

STUDENT HANDBOOK

PRE-K - GRADE 4



2024-2025

George Washington Elementary
Grades K-4
400 Gerlach Dr.
916-7200

Northwest Heights Elementary
Grades K-4
1715 West University Blvd.
924-5595

Washington Irving Elementary
Grades K-4
812 West Locust St.
924-3805



Robert E. Lee Early Childhood Center
Grade PK
824 West Louisiana St.
924-3628

DURANT PUBLIC SCHOOLS
BOARD OF EDUCATION

Jason Manous, President, Paul Buntz, Vice President,
Joyce Northcutt, Member, Janie Umsted, Member, Chaz Polk, Member

ADMINISTRATION

Central Administration Office
1323 Waco Street
Durant, Oklahoma 74701
Phone: 580-924-1276 Fax: 580-924-6019

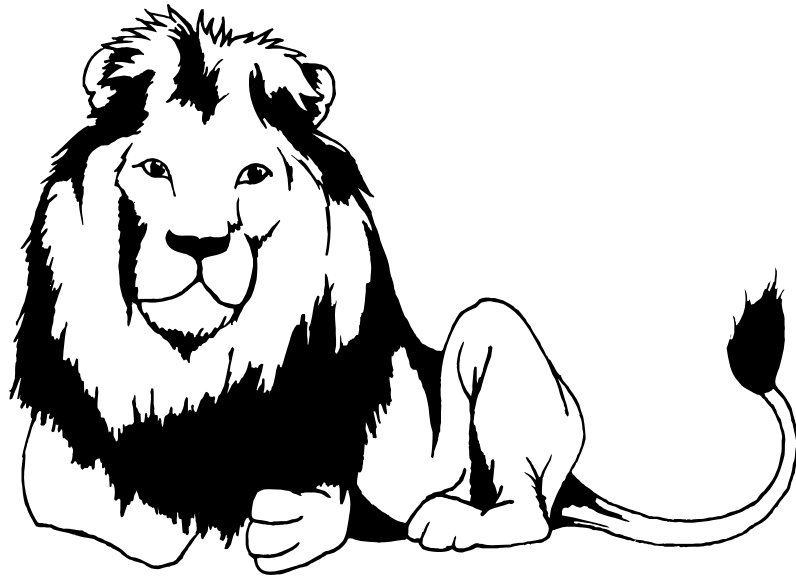
Superintendent Mark Moring
Assistant Superintendent..... Kenny Chaffin
Director of Elementary Education Curriculum.....Beth Bean
Director of Special Education.....Lori McCoy
Director of Child Nutrition.....TBD
Chief Technology Officer Larry Bennett
Director of Technology..... Andi Hudson
Director of Indian Education/Academic Advisor..... Charlene Hibbs
1313 Waco Street (924-1330) 
Director of School Transportation Billy Whittenburg
304 South 22nd Street (924-7015)
Durant High School..... Cheryl Conditt, Principal
950 Gerlach Drive (924-4424) Torrey Gaines, Assistant Principal
Amber Bullard, Assistant Principal
Todd Vargas, Dean of Students

Durant Middle School Josh Perrin, Principal
802 W. Walnut (924-1321) James Pratt, Assistant Principal
Durant Intermediate School Aaron McCoy, Principal
1314 Waco (924-1397) Carrie Gosnell, Assistant Principal
George Washington Elementary School..... Valerie Crabtree, Principal
400 Gerlach Dr. (916-7200)..... Vicki Woody, Assistant Principal
Northwest Heights Elementary School Taylor Downs, Principal
1715 University (924-5595) Mellissa Sherrer, Assistant Principal
Robert E. Lee Early Childhood Center Lisa Whitley, Principal
824 West Louisiana (924-3628)
Washington Irving Elementary School..... Maegan Morgan, Principal
812 West Locust (924-3805)..... Elizabeth Dunn, Assistant Principal

