the use of or promoting the sale of controlled substances or drugs.
12. Any attempt to sell or offer for sale any goods or services that could be construed as a

- commercial enterprise, unless approved by the Board or their designee.
13. Using unlicensed computer programs.
  14. Redistributing a copyrighted program or copyrighted materials without express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading materials.
  15. All communications and information accessible via the network should be assumed to be private property. Students should assume that all network correspondence is open to staff supervision and censorship.

### **Electronic Mail Regulations**

Be polite, do not write or send abusive messages to others, use appropriate language, do not swear, use vulgarities or any other inappropriate language. Do not reveal your personal address or phone numbers of students or colleagues.

**Please note that electronic mail is not guaranteed to be private.** People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

### **PROCESS FOR ADDRESSING PUBLIC CONCERN**

The Board of Education recognizes the right of individuals and groups to have input and to express their concerns regarding such matters as school personnel, the curriculum, instructional materials, school services, discrimination, and school facilities. In the interest of handling all concerns fairly and expeditiously, the Board of Education is committed to the philosophy that an equitable resolution of concerns regarding the schools be handled at the lowest possible level and in this connection has formulated the following procedure:

#### Step One:

A concern will first be discussed by the individual and the staff member directly involved, with the object of resolving the matter informally.

#### Step Two:

If the concern is not satisfactorily resolved at Step One, the individual will submit his/her concern in writing to the building principal/site supervisor, stating the reasons for the concern and the relief desired. The principal/site supervisor will meet with the individual at a mutually convenient time within 10 working days of receipt of the concern. Within five working days of this meeting, the principal/site supervisor will provide a response in writing to the individual, stating reasons for his/her decision. All written documents will be signed and dated.

#### Step Three:

If the matter is not resolved at Step Two, the individual will file an appeal to the Assistant Superintendent at Educational Service Center within 10 working days of the receipt of the principal/site supervisor written response. The appeal to the Assistant Superintendent at the Educational Service Center will include the reasons for the concern and the relief desired. The Assistant Superintendent at the E.S.C. will then meet with the individual and the building

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principal/site supervisor within 10 working days of the receipt of the appeal. Within five working days of this meeting, the Assistant Superintendent at E.S.C. will communicate his/her decision, in writing, with the supporting reasons, to the building principal/site supervisor and the concerned individual.

### Step Four:

In case the matter is not resolved at Step Three, the individual will file an appeal with the Superintendent within 10 working days of the final Step Three meeting. The appeal of the Superintendent will include reasons for the concern and the relief desired. The Superintendent will then meet with the individual and the building principal/site supervisor within 10 working days of the receipt of the appeal. Within five working days of this meeting, the Superintendent will communicate, in writing, his/her decision, with supporting reasons, to the building principal/site supervisor and to the concerned individual.

### Step Five:

Within 10 working days of receiving the decision of the Superintendent, the individual may appeal to the Board of Education. This appeal will be in writing and directed to the Superintendent of Schools.

In spite of the above recommendation, there will be occasions when concerns will be taken directly to the Board of Education, which has established these guidelines for handling such cases:

1. Answer the question if he/she definitely knows the answer.
2. Advise the Superintendent of the conversation if the Board member believes the question has policy implications.
3. Advise the individual or group of the proper channeling of concerns, which is as follows:
  1. Supervisor or teacher.
  2. Building Principal/Site Supervisor.
  3. Assistant Superintendent
  4. Superintendent.
  5. Board of Education.

When a Board member receives a concern, and has reason to believe that the person or persons involved will not go to the source of the problem, he/she should inform the superintendent of the situation. In no case should the Board member go to the source of the problem himself/herself unless directed by a quorum of the Board in legal session.

The agenda of each regular Board of Education meeting provides an opportunity for any resident of the Muskogee Independent School District I-20 to address the Board of Education relative to action items on the agenda. (Please refer to Board policy #BDDH)

The Board of Education encourages parents and other citizens to express their concerns, to ask questions, and to take an active interest in the school's educational program and environment by attending Board meetings, visiting the schools, and meeting with teachers.

