

STAFF MEMBERS AND ELECTRONIC DIGITAL COMMUNICATIONS

The Choctaw-Nicomma Park (CNP) administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students (except immediate family) as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's school-approved platform.
 - c. Improper contact via electronic or digital communication is prohibited.
- 2) Inappropriateness of posting items with sexual content.
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
- 4) Monitoring and penalties for improper use of district computers and technology.

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior or bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

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The superintendent or designees will periodically conduct internet searches to see if staff members have posted inappropriate material on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly begin a review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFB and state law.

**REFERENCE: 74 O.S. § 840-8.1
74 O.S. § 6-401**

*** A copy of this policy shall be distributed to each affected employee by email.**

**STAFF MEMBERS AND ELECTRONIC DIGITAL COMMUNICATIONS
APPROVED STAFF MEMBER PLATFORMS (REGULATION)**

Listed below are copies of the board approved electronic digital communication platforms:

Band App
Google Chat
Apptegy

INTRA-DISTRICT TRANSFERS

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

The district has a capacity of 20 per grade level teacher in Grade PK at Choctaw Elementary School.
The district has a capacity of 18 per grade level teacher in Grade K at Choctaw Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 1st at Choctaw Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 2nd at Choctaw Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 3rd at Choctaw Elementary School.
The district has a capacity of 20 per grade level teacher in Grade 4th at Choctaw Elementary School.
The district has a capacity of 20 per grade level teacher in Grade 5th at Choctaw Elementary School.

The district has a capacity of 20 per grade level teacher in Grade PK at Westfall Elementary School.
The district has a capacity of 18 per grade level teacher in Grade K at Westfall Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 1st at Westfall Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 2nd at Westfall Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 3rd at Westfall Elementary School.
The district has a capacity of 20 per grade level teacher in Grade 4th at Westfall Elementary School.
The district has a capacity of 20 per grade level teacher in Grade 5th at Westfall Elementary School.

The district has a capacity of 20 per grade level teacher in Grade PK at Nicoma Park Elementary School.
The district has a capacity of 18 per grade level teacher in Grade K at Nicoma Park Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 1st at Nicoma Park Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 2nd at Nicoma Park Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 3rd at Nicoma Park Intermediate School.
The district has a capacity of 20 per grade level teacher in Grade 4th at Nicoma Park Intermediate School.
The district has a capacity of 20 per grade level teacher in Grade 5th at Nicoma Park Intermediate School.

The district has a capacity of 20 per grade level teacher in Grade PK at Indian Meridian Elementary School.
The district has a capacity of 18 per grade level teacher in Grade K at Indian Meridian Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 1st at Indian Meridian Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 2nd at Indian Meridian Elementary School.
The district has a capacity of 19 per grade level teacher in Grade 3rd at James Griffith Intermediate School.
The district has a capacity of 20 per grade level teacher in Grade 4th at James Griffith Intermediate School.
The district has a capacity of 20 per grade level teacher in Grade 5th at James Griffith Intermediate School.

The district has a capacity of 200 students in Grade 6th at Choctaw Middle School.
The district has a capacity of 200 students in Grade 7th at Choctaw Middle School.
The district has a capacity of 200 students in Grade 8th at Choctaw Middle School.

The district has a capacity of 200 students in Grade 6th at Nicoma Park Middle School.
The district has a capacity of 200 students in Grade 7th at Nicoma Park Middle School.
The district has a capacity of 200 students in Grade 8th at Nicoma Park Middle School.

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The district has a capacity of 475 students in Grade 9th at Choctaw High School.
The district has a capacity of 400 students in Grade 10th at Choctaw High School.
The district has a capacity of 400 students in Grade 11th at Choctaw High School.
The district has a capacity of 375 students in Grade 12th at Choctaw High School.

The district has a capacity of 30 full-time students in Grade 6th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 7th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 8th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 9th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 10th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 11th at EDGE Virtual School.
The district has a capacity of 30 full-time students in Grade 12th at EDGE Virtual School.

The district has a capacity of 65 students at Choctaw Alternative Transition School.

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior year;
3. Siblings of student who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district;
and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does not limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exception to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

INTRA-DISTRICT TRANSFERS

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulations,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonable suspected to be taken from a student, a school employee, or the school during school activities or
 - c, possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district will select transfer students based on the preferences outlined above and then in the order in which the district received the application.

LEGAL REFERENCE: 70 O.S. Section 8-114.