INDEX

	<u>Page</u>
Absences from School	1
Appeal Procedure	1
Attendance	1
Bullying Prevention Act	1
Bus Students	2
Cafeteria Charges (School Policy)	2
Nexcheck LLC.....	2
Confidentiality of Records	3
Counselor	3
Dress and Grooming	3
Drug-Free Schools Program & Policy	3
Early Release of Students.....	3
Enrollment Requirements.....	4
Family Educational Rights & Privacy Act (FERPA).....	4-5
Fire and Security Drills	5
Gifted Program	5
Gun-Free Schools Suspension Policy	5-6
Health-Related Issues:	
Immunizations	6
Medication for Children at School	6
Too Sick for School?	6
Nurse.....	7
In Case of Emergency.....	7
Indian Education Program.....	7
Insurance.....	7
Internet and Other Computer Networks Acceptable Use Policy	8-12
Playground Conduct.....	13
Progress Reports to Parents.....	13
Providing Student Information.....	13
Safe Schools/Healthy Students Program.....	13-14
Special Education Classes.....	14
Student Behavior Policy	14-16
Student Disciplinary Options	16
Suspension of Students	17-19
Long-Term Suspension.....	20-21
Short-Term Suspension	22-23
Telephones.....	23
Textbooks and Library Books.....	23
Title IX	23
24/7 Tobacco Use Policy (Includes information for students, staff and parents).....	24
Wireless Telecommunication Devices	24-25
Parent’s Right-To-Know.....	26
Notice of Nondiscrimination....	27
Board Policy 4120: Grievance Procedures and Form.....	28-31

STUDENT HANDBOOK

Pre-K – Grade 4



Durant Independent School District Mission Statement
Reaching Every Student, Every Day, Every Way

ABSENCES FROM SCHOOL

Please notify your child's school of his/her absence by 9:00 A.M. on the day of the absence. If this is not possible, please send a note by your child explaining his/her absence when he/she is readmitted. If your child is recovering from an illness and you or your doctor feel that he/she should temporarily stay inside during play periods, please send a note to the child's teacher with this explanation and define the time he/she is to stay inside. Please try to plan extra activities (such as doctor visits, trips, etc.) so that they do not interfere with the regular day at school. Children must be in school 90% of the time to receive grades or to be promoted.

APPEAL PROCEDURE

Any parent who would like to appeal the application or the placement of their children in certain education programs, (i.e., Title I, Title IX, Special Education, Handicapped, or Indian Education) should contact the principal of their school. The principal will schedule an appeals meeting with the placement committee. The committee will consist of the principal, appropriate counselor, special education teacher and a teacher who will be named by the principal.

ATTENDANCE

Durant students are required to attend school on a regular basis. Students are expected to be in class on time and attend school the entire school day. Oklahoma state law requires students to attend school a minimum of 90% of the days scheduled per school year. Students with excessive absences are also subject to loss of credit and retention. Student attendance is the responsibility of the student's parent or guardian. Charges may be filed through the District Attorney's office with possible fines of up to \$125 for each day of excessive absence, as each day is a separate offense. Student truancy issues for elementary age students will be handled through the Bryan County District Attorney's office with charges filed in District Court. The Durant Truancy Prevention Coordinator, Durant School Resource Officers and the Durant School Administration will also address Durant school truancy issues.

BULLYING PREVENTION ACT

(70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

BUS STUDENTS

Students living one and one-half miles or more from their school by the most commonly traveled route are legally entitled to ride school buses. Students must be on time for bus stops as drivers are not required to wait on students at stops. Because of safety concerns, the driver has complete supervision of those who ride. Please remember that riding the school bus is a **privilege** provided by the school. The director of transportation will be responsible for notifying you if your student misbehaves. Severe or persistent misbehavior could result in your child being suspended from the bus.

CAFETERIA CHARGES

School Policy: Copied from the District policy manual, Section C page 3460. Policy Manual may be viewed online at www.durantisd.org

All students in grades pre-kindergarten through three may charge meals at school.

Cafeteria charges will be limited to a maximum of five (5) meals per child from August to May 1. Students who reach this limit will not be allowed to charge in the cafeteria. Rather than allow a child to go hungry, the school will provide an ***alternative meal***, defined as a reimbursable meal according to state and federal guidelines. In an effort to keep a child on a regular meal program, the school will contact parents by sending a notice home with their child when their account balance is \$10.00 or less. ***After May 1*** of each school year, there will be no charges permitted and outstanding accounts will require payment in full. ***Adults, including school employees, cannot charge meals at school.***

NEXCHECK, LLC

Your Check is Welcome. Your check is welcome at all schools in the Durant Public School System. The Durant Public School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Durant Public School System has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address, and one phone number. **Counter or starter checks** will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck P.O. Box 19688 Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone using a credit card, debit card or electronic check.

