

Durant Intermediate School



STUDENT HANDBOOK 2024-2025

TABLE OF CONTENTS

A NOTE FROM THE PRINCIPAL	4
MISSION STATEMENT	4
INTRODUCTION	5
ALTERNATIVE CLASSROOM	5
ATTENDANCE POLICIES AND PROCEDURES	5
BACKPACKS	6
BICYCLES AND SKATEBOARDS	6
BULLYING PREVENTION ACT	6
CAFETERIA	6
CAMERAS	6
CAMP GODDARD	6
CARE OF SCHOOL AND STUDENT PROPERTY	6
CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES	7
CHANGE OF ADDRESS OR PHONE NUMBER	7
CLASS SCHEDULE CHANGES	7
COUNSELOR	7
DAILY TRAFFIC FLOW	7
DETENTION	8
DISCIPLINE PLAN - CLASSROOM	8
RULES FOR A PRODUCTIVE AND POSITIVE LEARNING ENVIRONMENT	8
DISCIPLINE POLICY	9
DRESS CODE	15
ELEVATOR KEY POLICY	16
ENROLLMENT	16

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	16
FIRE, STORM AND LOCKDOWN DRILLS	17
FOOD AND DRINK	17
GUM CHEWING	17
IMMUNIZATION RECORDS	17
INDIAN EDUCATION PROGRAM	18
INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY	18
LIBRARY	23
MEDICATION	23
NEXCHECK	24
PARENT PORTAL	24
PROGRESS REPORTS AND REPORT CARDS	24
RETENTION	25
SAFE SCHOOLS / HEALTHY STUDENTS	25
SCHOOL DAY	26
SUSPENSION	26
TARDY	27
TELEPHONE	27
USE OF TOBACCO/VAPING PRODUCTS	27
VISITORS	28
WITHDRAWAL FROM SCHOOL	28
NOTICE OF NONDISCRIMINATION	29
GRIEVANCE COMPLAINT FORM	32

A NOTE FROM THE PRINCIPAL

On behalf of the faculty and staff at Durant Intermediate School, I would like to welcome students and parents to the 2024-2025 school year. This is an exciting time of change and challenge for both the fifth and sixth grade students.

Our staff and administration have worked hard to create and implement greater opportunities for the students of DIS. We are a transitional campus with the goal of preparing our students for their future. Our school has a priority of creating an educational atmosphere of high expectations and mutual respect, while making the safety and security of each student paramount to our educational mission.

It is our desire to offer the best possible learning environment and to challenge each student to reach his or her maximum potential. With the help of parents, teachers, administrators, and students, we can forge a partnership that will result in a positive and meaningful educational experience. With everyone as active participants, we can achieve these goals.

The first section of this handbook contains an outline of information that is designed to structure the environment at Durant Intermediate School. Both parents and students should take time to review these policies and procedures. This will increase the probability of your child having a productive and successful year at school.

Staying in touch with current school programs and activities has also been made possible through the mediums of television and the Internet. Durant Public Schools maintains information on Channel 5 (Vyve Broadband Cable), Facebook, Twitter, and our school website. Our web address is www.durantisd.org.

May I express again how excited we are about the new school year and a sincere invitation for your involvement in the education of your child.

Sincerely,

Aaron McCoy
Principal
Durant Middle School

MISSION STATEMENT

Reaching Every Student - Every Day - Every Way

INTRODUCTION

This handbook contains information concerning policies, practices, and regulations for Durant Intermediate School students. Please keep this handbook available for reference. It is not intended to be all encompassing, but a general guideline for students. The majority of problems encountered by students may be avoided by adherence to these rules and regulations. If there should be any questions regarding this matter, please confer with the principal.

ALTERNATIVE CLASSROOM

Students assigned to the Alternative Classroom for discipline reasons will be required to report to an Administrator at a designated area upon arrival at school and will remain in class until 3:10 p.m. Students who are late or miss part of the day will be required to make up the time missed. Permission to leave early can only be granted by the Principal or the Assistant Principal.

