

**LIBERTY  
ELEMENTARY**

**2018-2019**

**STUDENT HANDBOOK**

**Liberty Elementary School  
505 West Liberty Ave.  
Ponca City, OK 74601**

**Phone 580-767-8040  
FAX 580-767-8041**

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## Liberty Elementary Staff

Kindergarten	Morgan Smith
Kindergarten	Crystal Reece
1 <sup>st</sup> Grade	Christie Brown
1 <sup>st</sup> Grade	Morgan Weatherly
2 <sup>nd</sup> Grade	Deanna Parker
2 <sup>nd</sup> Grade	Nicole Waters
3 <sup>rd</sup> Grade	Hallie LaRue
3 <sup>rd</sup> Grade	Brittany Kindsfather
4 <sup>th</sup> Grade	Debbie Waterman
4 <sup>th</sup> Grade	Svetlana McDaniel
5 <sup>th</sup> Grade	Derra Bishop
5 <sup>th</sup> Grade	Tanya Williams
Special Education	Dori Mears
	Rick Cassens
Counselor	Jenny Lewallen
Instructional Coach	Chelsie Swearingen
Art	Alisa Naugle
Music	Sarah Orr
Physical Education	Heather Harris
Speech Therapist	Brandi Aud
Office Assistant/CNP	Teresa Briggs
Administrative Assistant	Jamia Mills
Principal	Jennifer Martinez

### Nondiscrimination Statement

It is the policy of Ponca City Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, religion, veteran status or disability in its education programs, activities, and employment. This includes, but is not limited to admissions and educational services.

## Liberty Elementary School

### **Liberty Vision and Belief Statements**

#### **Vision**

Liberty Elementary strives to be a safe environment and nurture the life-long learning and self-esteem of each individual.

#### **Mission**

Our Mission is to ensure each individual's social, emotional, physical, and cognitive development through school, family, and community involvement.

#### **School Colors**

Navy and Red

#### **School Mascot**

Wildcat

### **Liberty Elementary Belief Statement**

- Each child is unique and important. All individuals can and will learn, with each requiring differing amounts of time and practice.
- Success and positive motivation strategies maximize learning opportunities.
- Strong self-esteem is essential to successful, happy children.  
We will work to cultivate strong self-esteem in our students.
- We will hold ourselves and our students to high expectations regarding academic achievement, character development, and contributing to the success of others.

### **Ponca City Public Schools Board of Education Belief Statements**

We Believe:

- Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happen;
- Our students can achieve beyond expectations;
- Students learn and achieve at different rate and in different ways;
- All students have value and a natural desire to learn;

- Self-esteem and performance are interdependent;
- Parental involvement is vital in the education of children;
- The entire school community must model life-long learning, open communication, high standards and ethical behavior; and
- Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

### **Goals for the Ponca City Public Schools**

- All students will learn a rigorous content-based curriculum within a 21<sup>st</sup> century framework of collaboration, communication, critical thinking, and creativity;
- All students entering Ponca City Public Schools will leave only by transfer or graduation;
- A continuing commitment to excellence in our extracurricular programs will be maintained;
- Parents' input and participation in their child's education is actively sought and encouraged by the school;
- A high level of retention of trained and dedicated employees will be sustained;
- Effective teaching practices will be used by all teachers to ensure student learning;
- The district will provide and sustain a technology-enriched environment that is necessary to support student learning within a 21<sup>st</sup> century framework; and
- There will be a commitment to excellence through ongoing capital improvement.

### **Liberty Student Procedures**

#### **Attendance**

Regular and prompt attendance is necessary for the academic and social development of all students. Under Oklahoma law, it is unlawful for a parent, guardian or other person having custody of a child who is over the age of five years and under the age of eighteen years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided. This law makes it a misdemeanor

crime to fail to compel a child to attend school and provides for a fine for each day that the child is absent from school without a lawful excuse. Further, failure to compel a child to attend school may result in partial loss of financial assistance through DHS. Students who miss over 10% (18 days) of the school year may be retained due to lack of attendance. The Promotion/Retention portion of this handbook outlines the Ponca City School Attendance Policy in regards to retention.

It is necessary to call the school office when your child is absent or tardy for any reason (767-8040). If you fail to notify the school office of your child's absence, then the absence will be unexcused. Proper procedures for reporting unexcused absences to the District Attorney are followed at Liberty Elementary. A student must be present for at least two hours between the hours of 8:00-11:00am to be considered present for the morning. A student must be present for at least two hours between the hours of 12:00-3:00pm to be considered present for the afternoon. Students will be counted tardy if they arrive at school after 8:00am.

When a student has an excused absence they will be allowed to make up necessary work. Teachers will assign due dates for any work missed due to excused absences.

Excessive absences and/or tardiness could result in the requirement of a doctor's note for each additional absence, a conference to discuss the attendance issue, or a student being retained.

### **Arrival and Dismissal**

Liberty Elementary students are invited to arrive at school at 7:30am. Adult supervision will not be provided before 7:30am. Students will enter on the West side of the school through the gymnasium doors. Upon entering the building, students will first walk to the gym to place their belongings in their class line and be dismissed to the cafeteria if eating breakfast. Morning assembly will be held daily at 7:50am. Parents are invited to attend the morning assembly with their children. Students will report to class under the supervision of their classroom teachers at 8:00am. Students arriving after 8:00 must be signed in by a parent/guardian in the office. Students will be considered tardy if arriving after 8:00am.

Student dismissal is 3:10pm. Students being picked up at the end of the day may be picked up at the south or west parking lots. Please do not leave your vehicle unattended in the school parking lot during arrival or dismissal. Teachers need to be

made aware of your pick-up arrangements and changes that may take place to your normal plans. For the safety of your student, please be certain you are loading and unloading students in only designated areas. Dropping students off in or near cross walks or bus zones is dangerous and not permitted. Students must be accompanied by an adult while walking in the school parking lots. Students may ride their bikes to and from school with parent permission. When arriving on the school grounds bikes are to be walked to the bike rack. When leaving school, students should walk bikes off the school grounds. Students are encouraged to lock all bikes. Skateboards, scooters, roller-skates and/or roller blades must remain at home.