CONFIDENTIALITY OF RECORDS

Only persons who have a "legitimate educational interest" will have access to permanent educational records. Parents have the right to examine their child's permanent school record.

COUNSELOR

A school counselor is available to assist you and your student(s) with pertinent information, interpreting test results, and school counseling services.

DRESS AND GROOMING

Clothing and grooming that interferes with the educational process will not be permitted. Principals and teachers will discuss the building dress code with students. Individual schools may send home a more specific dress policy.

DRUG-FREE SCHOOLS PROGRAM AND POLICY FOR STUDENTS

Public Law 101-226 states: "Local education agencies must adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students". Durant Public Schools hereby adopts and communicates the regulations implementing this law.

1. It is wrong and harmful for students to possess, distribute, and use illicit drugs including tobacco, alcohol, and anabolic steroids.
2. Instructional employees of the district will utilize age-appropriate, developmentally based drug and alcohol education and prevention programs. These programs will address the legal, social, and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs will be implemented at each grade level K-12.
3. The school district's Discipline Policy clearly prohibits the unlawful possession, use, or distribution of illicit drugs including tobacco, alcohol, and anabolic steroids by students on school premises or as part of any of its activities.
4. Further, the school district's Discipline Policy includes sanctions up to and including expulsion and referral for prosecution for students who violate the standards of conduct discussed in Paragraph C.
5. School counselors will provide information about drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.
6. All parents and students shall be given a copy of the district's Student Drug Prevention Program and the district's Discipline Policy.
7. There shall be biennial review of the District's Policies and Programs to (1) determine its effectiveness and implement changes to the program if they are needed; and (2) ensure that the disciplinary sanctions described in the school district's Discipline Policy are consistently enforced.

EARLY RELEASE OF STUDENTS

Only those persons authorized by the parent (indicated on the enrollment card) will be permitted to pick up students from school. All persons visiting the school for any reason MUST report to the principal's office before visiting with a student or leaving school with a student. Parents need to contact the school office no later than 1:45 p.m. If parents call after 2:00 p.m., messages may not get to the appropriate personnel.

ENROLLMENT REQUIREMENTS

A copy of the birth certificate or other valid proof-of-age, immunization records and two proofs of residency, any current copy of a utility bill, (water, electric, gas, rental/lease agreement, etc.) are required for all students. We **cannot** accept a cell phone bill, driver's license, cable/dish bills, internet bill, home owner's insurance, any eviction notices or cut-off notices. During the school year, a current report card or official withdrawal form should be provided. **A STUDENT WILL NOT BE ENROLLED WITHOUT THE REQUIRED RECORDS.**

For the current school year children must be at least five years old on or before September 1 to enroll in kindergarten. A child must be at least four years old on or before September 1 to enroll in Pre-Kindergarten (Pre-K).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a written request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request for the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Durant Public School District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right of any person to file a complaint with the Department of Education if the Durant School District violated the FERPA.

The name and office that administers FERPA: Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605



FIRE AND SECURITY DRILLS

Fire and Security drills will be explained during the first week of school. Drills will be conducted during each semester.

GIFTED PROGRAM

The primary objective of Gifted Education is to provide intellectually gifted students with modified instructional activities, advanced materials, and opportunities that will enhance the learning process. Students will be provided opportunities that involve educational experiences that are challenging and appropriate to their needs and achievement.

Parents or teachers may refer students for testing to determine eligibility for the program. Please contact the site principal if you have any questions.

GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

It is the policy of the Durant School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the School District.

For the purposes of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the superintendent of schools or the board of education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District's policy for the out-of-school suspension of students. Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan

shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy.

HEALTH-RELATED ISSUES

Immunizations



The following immunizations are required for enrollment in public schools:

- Children entering pre-school should have received four doses of DtaP or DTP; three doses of polio vaccine; one dose of MMR; three doses of hepatitis B; two doses of hepatitis A; and one dose of varicella or a statement of history of the disease.
- Children entering kindergarten through grade 10 should have received five doses of DtaP/DTP (or four doses if the 4th dose was given on or after 4th birthday); four doses of polio vaccine (or three doses if the 3rd dose was given on or after the 4th birthday); two doses of MMR; three doses of hepatitis B; two doses of hepatitis A; and one dose of varicella or a statement of history of the disease (chickenpox).