ATTENDANCE POLICIES AND PROCEDURES

TO CLEAR OR REPORT A STUDENT'S ABSENCE

- Call 580-916-7151 or 580-924-1397 on the day of the absence
- Written notes/ Doctor's notes are accepted on the day of the student's return
- Give student name and reason for absence

TYPES OF ABSENCES

- Notified – requires Parent contact with the school (call or note)
- Excused – documentation (doctor's note) for the absence
- Activity – extracurricular events during the school day (band, choir)
- Unexcused- any absence without a doctor's note

STATE REQUIREMENTS FOR ATTENDANCE

- Oklahoma State Law requires students to attend school a minimum of **90%** of scheduled days.
- The violation of Compulsory School Attendance laws requires a response by the school district.
- Failure to clear an absence may result in additional consequences

RESPONSE TO EXCESSIVE ABSENCES (BELOW 90% ATTENDANCE)

- Parents will receive written notice of student attendance rate.
- Parents could be assigned to the DIS Attendance Court.
- Possible loss of privileges or retention of the student.

ATTENDANCE COURT

Oklahoma state law requires students to attend school a minimum of **90%** of the days scheduled per school year. Durant Intermediate School students in violation of the attendance requirement will be addressed by the Durant School Resource Officers and the Durant Intermediate School Administration. Charges may be filed through the District Attorney's office for excessive absences, with possible fines of up to \$125 being assessed for each day of excessive absence

(each day is a separate offense). Unforeseen circumstances causing excessive absences can be submitted in writing to the Principal for consideration.

BACKPACKS

Students will only be allowed to carry their books and supplies to and from school in backpacks.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are to be secured to the rack located on the south side of the building. Riding these modes of transportation around campus is prohibited. Skateboards cannot be brought into the building.

BULLYING PREVENTION ACT

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:

- Harm another student
- Damage another student's property
- Place another student in reasonable fear of harm of the student's person or damage to the student's property

- 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

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

CAFETERIA

Meal prices are published at the beginning of each school year. **No charges are allowed. Taking food without payment is theft and could result in disciplinary action.**

CAMERAS

No cameras of any type are allowed on campus without permission of the Principal's office.

CAMP GODDARD

Sixth Grade students are given the opportunity to attend Camp Goddard in March. Students who have been suspended will NOT be allowed to attend. Students who have been assigned to In School Suspension/Alternative Classroom twice or more may not be allowed to attend Camp Goddard. More information will go home about Camp Goddard during the school year.

CARE OF SCHOOL AND STUDENT PROPERTY

As good citizens of our community, students are expected to place litter in waste receptacles, respect the property of others on the way to and from school, and will be expected to pay for any

property that is damaged or lost while in their care. Students should stay away from private property near the school.

CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES

- Students are allowed to bring cell phones to school, **BUT** it must be turned off during the school day.
- Students will not be allowed to use their phones during school hours, unless given special permission from the office.
- Students will not be permitted to communicate via Smart Watches or similar technological devices.
- Students will not be permitted to use cell phones to contact anyone due to illness.
- Students may use their cell phone after school with permission by staff and in compliance with school rules.
- Headphones and ear buds are not allowed to be worn or displayed during school, unless used for educational purposes.
- iPod, MP3 and other personal entertainment devices are prohibited on school grounds. No exceptions.

VIOLATIONS

If a student is in violation during school hours... the phone will be taken up and the parent/guardian will be notified of the first violation.

Further violations will result in disciplinary consequences... and the parent/guardian may pick up the phone from the office.

CHANGE OF ADDRESS OR PHONE NUMBER

These changes should be reported to the office as soon as possible. This information is vital to school administration in the event of an emergency.

CLASS SCHEDULE CHANGES

No schedule changes will be made after two weeks into a semester unless deemed necessary by the Principal or his designee. A parent-teacher conference may be required for schedule changes. Conferences to seek schedule changes can be set up by contacting the school counselor's office.

COUNSELOR

Students needing to see a counselor should first report to their teacher and obtain a hall pass before going to the counselors' office.

DAILY TRAFFIC FLOW

If you have both a 5th and a 6th grade student, you may use the designated drop off point of your choosing.

5th GRADE DROP OFF AND PICK UP

Please use the parking lot- drive thru located at the Northwest corner of the building on Washington Ave.

6th GRADE DROP OFF AND PICK UP

Please use the drive thru off Washington Ave at the southwest corner of the building (main entrance). You will exit the drive thru onto Waco St.

BUSES

Buses will use Grand Ave on the east side of the school (next to the playground) for drop off and pick up of students. Please do not use this street before and immediately after school.

