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PHILOSOPHY

We believe in excellence in education for each student as best fits his/her needs, capabilities and aspirations. Opportunity for learning is basic to our democratic heritage, and becomes an individual right to be nurtured, protected and advanced through public education.

We commit ourselves to timely curricular and co-curricular selections which stress academic disciplines, moral objectives, physical development, social efficiency and productive citizenship.

We recognize and encourage community interests, needs and organizations which influence and compliment educational purposes.

We appreciate the critical need to learn how to learn in an ever changing society while retaining the traditional values and a respect for proper authority.

We stress a cooperative faculty and administrative relationship to provide a professional atmosphere for learning.

Finally, we believe in the individual worth of each student and in his future.

MISSION STATEMENT

It is the goal of Fairland Public Schools to provide the skills necessary for our students to become life-long learners and be able to adapt to an ever changing world.

VISION STATEMENT

Preparing students today to face the responsibilities of tomorrow.

EDUCATIONAL OBJECTIVES

In accordance with this stated, approved and adopted philosophy, the Board of Education, administration, faculty and students of the Fairland Public Schools have set forth the following objectives to help the individual have:

1. A command of the knowledge, skills, habits and attitudes that are essential for effective learning throughout life.
2. An understanding of man and society, and the skills necessary for effectiveness in communicating ideas and feelings.
3. A knowledge of self, understanding of one's characteristics and motivations, and appropriate development of individual abilities and interest.
4. A proficiency in recognizing and defining problems, thinking critically, objectively and creatively about them, and acting constructively toward their solution.

NON-DISCRIMINATION

The Fairland Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, alienage, disability, or veteran status. This policy will prevail in all matters concerning staff, events, student, the public, employment, educational programs and services, and individuals, companies, and firms with whom the Board does business.

**FEDERAL FAMILY EDUCATIONAL
RIGHTS AND PRIVACY ACT
(FERPA Policy)**

In an effort to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), Fairland Public Schools (I031) would like to notify parents and eligible students of their rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student then has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.

3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.
 Reproduction of the policy is possible upon request at a charge of 10 cents per page. The district will arrange to provide translations to non-English speaking parents in their native language.

**STUDENT RECRUITMENT
 ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Fairland Public School district restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

**NOTIFICATION TO PARENTS
 RELEASE OF CERTAIN INFORMATION
 "NO CHILD LEFT BEHIND ACT"**

Date: _____

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act, "P.L. 107-110 (Title IX, Sec 9528), the Fairland Public Schools must disclose to military recruiters and institutions of high learning, upon request, the names, addresses, and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parents/guardians wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of high learning must sign the form below and return it to the building principal by _____ date.

**Reservation of Consent for the Release of Certain Student
Information under the "No Child Left Behind Act"**

Please do not release the name, address, and telephone number of _____ military
(Name of Student)

Recruiters and institutions of high learning.

Print Name of Student

School

Grade

Parent's/Guardian's Signature

Date

**STUDENTS ENTERING FAIRLAND HIGH SCHOOL
FOR THE FIRST TIME**

Students entering Fairland High School for the first time must bring with them:

1. A copy of their current high school transcript.
2. A copy of their withdrawal grades from the preceding school attended.
3. A copy of their immunization records.
4. A copy of their birth certificate.

PROFICIENCY TEST/PLACEMENT TESTING

Students entering from a non-accredited school or from home schooling will be required to take a proficiency test. Students must score a minimum of 70% in reading and math to be placed in grade level class.

IMMUNIZATION

Students must have a complete immunization record to attend Fairland Public Schools. Immunization deficiencies must be satisfied before the student can continue in attendance in Fairland Public Schools.

EXEMPTION FROM IMMUNIZATION

Any minor child, through the parent, guardian, or legal custodian of the child, may submit to the health authority charged with the enforcement of the immunization laws of this state:

1. A certificate of a licensed physician as defined in Section 72512 of Title 59 of the Oklahoma Statutes, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or

2. A written statement by the parent, guardian or legal custodian of the child objecting to immunization of the child;

whereupon the child shall be exempt from the immunization laws of this state.
(70-1210.192)

ENROLLMENT

Enrollment for the following year will take place in the spring semester beginning with the juniors and working numerically backward to the sixth grade.