All children who must cross Liberty Avenue will be required to use the crosswalk directly in front of the school where the patrol person is posted. For student safety they will not be allowed to cross anywhere else along the street. Students are not permitted to leave the school site by crossing through the east parking lot and/or the east alley.

Students walking through the park on their way to or from school should proceed directly to school or home. Students should stay out of the ditch at all times and use the bridge to cross the ditch. For this reason, the bridge is not a place to play.

### **Dismissal during School Hours**

Please do not pick children up early unless it is an emergency. All students must be checked in/or out through the school office during school hours. Student lunch time is considered part of the school day so please refrain from checking them out during that time also. Please do not go to the classroom or take children from the playground. Students will only be allowed to leave the building with the person whose name is indicated on the enrollment form. Each student who leaves during school hours must be signed out on the daily log kept in the office.

### **Student Conduct Expectations**

The faculty and staff of Liberty believe that our high expectations and acknowledgements of each student's efforts in both academics and behavior will help them to become positive, self-confident members of the school community. To accomplish this goal, each student will be expected to follow the procedures listed below.

- As students move throughout the building they are expected to show respect for their peers, teachers, and the school building.

- In the cafeteria, students are expected to practice good table manners and show respect for their peers, teachers, and the school building.
- Students are to be on the playground area only when permission has been granted from an adult and supervision is present. Equipment is to be used respectfully and appropriately. All whistles and bells are to be promptly followed and adults on the playground are to be shown respect. Students are to be safety conscious, kind, and considerate to their peers.
- Students are responsible for making respectful choices that encourage the learning and well-being of themselves and others.

### **Discipline Consequences**

The following guidelines will be followed when dealing with a disruptive student. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. If the behavior of an individual student comes into conflict with the rights of others, corrective actions will be necessary for the benefit of the individual and the school. In all disciplinary actions, we will be mindful of the fact that we are dealing with individual personalities. The school is not limited to these methods, nor does this list reflect the order or sequence of events to follow disciplinary actions.

1. Student/student mediation
2. Student/teacher mediation
3. Parent/teacher resolution
4. Student/teacher/principal conference
5. Parent/teacher/principal conference
6. Loss of privilege
7. Time out: in class/another class
8. Detention: after school detention will be used when deemed necessary by the principal or teacher
9. In-School suspension: student may be assigned to a classroom or the office to do daily class work when deemed appropriate by the principal
10. Shadowing: parent will attend class with the student
11. Suspension (according to Ponca City School Board Policy)
12. Expulsion (according to Ponca City School Board Policy)

All consequences will be assigned in accordance with district policy, and are open for review as outlined in that policy. Parents are encouraged to discuss any concerns with the teacher or the principal.



## **Bus Transportation**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from the school or activity. Students are to obey their bus driver at all times. Students are expected to help keep buses clean and neat. Rules for bus conduct will be given to each bus student at the beginning of the school year. Parents and students are requested to sign and return the form saying they have read and are aware of the rules and consequences. Any child who violates any of the rules will be reported to the school principal and can be denied permission to ride a bus.

## **Bus Rules**

The bus conduct rules are outlined in the Student Transportation Handbook. Bus conduct reports are filled out by the driver if a rule is broken. Conduct reports are handled in the following manner:

1st offense: Child visits the principal.

2nd offense: Child visits the principal and parent is called.

3rd offense: Child receives a 3 day bus suspension.

4th offense: Child receives a 5 day bus suspension.

5th offense: Child is suspended from the bus for the remainder of the semester.

Students should know the arrival time of their bus and be ready. Drivers will make every attempt to be on time. In case of bad weather, the Superintendent will decide whether or not it is safe to run a route or any part of it. Local radio stations are notified as soon as a decision to cancel school is made.

## **Bullying**

In efforts to educate students about bullying and reduce the amount of bullying that occurs on the Liberty school grounds, each student will participate in anti-bullying lessons and have the opportunity to sign our Anti-Bullying Contract. The lessons will be taught in class, students will have a chance to learn about bullying and how they can help stop it. The contract below is included as an example. Students will bring their copy home early in the 1<sup>st</sup> Semester.

**Anti-Bullying Contract**  
**Student, Teacher, Principal, Parent/Guardian Agreement**

Everyone has the right to feel physically and emotionally safe at school. As a Liberty Elementary student, I will be responsible for my words and actions.

**By signing this Anti-Bullying Contract:**

I will help create a safe place for myself and others by being respectful. In my efforts to be respectful I will refrain from name calling, hitting, threatening or intimidating, teasing, and taunting, making sexual remarks, stealing or damaging others belongings, spreading rumors about others, or encouraging others to be mean to someone.

I understand that these behaviors will not be accepted or tolerated at Liberty Elementary. I understand there will be consequences if I choose to participate in any of the behaviors listed above. I commit that as a Liberty Leopard, I will not bully my peers and will treat everyone and their belongings with respect.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade/Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

### **Birthdays and Parties**

Each teacher will establish guidelines for celebrating birthdays in their respective classroom. Liberty follows the USDA requirements for healthy snacks. A list of healthy snacks is sent home each Fall with students. Please ask your child's teacher or call the office with questions before buying birthday treats. You will be notified of any whole-school parties or special events. Birthday or private party invitations should not be brought to school to be delivered.

### **Breakfast**

Students at Liberty are invited to eat breakfast in our cafeteria from 7:30-8:00am. Breakfast will not be served after 8:00am, students arriving at school after 8:00am will not be provided a breakfast. Student cost for breakfast is \$1.35, full price and \$0.30 reduced.