Personnel of the Bryan County Health Department or your physician can supply you with the OFFICIAL IMMUNIZATION RECORD CARD. If your child has already presented an Immunization Card in previous years, it is not necessary that another be presented. **New students must present immunization records to the school at the time of enrollment.** Oklahoma's School Immunization Law allows exemptions for medical, religious or personal objections. Exemption forms are available from the Oklahoma State Department of Health.

Medication for Children at School

No prescription or nonprescription medicine will be administered at school without a signed request from parents. Contact the school office if it is necessary that medication be administered at the school. **Parents should bring the medication and the directions for administering to the school office. NEVER send medication to school with the child.**

Too Sick for School?

So, what if it is almost time to send your child to school and she/he says [they] feel sick? How do you decide when to keep your child home from school? Consider using these guidelines:

- A temperature over 100.0°F.;
- A severe and persistent earache;
- Redness in the whites of the eyes, yellow eye discharge and matted lashes are symptoms of conjunctivitis (pinkeye), which is highly contagious;
- Persistent vomiting and/or diarrhea;
- A cough that keeps a child awake at night, worsens with increased activity, and/or is combined with other symptoms;
- A persistent red sore throat, especially if the tonsils are enlarged;
- Rashes can be difficult to evaluate ... if all over the body, blistering, oozing, or painful, this could be a sign of a contagious infection, such as "chicken pox" or "measles";

Remember, these suggestions above should be considered as a guide. If you are still unsure whether to send your child to school, please call your physician or the nurse at your child's school for further guidance

Nurse

A school nurse is available at each site. The nurse will conduct various health screenings as referred.

IN CASE OF EMERGENCY

Parents should provide the school with emergency telephone numbers so that a parent or other adult can be reached in case of emergency.

INDIAN EDUCATION PROGRAM

The Durant Public School District 1072 receives funds for educational and cultural programming for Native American students. Current census information indicates approximately 1250 active American Indian students in early childhood through grade 12 enrolled in Title VII and Johnson O'Malley programs. Eligibility for Indian Education services requires the parent to sign an "Indian Student Certification Form" for each child, which may be obtained from the school or through the Indian Education Department located at 1313 Waco Street.

There is no blood quantum requirement for two Indian Education programs; however, a copy of the student's CDIB is a prerequisite for Johnson O'Malley services. Indian Education provides school supplies, tutoring services for all grades, and an incentive program that offers rewards for those students meeting the requirements for achievement for grades and/or attendance.

During the school year parents may receive a form on which should be indicated whether or not your child is of Native American heritage. This completed form should be returned to the student's teacher or to the Indian Education office. Parents of children who are eligible and who do not receive this form are requested to contact the Indian Education office at 924-1330. Anyone having questions concerning the Indian Education program are urged to call or visit the Indian Education office.

INSURANCE

Student Insurance is available through an outside agent at the following website. www.studentinsurance-kk.com.

INTERNET AND OTHER COMPUTER NETWORKS

ACCEPTABLE USE POLICY

Acknowledging that the development of instructional technology is an ongoing evolution, the following regulations are intended to be reviewed and edited as changes in technology require. Safety and privacy are the guiding premise for the following expectations regarding the use and access of technology at Durant ISD. It is the district's intent to provide reasonable, equitable, and safe access to and storage of information for all users, in support of education and consistently with the educational objectives of the district. As in all of its work with and for students and families, the Family Educational Rights and Privacy Act (FERPA) guides many of the district's decisions with regard to the wise and judicious use of technology. Users are expected to always act responsibly in their use of technology resources. Use of district resources and systems is a privilege afforded to users of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students and employees are to use the system only for educational activities, administrative activities, and academic research.

- A.** The term "user" is defined as any student, employee or visitor with access to the district's network via sanctioned login or guest credentials. The term "device" pertains to any piece of equipment used on the Durant ISD network, in any way, including district and non-district owned devices. Users will comply with current requirements regarding responsible use of the system and network.
- B.** The district will take reasonable steps to secure the network and computer systems against unauthorized access and/or abuse, while making the network available and accessible for all authorized users.

To comply with the Child Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 U.S.C. §254(h)] and other federal and state statutes, the school district will utilize filtering software or other technologies to reasonably protect users from accessing any media that is inappropriate or harmful to minors. It is impossible for the district to guarantee that students will not be exposed to inappropriate materials through their use of the Internet. It is a district belief that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The district encourages parents to discuss with their children what material is and is not acceptable for their children to access through the district system.