DETENTION

- Individual teachers in accordance with the classroom discipline plan assign a forty-five minute detention.
- The Principal or the Assistant Principal may also assign a forty-five after school detention OR lunch detention.
- After school detention will be held Monday thru Thursday during the following times. 3:15 until 4:00 p.m. Students assigned detention should be picked up at the front office at 4 p.m.
- Lunch detentions are held daily during the child's recess.
- It is the **responsibility of the student** to inform his or her parents of assignment to detention.
- Students are not allowed to be late to detention. Failure to arrive on time will result in additional consequences.
- A student must receive **prior** authorization to miss detention from the assigning person. Students who miss detention without permission will be referred to an administrator.

DISCIPLINE PLAN - CLASSROOM

We are happy your child enrolled in the Durant Intermediate School. We are looking forward to a very productive year. We believe that all of our students can behave appropriately in school. We will not allow any student to stop a teacher from teaching or to keep other students from learning. In order to guarantee your child and all of our students an environment conducive to learning, the following Discipline Plan will be utilized:

RULES FOR A PRODUCTIVE AND POSITIVE LEARNING ENVIRONMENT

1. Students will be on time to class.
2. Students will be active learners in the classroom (bring homework, participate in classroom discussions, etc.)
3. Students will follow teacher directions and adhere to classroom expectations.
4. Students will be courteous and respectful to others and property..
5. Students will move quietly in the halls, restrooms, and cafeteria.

The breaking of rules will result in the following consequences:

1st infraction	Warning
2nd infraction	Letter sent to parent or telephone conference
3rd infraction	After School Detention (3:15-4:00)
4th infraction	Office Referral
Severe Disruption	Immediate office referral to an administrator

DISCIPLINE POLICY

STUDENT BEHAVIOR

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. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are

not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, non-consensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress

11. Disruption of the educational process or operation of the school — as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy
22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, 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)
25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against his or her will

26. Possession or distribution of a caustic substance
27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon¹ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content
32. Possession or claimed possession of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of a window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft

¹ Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the district's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*
41. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
42. 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
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
45. Vandalism
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
47. Vulgarity
48. Willful damage to school property
49. 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. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

Detention 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. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- *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. Any such placement will be made in accordance with applicable special education procedural safeguards.

- *Alternative Out-of-School Placement*

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

- *School Service*

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Corporal Punishment*

Corporal punishment may be administered at the discretion of the school administration. Prior to administering corporal punishment, the administrator will explain to the student the

offense he/she is alleged to have committed and allow the student to explain his/her version of events.

Corporal punishment must be administered by a school administrator in a private office area with another certified employee serving as a witness. If possible, the witness will be the same gender as the student. Corporal punishment will only be administered to a student's buttocks with a finished wooden paddle after the student has emptied his/her pockets. No student will receive more than 3 swats per incident, and no more than 3 swats per day. The corporal punishment must be reasonable in force considering the student's age, sex, physical and mental condition, whether the force was degrading and the likelihood of permanent harm to the student.

Corporal punishment will not be administered to special education students with the most severe cognitive disabilities unless the student's parents have signed a written waiver permitting corporal punishment. As to any other special education students, the person administering the corporal punishment must first determine that such punishment is not prohibited by the student's IEP or 504 plan.

A report must be completed by the administrator and signed by both the administrator and the witness. The report will specify the infraction, the number of swats given, the date, time and location of the corporal punishment and the name and position of the witness.

Parents who object to the use of corporal punishment for their student must notify the school principal, in writing, at the beginning of each school year.

- *Out of School Student Suspension*

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension

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 to impose disciplinary or other correctional measures against a student, 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.

DRESS CODE

The age of DIS students brings developmental changes and a lot of growth during their school year, therefore, what meets dress code in the fall, may not meet dress code in the spring. Modesty is our general rule.

These items are not allowed:

- No spaghetti straps.
- No undergarments showing.
- No shorts, dresses, or skirts shorter than fingers.
- No cut off sleeves with large armholes.
- No clothing with logos or words printed on the seat.
- No clothing or accessories that display items or activities that are inappropriate or illegal for minors.
- No caps/hats/hoods worn in the building.
- No earbuds or headphones worn except for classroom purposes.
- No cosplay items such as but not limited to, tails, ears, or costume headbands.
- No house shoes.

We also recommend that:

- Flip flops are NOT worn due to daily recess and PE.
- Pajamas and blankets are not worn as clothing.
- Running shorts are not worn as they tend to be too short.
- Stuffed animals and toys should stay at home.