### **Board of Education Policy**

Policies and procedures outlined in this handbook are subject to change. All policies adopted by the Ponca City Board of Education supersede guidelines outlined herein. Please address any questions and concerns regarding district policy to the building principal, Mrs. Martinez at 767-8040.

### **Cell Phones**

Liberty Elementary discourages students from bringing cell phones to school. If a cell phone is necessary for safety reasons before and after school, students are required to turn the phone in to the office before schools begins. This will ensure that the phone is not stolen, disrupts learning or is used in a manner inconsistent with district policy.

### **Child Custody**

If legal custody of a child has been awarded to one parent or another individual, it is critical the school is notified of the situation. A copy of the court order establishing custody should be on file in the school office.

### **Deliveries at School**

Flowers or balloons will not be delivered to students during the time classes are in session. Deliveries may be made to the office and the student will be informed to stop by the office at the end of the day to pick up items.

## **Dress Code**

This policy is aligned with the Ponca City Public Schools Board Policy 7.23-3.0: The dress code for elementary students is designed with emphasis on good grooming, cleanliness, and proper dress. This code is an important part of our educational process and tends to enhance one's appearance and personal image in the school. Compliance with this dress code is a responsibility of every student and parent, and will be monitored by every certified staff member at Liberty.

Any article of dress or any manner of hair style or makeup that is determined by school authorities to be a disturbing influence, undesirable from a health or safety standpoint, contrary to good tastes, or likely to damage school property is subject to immediate correction. Individual schools may specify dress code regulations in each school's handbooks.

Failure to follow the school dress code while at school will result in the following:

1<sup>st</sup> Offense: Student will be given a verbal warning and provided with appropriate clothing.

2<sup>nd</sup> Offense: Student will be given verbal warning and provided with appropriate clothing. Parents will be contacted.

3<sup>rd</sup> Offense: Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted. A parent conference may be held.

## **Clothing Guidelines for Liberty Elementary**

- We encourage students to wear socks and shoes with rubber soles for safety while climbing, running, and jumping on the playground and while exercising in physical education. Flip-flops are not appropriate school foot wear.
- Please check the weather each day, especially in the fall and spring when the morning temperature is often much cooler than the afternoon high.
- Please mark all coats, jackets, gloves, and hats with your child's name.
- Skirts, shorts, and dresses must be at least mid-thigh in length.
- Halter tops, spaghetti straps or any shirt showing midriff is not appropriate. Students will be given a different shirt to wear or their parents will be called to bring appropriate clothing.

## **Liberty Lap**

Students at Liberty will participate in walking a specified distance at the beginning of each recess period. Students who should not walk for medical reasons should bring

a physician's note. Walking at the beginning of recess provides students with physical activity and promotes healthy living.

### **Lunch**

Students are welcome to bring lunch from home. Please ensure that your child's lunch is substantial in amount and refrain from including soda pop and other caffeinated drinks in student lunches. Students will not be allowed to keep unused pop to drink later in their classroom. The lunch price is \$2.35, full pay and \$0.40, reduced.

### **Telephone**

The school telephone is limited to business calls. Please make all necessary arrangements with your child before he/she leaves home. Students will be allowed to use the phone in the case of an emergency only. If you wish to contact a teacher, a message will be taken and returned as soon as possible. The school phone number is 767-8040.

### **Personal Valuables and Toys**

It is a violation of school policy, and state and federal laws to bring dangerous weapons and articles to school (guns, knives, tobacco products, matches, lighters, laser pens, etc.). Distracting items such as toys, skateboards, scooters, roller blades, roller skates, radios, headphones, electronic games, and similar items may not be brought to school. Students should leave money and other valuables at home. We will maintain a safe learning environment; however will not assume responsibility for loss or theft of personal property.

### **Recess**

Students at Liberty Elementary will have at least one 20 minute recess each day. Students are encouraged to play games and interact in a positive way with peers. Sports equipment is provided for their use. Students will not be allowed to play football, tag, or any other game that requires rough physical contact. Recess will not be taken away from students as a consequence of classroom behavior.

### **School Visitors**

For your child's safety, all exterior doors are locked except those at the main entrance. All visitors must report to the office when entering the building. Minor friends or relatives of Liberty students will not be allowed to spend the day or any

part of the day visiting in classrooms for extended periods. Parents are always welcome visitors at school. Your visit gives your child a feeling of security through knowing there is cooperation between you and his/her teachers. It also builds understanding between parents and teachers. Please remember that your child's teacher's first responsibility is his/her classroom and students. Therefore, please schedule a conference if you have concerns about your child. Regular class time and school functions are not appropriate times to discuss your child's progress. When you visit the school, please observe the following:

1. Upon entering the building stop at the office to get a visitors badge.
2. Be considerate of your child when you discuss problems in his/her presence.
3. Visit with the teacher either before or after school.

## **Liberty Safety Procedures**

### **Evacuation Procedures**

In case of an emergency requiring the evacuation of the building, students will either walk or be transported by bus to a safe site. Please listen to local radio stations for information. Teachers will not dismiss students to anyone other than their parents or legal guardian except with written permission of the parent. Each building has developed a building evacuation plan. A copy of the plan is kept on file in each office and at the Board of Administration Building.

### **Severe Weather**

School closing due to severe weather conditions will be announced on local radio stations in the morning prior to school. Radio stations carrying the announcement will be WBBZ (1230 AM), KLOR (99.3 FM), KPNC (100.9 FM), KIXR (100.1 FM) and KLVV (88.7 FM). Area television stations will be contacted as soon as possible.