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the District is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

- C.** Failure to secure a computer for even a short period of time can have significant consequences. Users are responsible for their user ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts. Users are solely responsible for all actions taken under their user ID. All users are expected to lock their device when away from it.

Sharing a user ID or password with any other person is prohibited. Under no circumstances may users provide their passwords to another person or permit another person to use their account once activated. Users may not use another user's credentials without explicit permission for the purpose of technical assistance.

Users should never give out private or confidential information about themselves or others on the internet. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited.

Users should always use network etiquette when utilizing district technology or services. (www.copyright.gov/fls/fl102.html).

- D.** United States copyright law will govern the use of material accessed through the network. Users should make a standard practice of requesting permission from the holder of a work before copying material or incorporating substantial portions of a work in other materials. This does not apply to appropriately cited references in scholarly research. Users who violate this provision do so at their own risk and will be held personally liable for their negligence.
- E.** No user shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the district's computers or district-provided internet access. The district's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the district's computers or district-provided internet access. In addition, discipline may be imposed for improper usage. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws, and provide contents of user's files to authorities, in accordance with the Oklahoma Open Records Act.
- F.** The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.
- G.** The following prohibited uses must be adhered to by all users:
 - a. Unauthorized use of any wireless device during a test (i.e. text messaging, image photography, etc.) will be considered cheating. Appropriate and commensurate disciplinary consequences will be administered.
 - b. Wireless device photography is prohibited in "private spaces", such as restrooms and locker rooms at all times.
 - c. Users may never photograph or video other users without their permission, or the permission of the parent/guardian of a minor. Exception to policy provisions may be granted in advance by the site administrator for the following purposes:
 - i. Monitoring or providing support for students with specific health need.

- ii. Exceptions necessitated by instructional needs such as photography class, club activity support (i.e. website maintenance, social media graphics,) yearbook, etc.
- d. If a user fails to follow guidelines for in-school use of a personal device, the device may be confiscated by the district. If a device is in the possession of an administrator, it may be held until appropriate communications and consequences have been made/discussed. The site administrator may take further disciplinary actions, provided they are consistent with applicable board policies.
- e. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; or transmitting obscene, abusive, or secularly explicit language is prohibited. Accessing material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature) as well as using inappropriate language while accessing the district's network is prohibited.
- f. Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or excessive use of network resources or the spreading of computer viruses and/or malware through the use of infected files or other electronic/digital media is prohibited.
- g. Participating in cyberbullying, to intentionally harm, harass, intimidate, or reject another person is prohibited. Such activities or knowledge of the activity shall be reported to school personnel. Users may not engage in sexual harassment or use objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning or slanderous language.
- h. Attempting to gain unauthorized access to the district system or to any other computer system within the district, or go beyond a user's authorized access. Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system. Users are also prohibited from directly attaching any network device with the intent of creating a personal wireless network while on campus.
- i. Users may not campaign for or against any political candidate, or ballot proposition or use the system for political purposes, political lobbying, or speech. Users may use the system to communicate with their elected representatives or elected officials for curriculum related purposes, or for reasons which are important to the educational process.
- j. Downloading, streaming and/or storage of audio, video, software, or other electronic/ digital media, such as movies, images and music files, for personal purposes, or that break copyright law is prohibited.
- k. Sending mass emails to large groups, such as an entire school or all contacts in the district's email system, for purposes of personal gain, intentionally inappropriate editorializing, or other non-sanctioned personal communication is forbidden. Users should not post chain letters or engage in "spamming." Spamming is sending an unnecessary email message to a group of people. (This does not prohibit official communication with patrons on behalf of the district, a school, a school organization, or a teacher.)

- l. Users are prohibited from using social networking or messaging sites in a manner that distracts from or disrupts the educational process. Signing of this policy incorporates agreement to the Social Media and Social Networking policy #5220.3.
 - m. Users are prohibited from using personal wireless devices in a manner that distracts from or disrupts the educational process. Signing of this policy incorporates agreement to the Personal Wireless Device policy #6580.
 - n. Users may not participate in online gambling or lotteries using district resources.
 - o. Utilizing resources for commercial purposes that result in personal gain is prohibited.
- H. The District reserves the right to restrict use of district owned technologies and personally owned devices on school property or at school-sponsored events. All personal devices accessing the Internet through the District network will be subject to the District's content filtering system. Not all devices may be compatible with the network authentication system. Users joining the District network with personal devices will self-register their devices during their use. Users may be limited on the number of concurrent devices used on the network. The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.
- I. Users will be required to sign appropriate documentation indicating they have read and/or attended instruction regarding Policy 5220 regulations and standards of conduct prior to using the network. If a student is under 18, his/her parent/guardian will be required to also sign the documentation.