**PROCEDURE TO RELEASE INFORMATION, INTERVIEW, PHOTOGRAPH, OR RECORD STUDENTS**

In accordance with this policy all attempts will be made to minimize the loss of instructional time for interviews, photographing, or recording students. All guidelines contained in the Family Education Rights to Privacy Act (FERPA) and Individuals with Disabilities Act (IDEA) P.L. 101-476, will govern the release of information by staff. All interviews, photographs or taping of students will be supervised by Muskogee Public School personnel. (MPS policy JO). The school district is excited about the innovative academic programs offered for students. The local newspaper has suggested that we submit articles from time to time about these programs, by providing news releases and pictures of the children in our district at work. However, in order to comply with this request, the district would like to have parental permission in order to have our students' pictures and or interviews appear in print or on film. Any parent who **does not** wish to have their child's picture taken, interview taped, or likeness placed on social media must submit their request in writing to the school's administrator. The district seeks your continued cooperation and support.

**DEFINITION OF TERMS**

**ALTERING OR DESTROYING SCHOOL RECORDS** - Changing or ruining school related information regarding student progress, attendance, legal accounts, or any other information which is important to the operation or administration of a school.

**ASSAULT** - Regular physical or verbal attack or intentional touching or applying force to another person done in a rude or angry manner and causing immediate anxiety or bodily harm.

**BATTERY** - The act of battering or beating. Unlawfully beating or using force on a person without their consent.

**BEHAVIORAL CONTRACT** - A teacher, counselor or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both the student and school official are required; in some instances, parents or guardians will also be expected to sign, indicating agreement to terms of the contract.

**BLACKMAIL** - Obtaining money or other objects of value from an unwilling person or forcing a person to act through the use of force or threat of force.

**BOMB THREATS** - An expression of intention to use an explosive device to hurt, destroy, or punish actions, or in retaliation or intimidation.

**COERCION** - Obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

**CONTRACT** - An agreement between two or more people to do something.

**COPYING** - To reproduce the school work of another student with the intent to represent it as one's own.

**DEFACING SCHOOL PROPERTY** - Destroying, damaging, or stealing school property



including buses, either during school hours, out-of-school hours or during vacation time.

**DEFIANCE OF SCHOOL PERSON'S AUTHORITY** - Refusal to comply with a reasonable request from school personnel.

**DETENTION** - An enforced confinement or delay.

**DETENTION/WORK DETAIL** - Detention is mandatory time spent in an assigned location, either studying or performing supervised work for the school. Rules for detention vary by assignment, and always require full cooperation with the supervisor. Detention or work detail may be assigned before school, during school, during lunch period, or after school.

Parents/guardians will be notified prior to a student serving a before or after school detention or work detail.

**DISRUPTION ON SCHOOL BUS** - Disobedience or misbehavior on a school bus.

**DRESS CODE** - Maintaining high standards of dress, grooming, and appearance.

**EXTORTION** - Obtaining money or other objects of value from an unwilling person or making an individual act through the use of force or threat of force.

**FALSE FIRE ALARMS** - Knowingly make, aiding in the making, sounding of a fire alarm when the alarm is not needed or sounding when there is no fire.

**FORGERY/FORGING** - Imitating an original piece of writing with the intent to deceive.

**HARASSMENT** - Annoying or bothering someone.

**INSUBORDINATION** - Persisting in serious acts of disobedience, defying authority of school personnel, and unprovoked display of disrespect toward school personnel.

**LANGUAGE ABUSIVE TOWARD STAFF** - Using profane, violent, abusive or insulting language toward staff shall be considered a breach of the peace. A police report shall be filed which may result in the student being fined.

**OFFENSIVE**- Using language which is outside the standards of acceptable language of the school.

**LOITERING** - Lingering about the school premises in an aimless fashion.

**MISBEHAVIOR** - Behavior which is contrary to expectations. Behavior which prevents the teacher from carrying out the teaching process.

**IMMORAL CONDUCT** - Lewd or indecent acts.

**INAPPROPRIATE DISPLAYS OF AFFECTION** - Physically displaying affection at inappropriate times and places around the school campus contrary to standards of behavior accepted by the majority of the community.