### **Tornado Procedure**

If the tornado-warning siren blows during school hours, children will be taken to a protected area on campus for safety. Children will not be dismissed from school until the Civil Defense officials have given the "All Clear" signal. Two practice drills on how to take shelter in case of a tornado will be conducted each year.

### **Fire Procedure**

The alarm will be sounded in case of a fire. Students will follow instructed paths of exit. Two practice drills on how to properly exit the building in case of a fire will be conducted each semester.

### **Violence Free Schools**

It shall be unlawful for any students, employee, or patron to have in his/her possession or participate in any person's possession of dangerous weapons on any premises owned by the Ponca City Public Schools. Any person found to be in violation of this policy would be subject to all penalties outlined in Board of Education policy, state statute, and federal law.

### **Asbestos Notice**

As a requirement of the Asbestos Hazardous Emergency response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 111 West Grand or call 580-767-8000.

## **School Improvement Process**

The Ponca City Board of Education has made a commitment to the patrons of the city to implement the process of school improvement. Each year educators and patrons at individual sites engage in a collective planning process that is sequential and developmental. Each stage of the process contains elements that are critical to the formation of a successful school improvement plan. While the stages are developmental, there may be times when they overlap. The major components of the school improvement process are as follows: Preparation, Focus, Diagnosis, Interpretation of Student Data, Plan Development, Plan Implementation, and Plan Evaluation.

## **Building Level/OTISS Team**

Each of the school sites has named a building level team (BLT). The BLT is the custodian of the district and school site vision, mission, and goals. The BLT is composed of all major stakeholders in the school district. One of the main activities of the BLT is to lead its respective faculty through strategic planning in order to develop a data and research driven building level improvement plan. BLT meetings are open to the public and operate with a published agenda. The public is welcome and encouraged to attend all BLT meetings.

## **Liberty Volunteer Program**

Our school volunteers are valuable assets to our school. We welcome interested adults and family members to join our team of volunteers. Even small amounts of time invested consistently in a child's life can make a difference. If you are interested in volunteering, please call the school at 767-8040.

## **Parents' Rights to Know Notice**

At the beginning of each school year, a student's parent/guardian may request information regarding the professional qualifications of their child's teachers. Specifically, the parent has the right to know:

- Whether a teacher has met state qualifications for licensure and certification.
- Whether the teacher is teaching under an emergency or provisional certificate.
- The baccalaureate and graduate degree majors of the teachers.



Additionally, parents may request information concerning whether the student will be provided assistance from a paraprofessional and, if so, the qualifications of the paraprofessional. Timely notification also is required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

### **Title I Parental Involvement Policy**

The Liberty Title I program is a school-wide program ensuring that all students, regardless of income or academic achievement may receive Title I services. Liberty Elementary School makes the commitment to provide an excellent education for each child. Liberty parents are involved in the development, planning, review, and periodic update of our school improvement plan. The Parental Involvement Action Team will be a part of the Building Level Team and participate in the decision-making process as appropriate. An annual meeting will be held to inform parents about Liberty School-Wide Title I program. Any meetings, which involve parents, will be held at times convenient to them. School performance profiles that demonstrate Liberty's progress toward meeting the state's performance standards will be made available to the parents upon request. Good communication is an important element of Liberty's Parental Involvement Plan. Parents will be contacted by the staff through classroom newsletters, parent messages, Liberty's webpage, social media, and monthly Principal newsletters. Individual student's assessment results and interpretation of the tests will be provided annually. Strategies that strengthen and improve the child's performance will also be discussed with parents. In a collaborative effort, the Ponca City School and Liberty Elementary will provide the following:

- Assistance, materials and training on how to improve your child's achievement.
- Activities and opportunities to learn about child development and parenting skills.
- A partnership with parents, community-based organizations, and business.

Above all, open communications between parents and Liberty Elementary will be given a high priority. Requests, concerns, and suggestions will be dealt with in a timely manner.

## Liberty Elementary School, Parent and Student Compact

Liberty Elementary offers Title I services to support student academic progress. Recognizing education is a mutual responsibility of school and home, we come together as families, administrator, teachers, and staff to exchange information, share decision-making and support children as they learn.

### PARENT/GUARDIAN

I want my child to achieve. Therefore, I will encourage him/her daily by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to utilize the Positive Behavior Intervention System (OTISS).
- Help my child complete and return Reading Log activities and homework assignments daily.
- Attend Parent/Teacher Conferences and other school activities when possible.
- Participate in the school decision-making process by attending PTA meetings and communicating with staff.

Parent/Guardian Signature \_\_\_\_\_

### STUDENT

It is important that I learn. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school on time, choosing an appropriate attitude.
- Complete and return my Reading Log and homework assignments daily.
- Utilize the Positive Behavior Intervention System of Showing Integrity, Being Respectful, and Thinking First.
- Give my best effort.

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

### TEACHER

It is important that all students achieve. Therefore, I shall strive to do the following:

- Provide a threat-free environment for learning.
- Utilize the best teaching practices and materials available to achieve optimum learning progress for each child.
- Provide Reading Log and homework assignments daily.
- Promote two-way communication between parent and teacher.
- Incorporate the Positive Behavior Intervention System into the classroom environment.

Teacher Signature \_\_\_\_\_

### PRINCIPAL

It is essential that Liberty provide the best learning opportunities. Therefore, I will strive to do the following:

- Provide a safe and threat-free environment for learning.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Facilitate the implementation of the Positive Behavior Intervention System.
- Provide opportunities and resources to enhance student and teacher learning growth.