Students may be asked to remove items, change, or call parents for a change of clothing if they are not meeting the dress code. Please help us keep our focus on student learning. If you have questions, contact an administrator or counselor.

When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided. Any student desiring accommodations shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

DRESS CODE VIOLATION POLICY:

1. If in violation, students may be provided an alternative option for their clothing that complies with the dress code.
2. Refusal to comply or violations that cannot be immediately corrected may result in removal from class.
3. Repeated violations of the dress code may result in detention or more severe consequences.

ELEVATOR KEY POLICY

Students who need to use the elevator will be allowed to do so with the permission of the school nurse or by physician request. Students will be given an elevator key in the office and are to return it at the end of each day. Students who lose a key will be responsible for the replacement cost.

ENROLLMENT

New students entering the Durant Public Schools will be required to complete the Online Registration form that can be accessed through the DISD website. The requirements include providing 2 documents as proof of residence, a valid birth certificate, an up-to-date immunization record showing completion of all required immunizations, as well as a grade report from the last school attended. For other requirements see Durant Board of Education Policy Section 'F', page 1/A.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights:

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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.
2. 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.
3. 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education. 400 Maryland Avenue, SW Washington, D.C.20202-4605

FIRE, STORM AND LOCKDOWN DRILLS

DIS conducts a total of 10 formal drills throughout the school year. These drills will be explained during the first week of school and reviewed multiple times throughout the year. In case of a drill or an actual practice, students should proceed in an orderly manner to the exit or secure area as explained in their training. Students must never run or make unnecessary noises during a fire, storm or lockdown drill. They are trained NOT to use a cell phone in an actual emergency in order to keep lines of communication clear.

Lockdown, fire, and severe weather drills are announced as follows: Lockdown drills are indicated by a continuous **beeping** tone. Fire or evacuation drills are indicated by a continuous strobe light and **siren** tone. Severe weather drills are indicated by a continuous **buzzing** tone. Classes may also be notified of drills by the school intercom system.

FOOD AND DRINK

Food and drink must be consumed in the cafeteria. Outside beverages or beverage containers must be sealed and kept in a backpack inside the school building until lunch. Pursuant to the cell phone policy, students are not allowed to order food or drinks to be delivered to the school. (Door Dash, Texoma Delivery, etc.)

GUM CHEWING

Chewing gum is not allowed at DIS.

IMMUNIZATION RECORDS

Oklahoma students will have to present proof of immunization or make an application for exemption upon enrollment. Please contact our school nurse for more information about required vaccinations.

*Exemptions provided by law are medical ones signed by a licensed physician; religious objections attested to by the head of a religious organization, and parental objection. Lost or unobtainable records are not grounds for personal exemption.

INDIAN EDUCATION PROGRAM

The Durant Public School District I072 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.

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: _____

LIBRARY

The library can be a great help to students as they learn to use it. The library and its staff can help students learn to appreciate and enjoy good books and improve their reading ability. This is its purpose. Lost or damaged books are the student's responsibility. The library will close each day at 3:00 p.m.

MEDICATION

A full-time nurse is on duty at Durant Intermediate School. The nurse will document each

student's referral and treatment. If a student must take prescribed medications during school hours, the medication must be brought to the nurse's office by a parent or guardian and the parent or guardian must complete an administration form. No medication prescribed by a physician will be administered without a completed consent form. The medication must be in the original prescription container and all proper times and dosages should be clearly marked. Medications and the consent form for administration will be kept on file in the nurse's office. All medications administered will be documented and kept in the student's file. This Policy pertains to temporary or regular medications. The student will be responsible to report to the nurse's office at the proper time.

NEXCHECK

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, 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 collected 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.

PARENT PORTAL

Parents may access their student's information (grades, attendance, etc.) through the Internet Based Parent Portal program located on the Durant Independent School District's Website (durantisd.org). Parents may contact the school office at 580-924-1397 to complete the Parent Permission Form and to obtain login and password.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be electronically available at the end of each grading period. This report represents the cumulative score of the student at that point in the semester. Parents can obtain a hard copy of the progress report at the end of any grading period through the school office by request. Report cards reflect the final average of the student in the course.

A-Superior	90-100
B-Good	80-89
C-Average	70-79
D-Below Average	60-69
F-Failing	Below 60

RETENTION

If a student is retained, parents will be notified following the completion of the school year. After receiving notice of the decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of the retention decision or failing grade by following the process identified by school policy.