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Acceptable Use Policy executed by every user. By signing this AUP, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access being revoked, confiscation of district or non-district owned equipment or disciplinary action being taken, including suspension, criminal prosecution, and/or termination of employment.

FOR STUDENTS:

I have received a copy of the Technology Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

FOR EMPLOYEES:

I have received a copy of the Technology Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action **including suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.**

Student or Employee User Section:

Last Name: _____ First Name & Middle Initial:

ID Number: _____

Home Address:

Phone: _____

User Signature: _____

Date: _____

Sponsoring Parent or Guardian Section (for students under 18):

I have read the Technology Acceptable Use Policy and Student Handbook for Durant Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: _____

Date: _____

Home Address:

Phone: _____

PLAYGROUND CONDUCT

Students will be supervised at all times while on the playground between 8:00 and 3:00. Students should follow these regulations while on the playground.

1. Students will not leave the playground area for ANY reason.
2. Students will not play tackle football.
3. Students will not bring toys to school. For example: baseballs, skates, skateboards, etc.
4. Students will not throw rocks.
5. Students will not swing double or bail out of the swings, or stand up in the swings..
6. Students will not ride bikes during school hours.
7. Students will not climb poles or trees.
8. There will be no fighting or profanity on the playground.



PROGRESS REPORTS TO PARENT: Progress Reports are no longer mailed or sent home with students unless by special request. All student grades are available for parents to review in the Parent Portal, anytime (link on our website at www.durantisd.org). If you do not have a Parent Portal account, please contact the school office. If you feel that your child's work is not satisfactory, appointments may be made with the teacher for a meeting.

PROVIDING STUDENT INFORMATION

The District does not allow any school site to provide addresses, phone numbers, or other such information to students or their parents for the purpose of sending birthday invitations. Party Invitations will not be distributed at school by school staff or students.

SAFE SCHOOLS/HEALTHY STUDENTS

Students often know each other better than teachers or counselors. While a student may want to maintain a friend's confidence, there are a few situations where you may play a key role in protecting that friend. There may be a time when you are required to disclose what your friend has told you. The following guidelines will assist you. If your friend has disclosed to you any of the following situations, you may talk with a teacher, a school counselor, or Safe Schools/Healthy Students social worker to seek assistance if a friend ...

1. has threatened or has a plan to hurt himself or herself.
2. has a plan to hurt someone else.
3. has or is abusing illegal substances.
4. is sick and needs medical attention.



Because Oklahoma law has designated responsibility for child protective services to the Oklahoma Department of Human Services (OKDHS), some reports may need to go directly to OKDHS. The Bryan County phone number is 931-2500 or to the OKDHS Hot Line number 1-800-522-3511. If you know that a friend is being abused physically or sexually or is being severely neglected, you may seek assistance from your teacher, your principal, your school counselor, or a Safe Schools/Healthy Students social worker to help you report this to the proper authority.

Oklahoma Law says anyone who thinks that a child has been abused or neglected by the person responsible for that child **must** report this to OKDHS. The name of the person making a report of child abuse or neglect is kept confidential. Reports of abuse or neglect can be made anonymously. Failure to report suspected abuse is a crime legally and morally. No person, regardless of relationship with the child or family, is exempt from reporting suspected abuse. A person reporting in good faith is immune from both civil and criminal prosecution. You are legally responsible for making sure that the report is made. Legal responsibility is not satisfied merely by reporting your suspicion to someone else as the report must be made to OKDHS. You do not have to prove the abuse before reporting. If you make a report and then find out about a new allegation, you are required to make a new report.

SPECIAL EDUCATION CLASSES

During the school year, Special Education will be available to all elementary school students who meet guidelines. You should consult your child's principal if you feel he/she has a need for Special Education classes.