Principal Signature \_\_\_\_\_

## Student Health and Safety

### Accident Insurance

The Ponca City Public Schools offer optional accident insurance to all students enrolled in school. Insurance is available through K&K Insurance/Nationwide Life Insurance Company. Insurance information can be located at [www.PCPS.us](http://www.PCPS.us) under District Quick Links or available at the Board of Education upon request. ***The Ponca City Public School District DOES NOT provide accident coverage to students.***

### Medication Guidelines

The school's goal in administering medication to students during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. Oklahoma State Law and Ponca City Public School Procedures strictly govern the administration of medication to students in a school setting. Guidelines related to the administration of medication are as follows:

1. Prescription medications may be given only upon written authorization of a Physician/Health Care Provider. These forms are available in the school office. Non-prescription medications may be given only upon written authorization of a Parent/Guardian. These forms are also available in the school office and must be signed before any medications can be administered.
2. Medication is to be administered according to written instructions from the parents for non-prescription medication or physician for prescription medication.
3. Medication must be in the original container or most recent prescription container.
  - a. Prescription label must contain directions, name of student, name of medication, and physician's name.
  - b. "PRN" and "take as directed" do not constitute physician's instructions in the school setting. Specific directions such as "take one tablet by mouth every 4 hours for pain" must be given.
  - c. Nonprescription container must be clearly labeled with student's name.
4. Each prescription or nonprescription medication requires a separate authorization form and a separate medication record.
5. All medications will be kept in the office in a secure area.

6. Any medication considered a controlled substance will be counted when received at school (Ritalin, Phenobarbital, etc.)
7. Medication must be brought to the school office by parents or legal guardian. The parent authorization form will be signed at that time.
8. Unused medications will be returned to parents or legal guardian when treatment is complete or at the end of the school year. Any medication not picked up will be destroyed.

## **Elementary Student Handbook Notification for the Ponca City Public Schools**

### **Vision Screening**

Good vision is essential to your child's learning. Beginning in the 2007-2008 school year, it is required by the State Department of Education and Senate Bill 1795 that the parent or guardian of each student enrolled in Kindergarten, at a public school in the state of Oklahoma, shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year.

Students enrolled in first or third grade at a public school, in the state of Oklahoma, shall provide, within thirty (30) days of the beginning of the school year, certification to school personnel that the student passed a vision screening within the previous twelve (12) months. Due to the Oklahoma Vision laws students from PreK-5<sup>th</sup> grades will be screened annually.

### **Hearing Screening**

Hearing screening may be performed by the school nurse consultants on students that present hearing concerns. Routine hearing screening is done on grade Kindergarten and 1<sup>st</sup> grade students but all other students may be tested at the teacher, counselor or parent request.

### **Speech/Language Screening**

Speech/Language screening may be needed to assist students with communicating effectively. This screening will be provided by speech professionals.

**IF YOU DO NOT WANT YOUR STUDENT SCREENED FOR ANY OR ALL OF THE PONCA CITY PUBLIC SCHOOL SCREENINGS YOU MUST NOTIFY YOUR STUDENT'S SCHOOL IN WRITING.**

## **Illness**

For the health and well-being of the student, faculty, and staff of Liberty, please do not send your child to school when he or she is sick. If he/she has a fever of 100 degrees or more, is vomiting, has diarrhea, or any unidentified or contagious rash, the child should be kept at home. Students should not return to school until a 24-hour period has elapsed from the first normal temperature reached. When any of these symptoms appear after your child is in school we will contact you. If you cannot be reached, we will contact the emergency number you have given us.

If your child has a physical or health problem that would keep him/her from participating in certain activities, please inform their teacher and the office. On the student enrollment form there is a "Medical Alert Information" section. The information given here will alert staff members to student health problems or physical conditions.

## **Immunizations**

All students enrolling in any school in the district shall provide the building principal or designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements.

Students who fail to provide said documentation as required by law shall be excluded from school by the superintendent or his/her designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

Pre-Kindergarten (4-year-old program): 4 DPT, 3 OPV, 1 MMR\*, 3 Hep B, 2 Hep A\*\*\*, Varicella (or statement of when the child had chickenpox).

Kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup>: 5 DPT\*\*, 4 OPV\*\*, 2 MMR\*, 3 Hep B, 2 Hep A, Varicella (or statement when the child had chickenpox).

3<sup>rd</sup> and 4<sup>th</sup> Grades: 5 DPT\*\*, 4 OPV\*\*, 2 MMR\*

5<sup>th</sup> and 6<sup>th</sup> Grades: 3 DPT, 3 OPV, 2 MMR\*

7<sup>th</sup> and 8<sup>th</sup> Grades: 3 DPT, 3 OPV, 2 MMR\*, 3 Hep B, 2 Hep A

\*All MMR doses must have been administered on or after the child's first birthday.

\*\*\*If the 4<sup>th</sup> dose of DPT and 3<sup>rd</sup> dose of OPV are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DPT and 4<sup>th</sup> dose of OPV are not required.

\*\*\*Hepatitis A must be administered on or after the child's 2<sup>nd</sup> birthday.

Free Immunization Clinics:

Kay County Health Department, 433 Fairview, Ponca City

### **Pediculosis (Head Lice)**

Ponca City's head lice policy is as follows:

1. Each school should have at least two persons on staff who are trained to screen children for head lice. Annual training will be held by the school nurse at the beginning of the school year to train personnel in screening for head lice and nits, and in talking with parents about treatment and nit removal.
2. General screenings of students may take place at the beginning of the school year and as needed throughout the year.

Parents/guardians of infested children should be notified and these children should be sent home with information on treatment and nit removal. If a child is found to have lice or nits, the parents/guardians should be contacted at work or home and asked to meet a representative of the school when he/she picks up the child. The timing of this meeting should depend on the circumstances: such as severity of infestation, ability of parents to leave work, and the emotional state of the child. The child may remain in the facility until the end of the day (again depending on the individual circumstances of the case). Notify the school nurse, in school social worker, or one of the trained staff members so that parents education or questions may be addressed when the parent/guardian comes to pick up the child.

Educational materials detailing proper treatment and methods of nit removal should be sent to the parent and child. The parent should understand that the child is expected to return to school the following day after shampoo and/or nit removal has been accomplished.