**INDECENT EXPOSURE** - Displaying private parts of the body with the intent to shock a bystander.

**IN-SCHOOL-SUSPENSION** - Eliminating a student from class for a specified period of time and placing the student under supervision in the school building during the regular school hours.

**NEGLECT OR REFUSAL TO COMPEL CHILD TO ATTEND SCHOOL** - It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of



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a misdemeanor, and upon conviction thereof, shall be punished by a fine there of, not less than five dollars (\$5) nor more than twenty-five dollars (\$25) for the first offense, not less than ten dollars (\$10) nor more than fifty dollars (\$50) for the second offense, and not less than twenty-five dollars (\$25) nor more than one hundred dollars (\$100) for each subsequent offense. Each day the child remains out of school the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

**OBSCENE MATERIAL** - Material which is offensive to the acceptable standards of the majority in a community.

**PEER MEDIATION** - Peer mediation is a process by which the participants, with the assistance of a neutral person or persons isolate student issues in order to reach a settlement that will accommodate both their needs. Students involved in a conflict, may be referred to mediation by teachers, counselors or the administration, or they may refer themselves.

**PRESCRIPTION AND OVER-THE-COUNTER DRUGS** - The police **MUST** be called when students are involved in the use/abuse, possession and/or distribution of illicit drugs on school premises or as a part of any school activity. Illicit drugs include prescription and over-the-counter drugs.

**RECKLESS CONDUCT** - Acting in a manner that is careless and without proper caution, regard or consequences which may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others.

**RESTITUTION** - Making good or restoring objects that have been lost or damaged, returning to the former condition.

**SCHOOL OR COMMUNITY SERVICE** - School or community service may be assigned when a school official determines that the most meaningful consequence of misconduct would be a contribution to school and community. School or community service requires parental agreement and must be done through a cooperating agency or individual.

**SELF DEFENSE** - When a student uses self defense as an excuse to fight, the student must be able to prove **all** of the following:

- a. He/she tried to avoid this altercation.
- b. He/she tried to get away from this situation/person at all costs.
- c. He/she used only defensive actions to protect himself/herself.

**SEVERITY** - Seriousness or gravity of a situation.

**STEALING** - Taking and carrying away the personal property of another without the consent of the owner.

**SUSPENSION** - Removing a pupil from privileges of the school for any given period or time not to extend beyond two semesters.

**TAMPERING WITH FIRE ALARMS AND EQUIPMENT** - Interfering with or meddling with fire alarms and equipment.

**THREAT/INTIMIDATION** - Use of disrespectful and/or profane verbal or nonverbal

behavior to threaten, harass or intimidate another person(s).

**THEFT** - Unauthorized possession and/or sale of the property of another without consent of the owner.

**TRESPASSING** - Muskogee Secondary Schools maintain a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to our law enforcement officer on campus.

**TRUANCY** - Staying away from school without permission. Failing to attend classes and/or school sponsored activities or leaving campus without permission.

**VANDALISM** - Willful or ignorant destruction which results in destruction, damage, or defacement of property belonging to or rented by the district.

**VIOLATIONS** - Failing to keep or observe the correct forms of behavior.

**WEAPONS** - Instruments used to cause bodily harm and/or intimidate. Articles designed for other purposes, but could easily be used to inflict bodily harm and/or intimidate are included. See definition (Matrix).

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**Student Achiever Handbook Acknowledgement  
2023-2024**

**I have read the 6th & 7th Grade Academy Student Handbook and understand the information contained within. My signature below indicates that I have been given access to this handbook and understand that the procedures and expectations articulated in this book will be upheld while I am a student achiever at the 6th and 7th Grade Academy at Ben Franklin. I also understand that I may ask any member of the school administration at any time to explain any of the information contained within this book to me.**

.....

**Student Achiever Name (print)**

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**Student Achiever Signature:**

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**Date**\_\_\_\_\_



6th & 7th Grade Academy @ BFSA  
Student Handbook Signature Page

I \_\_\_\_\_ (Student's Name)  
have reviewed with my teacher, the Procedures and Policy of the 6th & 7th Grade Academy  
2021-2022 Student Handbook.

Student's Name (print): \_\_\_\_\_ Date:  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_