STUDENT BEHAVIOR POLICY

The Board of Education of the Durant School District adopts the following policy and procedures dealing with student behavior:

General Expectations: The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Durant Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code: The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, or gender by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, or gender by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False reports or false calls



12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation and bullying, including gestures, written or verbal expression, electronic communication or physical acts
16. Hazing (initiations) in connection with any school activity
17. Immorality
18. Inappropriate attire
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability or gender, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in(a) or (b)
23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Use of a wireless telecommunication device without prior authorization
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
31. Possession of illegal and/or drug-related paraphernalia
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
34. Theft
35. Threatening behavior including gestures, written, or verbal expression, electronic communication or physical acts.
36. Truancy
37. Use or possession of tobacco in any form
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school



39. Using racial, religious, ethnic, sexual, gender or disability-related epithets Vandalism
40. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
41. Vulgarity
42. Willful damage to school property
43. Willful disobedience of a directive of any school official



In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

STUDENT DISCIPLINARY OPTIONS

Time Out: Time out is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied.

Alternative In-School Placement: Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Corporal Punishment: Corporal punishment is administered to students according to the following policy;

1. Corporal punishment is a form of discipline when the infraction by the students is considered serious or is a repeated infraction of school rules
2. Corporal punishment will be administered by the site principal or designee in an office or designated area and in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.

SUSPENSION OF STUDENTS

Students who are suspended from school have the right to due process and appeal. Upon notification, the principal will arrange for a hearing before a suspension review committee.

SUSPENSION

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or conduct that may result in suspension:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.



In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "1" through "4," above. As allowed by law, no education plan will be provided for acts that fall within part "5," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

DISTRICT'S OBLIGATION

APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

Alternative In-School Placements: Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in O.S. STAT. title 57, § 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of

3. alternative options. The principal should ask the parent if he/she understands the rule and the charges against the student.
4. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. The School District's Gun-Free Schools Policy governs out-of-school suspensions involving firearms. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension: Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The principal shall prepare the Plan with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports: The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal: A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the parent or student receives the principal's decision, the principal's out-of-school suspension decision will be final and nonappealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The Superintendent of Schools or his/her designee should ask the parent if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.



Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education:

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.



2. The Board President should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented, School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.



SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that

support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION Or UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES



Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

This policy, with accompanying forms, supersedes all prior policies, forms and handbooks addressing the matters contained herein.

TELEPHONES

Please make definite arrangements concerning where your child is to go after school. If your student is to go home with another student for the afternoon or night, please make arrangements BEFORE coming to school. School phones are limited and must be reserved for EMERGENCY messages and school communication needs. Children will not use telephones except in cases of emergency.

TEXTBOOKS AND LIBRARY BOOKS

Books furnished for the students are the property of the Durant Independent School District. Encourage your child to give them the best care possible as he/she is responsible for those books issued. **Lost textbooks and library books will be paid for by the student or parent/guardian.**

TITLE IX

The Durant Public School District I-72 does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. Mr. Duane Merideth, Assistant Superintendent, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act

24/7 TOBACCO USE POLICY

The Durant Independent School District Board of Education is committed to providing a healthy and productive environment for all persons using the school's facilities. The Board of Education also recognizes that tobacco use has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on all school property, by all persons (students, faculty, staff, and members of the public), at all times, including athletic events. This is in effect 24 hours per day, seven days per week. Vaping is also not allowed.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by the school. This includes playgrounds, athletic facilities, maintenance buildings, campus grounds, parking lots, and all school vehicles.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking, and electric cigarettes or any other simulated tobacco devices.
3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
4. "Staff" includes but is not limited to full-time, part-time, and contract employees.

WIRELESS COMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from the distraction and concerns posed by cellular phones.

1. Except as provided in Section 2 of this Policy, a student may not use a wireless communication device while the student is on school premises or while the student is in transit to or from school in a school vehicle or while the student is attending any function sponsored or authorized by the student's school. [The terms "while the student is on school premises" AND "while the student is attending any function sponsored or authorized by the student's school" do not include when a student is in attendance at a school sponsored or authorized even as a spectator.
2. A student may use a wireless communications device while the student is on school premises or while the student is in transit to or from school in a school vehicle or while the student is attending any function sponsored or authorized by the student's school solely for safety reasons. In determining whether safety reasons existed for such usage a principal or sponsor may consider if an injury had occurred to a person or property, if the student had reasonably perceived a substantial risk of injury to person or property, if a student's vehicle had become disabled and the student was in need of transportation or emergency services, or if the student had received permission from a teacher or an administrator to have made the communication. Communications may be made in such situations only to the student, parent or guardian, emergency-response agencies, or school representatives. It will be the responsibility of the student to insure the wireless communication device is not set to receive incoming communications at any time the student is on school property, in school vehicles, or at school sponsored events.
3. School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly

using a wireless communication device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is improperly using wireless communication device shall have the authority to remove the wireless communication device from the student's possession.