3. The following day, the parent/guardian must present the child at the school for recheck and must remain present until the child has been cleared by trained school personnel to reenter. If significant improvement has occurred with no live lice and a reduction of nits, then the staff member may allow the child back in school.
4. In the case of significant improvement, the parent must continue daily nit combing and removal of remaining nits. A second treatment and recheck will be performed in 10 days to ensure that the child has remained free of nits and lice.

## **Drug Free Schools**

In recognition of the clear danger resulting from drug abuse and in good faith effort to promote the health, safety and welfare employees, students, and the community as a whole, the Board of Education of Ponca City Public Schools will provide a drug free school district in compliance with the Drug Free Schools and Community Act Amendments of 1989 (PL101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drugs is prohibited anywhere on the school premises or as part of any of its activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees or patrons is prohibited on school premises.

## **Ponca City Public School Policies**

### **Promotion/Retention and Failing Grades**

The Board of Education of the Ponca City School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District and to establish a uniform procedure to be followed for cases in which retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, “promote” or “promotion” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student’s permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, “retain” or “retention” means a decision to decline to advance a student into the next higher grade level following the end of the school year and

to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing trimester grade in a course of study such failing grade will be recorded on the student's permanent cumulative record.

#### Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, and the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing: this actually covers the subject matter presented to the student.
2. Attendance.

Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although these matters will not bear the same weight as items 1 and 2.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be contacted. The school staff will make every effort to help the student improve the students' academic standing.

At the 8<sup>th</sup> grade level, students who do not promote will attend the Ponca City Alternative School and will be recommended, based on academic and individual needs, in the Eighth (8<sup>th</sup>) Grade or the Ninth (9<sup>th</sup>) Grade Transition Program.

At the high school level, promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the Superintendent and the relevant principal.



## Appeal Process

After receiving a committee 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 a retention decision or a decision to not pass a student in a course by taking the following steps:

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report, the decision will be final and no appeal may be made.

**Second Level of Appeal:** The parent may request review of the principal's decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and no appeal may be made.

**Third Level of Appeal:** The parent may request review of the Superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the Superintendent's written notification of his or her decision, the Superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and no appeal may be made.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

## **Summer School**

The Board of Education of the Ponca City School District believes that students who attend the School District should meet certain academic and attendance standards. Students in grades kindergarten through eight who do not meet these academic or attendance standards are expected to attend the School District's summer school program to continue their exposure to grade-appropriate curriculum and instruction to obtain promotion to the next grade level and increase the likelihood of their successful experience at the next level. A student may be retained once in grades kindergarten through five. However, summer school is required for any students in

grade three through eight who does not meet the District's academic or attendance standards even when the student has already been retained once in grade kindergarten through five.

Summer school is required for any student:

1. In grade three through five whose reading level is one full grade level or more below the grade in which the student is enrolled;
2. In grade three through eight who was not in attendance at least 90% of the 177 school days during the school year;
3. In grade six or seven who:
  - a. In reading, is one full grade level or more below the grade in which the student is currently enrolled; or
  - b. Has failed two or more courses during the current school year; and
4. In grade eight, when a student fails to demonstrate proficiency in language arts, math, or science. Proficiency can be achieved by:
  - a. Earning a grade of "C" or better in the course;
  - b. Obtaining a satisfactory or above on the state Criterion Reference Test (CRT);
  - c. Obtaining a satisfactory score on the district's Eighth Grade Proficiency Test.
5. At the high school level, starting with the class of 2012, when a student does not receive a proficient score on the End of Instruction (EOI) test. At the completion of summer school, students will retake EOI tests.

Tuition may be charged for summer school attendance in grades six through high school.

\*A student in grade eight may demonstrate proficiency by earning a grade of "C" or better in each of the four core academic areas or by obtaining a satisfactory score on the Ponca City School District's Eighth Grade Proficiency Exam.

A student's parent may request a waiver of the summer school requirement.

Waiver Process:

Petition for Waiver: The parent may petition summer school attendance in writing to the building principal. If no petition is received within five (5) days of the parent's receipt of written notification of summer school, the decision will be final and no appeal may be filed.

Parent Appeal of Petition for Waiver: The parent may request a review of the principal's decision by letter to the Office of Curriculum and Instruction. If no request is received within five (5) days of the written copy of the principal's decision from the summer school petition, the principal's decision will be final and no appeal

may be made. The Office of Curriculum and Instruction must receive the parent's written request for a summer school waiver no later than 4:00pm on the Wednesday prior to the first day of summer school. If no request is received within this time period, the summer school requirement will be final and no appeal may be filed. The IEP team or Section 504 team of a student with a disability may determine whether the summer school requirement is necessary and appropriate for that student.

### **Reading Sufficiency Plans**

In compliance with Oklahoma State Law, each kindergarten through fifth grade Liberty Elementary student will be assessed for knowledge related to phonemic awareness, phonics, spelling, reading comprehension and fluency. If necessary, your child will be placed on a Reading Sufficiency Act (RSA) plan if he/she is determined to be below grade level in reading. Your child's teacher, the Reading Specialist, another teacher, and you will form a committee as to how to best address your child's needs. Two RSA meetings are required for parents/guardians to attend during the 2018-19 school year. The parent/guardians, teachers, and reading specialist will outline each of their responsibilities in order to help your child realize his/her reading goals. Once a child is assessed to be reading on or above grade level, he/she may be taken off the specialized plan.

### **Proficiency Based Promotion**

Upon written request, a student will be given an opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by a 90% level of mastery on an assessment of demonstration. Proficiency exams will be given twice each year at the district office. Interested persons should contact the Board of Education office at 767-8000.

### **Title VII Services**

Liberty Elementary School provides tutoring services for students identified at Native American.