SAFE SCHOOLS / HEALTHY STUDENTS

Students often know each other better than teachers or counselors. While you may want to maintain your friend's confidence, there are a few situations where you may play a key role in protecting your 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 School/Healthy Students Social Worker to seek assistance. Your 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, some reports may need to go directly to DHS (Bryan County number is 924-1866) or to the DHS Hotline 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 place.

Oklahoma Law says anyone who thinks that a child has been abused or neglected by the person responsible for the child must report this to OKDHS. The name of the person making a report of child abuse or neglect is 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. The legal responsibility is not satisfied by merely reporting your suspicion to someone else. The report must be made to DHS. You do not have to prove the abuse before reporting. If you make a report and then find out a new allegation, you are required to make a new report.

SCHOOL DAY

- The school day for students will begin at 7:50 a.m.
- Students should arrive at school between 7:15 a.m. and 7:50 a.m.
- Doors will open at 7:15 a.m.
- Students are dismissed at 3:10 p.m.
- Unless students are involved in an organized school activity, they should be out of the halls by 3:15 p.m. and off school grounds by 3:45 p.m.
- Parents should make all necessary arrangements to ensure that their children will not need to remain in the school area after 3:45 p.m.

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 exception 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 communication 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 substance, as defined in the Uniform Controlled Dangerous Substance Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to firearms.

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.

The school district will comply with the applicable provisions of state and federal law and regulations concerning the discipline of students with disabilities.

Students that receive a suspension as a consequence/resolution can be assigned alternative classroom upon their return. This will allow students the opportunity to make up any work that was assigned while they were suspended. Students who are under suspension, will not be allowed to participate in any school activity or event.

TARDY

A student is considered late if he or she is not inside the room at the designated start time. If a teacher detains a student, the next period teacher will not count him or her as late if a note is presented from the teacher who detained the student. AFTER 15 MINUTES, A STUDENT WILL BE COUNTED AS ABSENT.

If a student arrives late to school, we must have documentation or received a phone call prior to arrival, otherwise, it will be counted as an unexcused tardy. The following consequences are for students that accumulate unexcused tardies throughout a grading period.

1st – Warning

2nd – Warning

3rd – One Lunch Detention

4th – one 45 Minute Detention

5th – Office Referral

TELEPHONE

Students will be able to use the school phone with staff permission. In the event that a student receives a call, he/she will not be called out of class unless it is an emergency. Phone calls will be made between classes, at lunch, or after school, if necessary. Important messages will be taken and relayed to students after class. Any student wishing to use the phone to call home because of illness will be referred to the nurse first. **Students will not be permitted to use cell phones to call home for illness.**

USE OF TOBACCO/VAPING PRODUCTS

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

TOBACCO/VAPING ON CAMPUS

Smoking and the use of tobacco products in any form is prohibited on district property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited. "Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product. At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building. "Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic

nicotine delivery systems.

ENFORCEMENT

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

STUDENTS

Any student using, possessing or distributing tobacco/vaping products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

STAFF

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

CITIZENS

Citizens who are observed smoking/vaping or using any other tobacco products on district property in violation of this policy will be asked to refrain from using these products on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement may be called upon to assist with enforcement of this policy.

VISITORS

All visitors to Durant Intermediate School must enter the building through the school's main entrance located facing Washington Street on the southwest corner of the building. All other entrances will be locked from the outside to restrict incoming traffic. Visitors must have their state issued I.D. or digital pass to sign in using the SAFEId Kiosk upon entering the building.

ONLY parents/guardians or their designees will be allowed to sign their student out through the School Safe kiosk or obtain a visitor's pass. Parents/guardians or their designees are the only persons allowed to have contact with students. Our campus is off limits to anyone without proper authorization.

WITHDRAWAL FROM SCHOOL

Withdrawal from school when moving to a different school district is completed when you have secured a "withdrawal from school" form from the office, returned all textbooks, Chromebooks, library books, and have cleared all unpaid obligations.

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:

Duane Merideth
Director of Compliance
Durant School District P.O. Box 1160
Durant, OK 74702-1160 (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
 - iii) Outline alternatives
- C. Respondent: Submits a 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 a request. Superintendent schedules hearings 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.

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, MR. DUANE MERIDETH, AT 580-924-1276 FOR ASSISTANCE OR ACCOMMODATION.