4. Students improperly using a wireless telecommunications device in violation of this policy shall suffer the following disciplinary consequences:
 - a. First Offense—Confiscation of device with parent/guardian required to obtain the device from the principal.
 - b. Second Offense—Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for up to three days;
 - c. Third Offense—Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for up to 5 school days; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the school year.
 - d. Fourth Offense—Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for up to 10 school days; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the student's enrollment in the Durant Schools.
 - e. Fifth Offense—Confiscation of device with parent/guardian required to obtain the device from the principal; suspension from school for 10 days or more with the possibility of suspension for the remainder of the current semester and all of the next semester; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the student's enrollment in the Durant Schools.

PARENTS RIGHT-TO-KNOW

Section 1111 (h) (6)

(A) QUALIFICATIONS. -At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION-In addition to the information that parents may request under subparagraph

(A), a school that receives funds under this part shall provide to each individual parent"(i) information on the level of achievement of the parent's child in each of the state academic assessments as required under this part; and "(it) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) FORMAT -The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

NOTICE OF NONDISCRIMINATION

Durant Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, genetic information, veteran status, marital status, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Kenny Chaffin
Director of Compliance
Durant School District
1323 Waco Street
Durant, OK 74701
(580) 924-1276

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING
AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS
(STUDENTS AND EMPLOYEES)**

I. Definitions

The District takes all allegations of discrimination seriously and will take all reasonable steps to remedy the effects of, and prevent the reoccurrence of, discrimination of which it has notice. Accordingly, the District adopts the following procedure regarding all complaints of discrimination.

- A. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, genetic information, veteran status, marital status, or disability.
- B. **Grievant:** Any person enrolled in or employed by the District who submits a complaint alleging discrimination based on gender (including sexual harassment), race, color, national origin, religion, age, genetic information, veteran status, marital status, or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. **Title IX, ADA, Title VII and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator for the District is: DUANE MERIDETH, Director of Compliance, P.O. Box 1160, Durant, OK 74702-1160 (580-924-1276).
- D. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

II. Pre-Filing Procedures

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Coordinator, and reasonable effort should be made to resolve the problem or complaint.

III. Filing and Processing Discrimination Complaints

- A. Grievant: Submits written complaint to the Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinator.
- B. Coordinator: Conducts an adequate, reliable and impartial investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses of all the parties, review of any supporting documents of all the parties, and interviewing the respondent; and asks respondent to:
 - i) Confirm or deny facts;
 - ii) Indicate acceptance or rejection of student or employee's requested action; or
 - iii) Outline alternatives.
- C. Respondent: Submits written answer within 10 days to the Coordinator.
- D. Coordinator: Within 5 days after receiving respondent's answer, Coordinator schedules a hearing.
- E. Grievant, Respondent and Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Coordinator: Issues, within 5 days after the hearing, a written decision to the Grievant and Respondent.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which the Coordinator, and not the superintendent or his/her designee, conducted the initial hearing.
- H. Superintendent or Designee: Schedules, within 10 days of request, a hearing with the Grievant and Respondent.
- I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.
- J. Superintendent or Designee: Issues a written decision within 5 days following the hearing to Grievant and Respondent.
- K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.
- L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

M. Board, Grievant, Respondent, Superintendent and Coordinator: Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age, genetic information, veteran status, marital status, or disability.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.

Revised by vote of the Durant Board of Education September 7, 2010.
Revised by vote of the Durant Board of Education July 17, 2023.

GRIEVANCE COMPLAINT FORM

1. Print Name and Address of Charging Party (Grievant):

2. Date: _____

3. Phone numbers where Grievant may be reached:

Home: _____

Office: _____

Other: _____

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

5. Please identify any witnesses and/or documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.

6. Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE DISTRICT'S ADA COORDINATOR, _____, AT _____, FOR ASSISTANCE OR ACCOMMODATION.