### **Training Skills Lab**

Special Education services for children with disabilities ages three to twenty-one are available through the Ponca City Public Schools. For more information, please call 767-8037.

### **Gifted Education**

Children identified at the preschool, elementary and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services are eligible to be considered for gifted education services. Students who score in the top three percent on any national standardized test of intellectual ability are recommended. Exceptional academic, creative, or leadership ability will be recognized as giftedness. For the purpose of providing services, giftedness will be a combination of above average intelligence, task commitment, and interest. Questions related to identification may be directed to the school counselor or principal.

### **SCHOOL CLOSING**

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:

- PCPS App push notifications
- PCPS Facebook
- PCPS Website, [www.pcps.us](http://www.pcps.us)
- Local radio stations
- Ponca City News, Ponca City Now
- Oklahoma City & Tulsa area TV stations

### **ASBESTOS NOTICE**

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have

asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 613 E. Grand Ave. or call 580-767-8000.

### **CHILD FIND**

If you suspect that your child may have a disability or developmental delays, you can call Zuri Mayo, the Child Find Coordinator, at 580-767-8037, or the Office of Special Services at 580-767-8000. If your child is 0 – 3 years of age, you will be referred to Sooner Start of Oklahoma. If your child is 3 – 21, the Ponca City Public Schools District is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district, regardless of the severity of the disability or developmental delay.

## **SMART SNACKS IN SCHOOL**

### **USDA's "All Foods Sold in Schools" Standards**

Effective July 1<sup>st</sup>, 2014, the United States Department of Agriculture is requiring all schools to meet specific standards regarding foods available to students during the school day. These standards are modeled after the same standards for school breakfast and lunch programs. Foods must have as the first ingredient a fruit, vegetable, a dairy product, a protein food or be a combination food that contains at least ¼ cup of fruit and/or vegetable or contain 10% of the daily value of one the public health concern in the 2010 Dietary Guidelines for Americans. Calories are limited to less than 200 for snack items. Food items must also have less than 230 mg of sodium, 35% calories from fat with no trans fats and 35% of weight from total sugars in foods.

Beverages available to students must be restricted to unflavored low fat milk, fat free flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces. Only sugar free soft drinks are available at the high school level.

Fund raisers are subject to the same rules if items are sold during the established school day.

Schools are encouraged to follow these standards for class parties, but at this time standards apply to regular foods available on campus through school sales and fund raisers.

For information regarding the Smart Snacks in School standards go to: <http://www.fns.usda.gov/school-meals/smart-snacks-school>

Also, a Smart Snack calculator is available at <http://rdp.healthiergeneration.org/calc/calculator/>

# DISTRICT, STATE AND FEDERAL POLICIES

## PONCA CITY SCHOOL DISTRICT

### Notice of Nondiscrimination

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

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

Mrs. Amy Swartz

Director of Special Services

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

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

Mr. Curtis Layton

Director of Personnel

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

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

Mr. Bret Smith

Director of Operations

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

Outside Assistance may be obtained from:

U.S. Department of Education

Office for Civil Rights

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

(816) 268-0550

(816) 268-0599 (Fax)

(877) 521-2172 (TTY)

E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

#### Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III)***. Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link.

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**PONCA CITY SCHOOL DISTRICT  
NOTIFICATION OF RIGHTS UNDER FERPA**

***(The Student Records(F.E.R.P.A.) policy can be found in Section VII, Policy 7.20)***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and "eligible students" over 18 years of age 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 from the day the district receives a request for access.



Parents or eligible students must submit a written request to the school principal or a appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

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 (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. 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 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 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 district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

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 are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

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**PONCA CITY SCHOOL DISTRICT**

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or a emancipated minor under State law.

The Ponca City Public Schools (“District”) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity

or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

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**PONCA CITY SCHOOL DISTRICT  
DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;

2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

### **3.22 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES**

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost or stolen, the student's parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students

face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

This policy in its entirety may be accessed from the district website, [www.pcps.us](http://www.pcps.us) under *Board of Education, Policy Book Section III*. Should you require a copy, please contact the Board Clerk.

### **3.22-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE**

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

#### **Definition:**

Key terms as defined in the Children’s Internet Protection Act:

*Access to Inappropriate Material* - To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

Any individual who uses the district’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the district’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the district’s acceptable use policy.

#### **Supervision and Monitoring**

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children’s Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

#### **Personal Safety**

Employees and students shall not use the district’s technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

### **4.3 STUDENT PROMOTION AND RETENTION AND STUDENT PASS/FAILURE OF A COURSE**

## Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

## Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for 4-19 a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

#### Retention Based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. For more information on the Reading Sufficiency Act Testing and Procedures Policy, please refer to board policy [4.2-7.0 Reading Sufficiency Act Testing and Procedures](#).

The complete policy on 4.3 Student Promotion and Retention and Student Pass/Failure of a Course can be viewed on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education, Policy Book.

#### **7.09 – 1.0 STUDENT SEARCH AND SEIZURE**

The school principal or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. Reasonableness.
  - a. The decision to search must be based upon a reasonable suspicion that
    - (1) a violation of the law or school rules has occurred or is occurring;
    - (2) the student to be searched has committed the violation; and
    - (3) particular evidence of the violation will be discovered in the search.
  - b. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
    - (1) the student's age, history, and record in school;
    - (2) the prevalence and seriousness of the suspected violation;
    - (3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
    - (4) the need to make a search without delay and further investigation;
    - (5) the specificity and source of the information used as justification for the search; and
    - (6) the particular teacher or school official's experience with the student.

2. Scope.

- a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
  - b. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. Discovered items.
- a. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
  - b. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
4. Refusal to submit to search. A student who refuses to peacefully submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
5. Reports. The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.
6. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peacefully submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

**7.09 – 2.0 LOCKER SEARCH AND SEIZURE**

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local laws. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.



## 7.16 – 1.0 STUDENT BEHAVIOR

The Board of Education of the Ponca City Schools has adopted policy and procedures dealing with student conduct and behavior. Students and their parents can obtain the policy **7.16-1.0 Student Behavior** (Section VII) from their school principal, the superintendent, or the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link. Behaviors at school, while on school vehicles or going to or from or attending school events as outlined in the policy, will result in disciplinary action, which may include in-school placement options or out-of-school suspension.

### **7.16 – 1.2 POLICY PROHIBITING STUDENT BULLYING**

#### Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with

assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

#### Definition of Terms

##### A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited 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 bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

#### B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee

will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff

communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

#### Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

#### Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

#### Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bret Smith, Executive Director of Operations.

### Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated officials shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 § 1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

### Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

### Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children

to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

### Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

### Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10<sup>th</sup> of each school year as part of the school district's Annual Performance Report.

### **7.16 – 3.0 HAZING**

Hazing means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the hazing prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of three (3) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate the hazing prohibition shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

#### **7.17 - 1.0 ALCOHOL, DRUGS, TOBACCO AND ILLICIT DRUGS**

It shall be the policy of the Ponca City Board of Education that any teacher, or any other school employee, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function, either as a participant or spectator, at home or away, may have used or consumed or has in his or her possession:

- (1) 3.2 beer
- (2) alcoholic beverages
- (3) controlled dangerous substance
- (4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)

as the above are now defined by state law or as defined by federal statutes, shall immediately notify the Principal or his or her designee of such suspicions. The Principals shall immediately notify the superintendent of Schools and a parent or legal guardian of said student of the matter.

Every employee employed by the Ponca City Board of Education, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function is under the influence or has in the student's possession alcoholic beverages, beer of any type or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability.

Students will be informed in writing THAT DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE, AND FEDERAL LAW), UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR ARE IN THE CHAIN OF SALE OR DISTRIBUTION OR ARE UNDER THE INFLUENCE OF 3.2 BEER, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR ILLICIT DRUGS. A disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Parents and students shall be given a copy of the Board policy **7.17 Reporting of Students Using, Possessing, or Distributing 3.2 Beer, Alcoholic Beverages, Controlled Dangerous Substances, or Illicit Drugs** (Section VII) as this policy contains the standards of conduct and the disciplinary sanctions that can result by not complying with these requirements of student conduct.

In addition, information about drug and alcohol counseling and rehabilitation as well as re-entry programs will be made available to students and parents.

It shall be the policy of the Ponca City Board of Education that any substance believed to be a harmful illegal drug or illicit drug, whenever found, will be turned over to the Ponca City Police Department.

**7.17 - 2.0 PUNISHMENT FOR POSSESSION OF 3.2 BEER AND ALCOHOLIC BEVERAGES**

Any student who is found to be or have been in possession (person, locker or car) or have conspired to possess alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, or any student who is found to have used or consumed alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma, or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, shall, be placed in the In School Detention for a period of ten (10) school days, if the offense is the student's first violation.

It shall be the policy of the Board of Education that students who spend time in a residential treatment facility will have the time count in lieu of time that the student would have been required to spend in the In School Detention.

Any student found guilty of a second offense may be suspended out of school for the remainder of the semester and the following semester. Students assigned to In-School Detention will be ineligible to participate in any school activity during the day or evening hours.

**7.17 - 3.0 DISTRIBUTION OR SALE OF 3.2 BEER, ALCOHOLIC BEVERAGES AND POSSESSION, DISTRIBUTION, OR SALE OF CONTROLLED DANGEROUS SUBSTANCES OR ILLICIT DRUGS**

A student who is found to have distributed, sold, conspired to sell or was in the chain of sale or distribution of alcoholic beverages or beer of any type, or is found to have been in possession, distributed, sold, conspired to sell or possess or are in the chain of sale or distribution or are under the influence of a controlled dangerous substance or illicit drugs, as defined by the statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or at a school-sponsored function, shall be issued a long-term out-of-school suspension.

The student violator may be considered for reinstatement after the Principal is assured that the student and the parents or guardian will cooperate fully in avoiding further violations.

Any suspension and/or search of said student shall be subject to any applicable state law and school policy.

**7.17 - 4.0 POSSESSION AND USE OF TOBACCO POLICY FOR STUDENTS**

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994 (P.L. 103-382), it shall be unlawful to use or possess tobacco products in any form by students while attending school, on school premises or at a school-sponsored activity. Any student in violation of said policy will face immediate disciplinary action. A person who knowingly violates this policy may commit a criminal misdemeanor under state law.

The disciplinary actions to be taken are:

**First offense** – five days in In-School Detention.

**Second offense** – may result in an out-of-school suspension for the remainder of the semester and the following semester.

**7.23 - 1.0 IMMUNIZATIONS**

All students enrolling in any school in the district shall provide the building Principal or designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. A copy of this policy shall accompany applicable state law which shall be distributed to all students at the beginning of the school year. The superintendent shall annually issue a news release regarding this requirement of state law.

Students who fail to provide said documentation as required by law shall be excluded from school by the superintendent or his or her designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

The appropriate Principal shall forward evidence of compliance with health tests and the immunization law to other schools when requested by such schools or the student's parents or guardians.

**7.27 STUDENT ORGANIZATIONS**

The District sponsor or directs and controls the following clubs and organizations at [name of your school].

Name of Club or Organization

Mission or Purpose

Faculty Advisor

None at Liberty

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extra-curricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

**Availability of Policy**



**A copy of the complete policy of the Ponca City Public Schools is available for parent and eligible student review in the principal's office of each school building, at the superintendent's office, and on-line at the district's web site [www.pcps.us](http://www.pcps.us) under the Board of Education link.**