GRADUATION REQUIREMENTS

No student shall graduate with less than the Fairland Public School minimum of 23 units.
Minimum requirements for high school graduation in Oklahoma include:

FHS STANDARD DIPLOMA

4 units of English	English 9, English 10, English 11, English 12
3 units of Mathematics	3 units of Mathematics
3 units of Social Studies	1 Unit of United States History 0.5 to 1 United States Government 0.5 Units Oklahoma History and 0.5 to 1 Unit which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and United States Government, and Oklahoma History
3 units of Science	3 units of Science
2 units of Humanities	2 units of Humanities
8 units of Electives	8 units of Electives
Total	23 Units

No student shall participate in graduation ceremonies or activities if that student is not enrolled in academics credit classes necessary to complete graduation as required by the Fairland Board of Education

Students desiring to enter a distributive education (work-study) program may attend N.E.O. Area Career-Technology Center at Afton, Oklahoma, during their junior and senior years.

**STUDENTS WHO WILL GRADUATE FROM
HIGH SCHOOL BEGINNING IN THE
2002-2003 SCHOOL YEAR
Standard Diploma
State Graduation Requirements
70 O.S. § 11-103.6**

(Units or Sets of Competencies)

4 Language Arts: 1 Grammar and Composition, and 3 which may include, but are not limited to the following courses:
 American Literature, English Literature, World Literature, Advanced English Courses, or Other English courses with Content and/or rigor equal to Or above grammar and Composition.

3 Mathematics: 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include but are not limited to the following courses:
 Algebra II, Geometry or Geometry taught in a contextual Methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics, and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra..
 Contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education.
 Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education. Or other mathematics courses with content and/or rigor equal to or above Algebra I

3 Science 1 Biology I or Biology I taught in a contextual methodology, and 2 courses from the following:
 Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses, and approved contextual science courses taught at a technology center.

3 Social Studies: 1 United States History
 ½ to 1 United States Government,
 ½ Oklahoma History, and
 ½ to 1 which may include, but are not limited to the following courses:
 World History, Geography,

Economics, Anthropology, or Other social studies courses with Content and/or rigor equal to or Above United States History, United States Government, and Oklahoma History.
2 Arts: 2 which may include, but are not limited to, courses in Visual Arts and General Music.
8 Electives
TOTAL 23

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS SENATE BILL 982	
4 English:	Grammar, Composition, Literature, or any English course approved for college admission requirements
3 Laboratory Science:	Limited to Biology, Chemistry, Physical Science, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. <i>Note: Science courses above Biology I may be taught at a high school or technology center.</i>
3 Mathematics:	Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for College admission requirements. <i>Note: Math courses above Algebra I may be taught at a high School or technology center.</i>
3 History and Citizenship Skills:	Including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.
2 units of the same Foreign Language or non-English language or 2 units of Computer Technology	approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing Courses.
1 additional unit selected from any of the above	or career and technology education courses approved for college admission requirements.
1 unit or set of competencies of Fine Arts,	such as Music, Art, or Drama, or 1 unit of Speech.
8 electives	
TOTAL UNITS 23	

PARENTS GRADUATION REPLY FORM

Dear Parent or Legal Guardian:

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The laws requires eighth-grade students entering the ninth grade in the 2006-2007 school year to complete the college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements.

The options for the existing state graduation requirements and new college preparatory curriculum requirements are attached. Successful completion of either curriculum will result in accomplishment of a standard diploma.

Choosing the courses a student takes in high school is an important decision for you and your child. With your input, courses chosen for a student's career pathway can give him or her a head start on career and education success. A college preparatory curriculum is challenging and may help determine a student's future success in higher education and the world of work. Students who take a college preparatory curriculum designed to prepare them for both college and career have more opportunities. In addition, high school students who enroll in a career pathway at a technology center and meet eligibility requirements have the opportunity to earn college credit while in high school. This opportunity has been made possible through a new Cooperative Alliance between the State Regents for Higher Education and the Oklahoma Department of *Career Tech*.

Please complete the information below and return it to the office of your child's principal or school counselor prior to enrollment. **According to the law, if you do not select the existing state high school graduation requirements, your child will automatically be enrolled in the new college preparatory curriculum.** Please contact the school principal or school counselor if you have questions or need information on local graduation requirements.

As the parent or legal guardian, I am selecting the following curriculum for my student:

Check one:

College preparatory curriculum in SB 982 State graduation requirements

Student's Name (print): _____ Grade: _____

Name of High School: _____

Parent/Guardian Name (print)

Parent/Guardian's Signature

Date

Parent/Guardian's Mailing Address: _____

Daytime Telephone Number: _____

**CRT REMEDIATION POLICY
CRITERION REFERENCE TESTING**

It is the policy of Fairland Public Schools for those students not scoring satisfactory on their CRT exam must attend a remediation program.

Program sixth through twelfth grades:

Students will attend a remediation class two day's per week per deficiency.

High School Options:

1. Honor's Tutoring
2. JOM Tutoring
3. Instruction before school
4. Independent study packet
5. Resource room

WEIGHTED CLASSES

In the event that no senior has a 4.0 GPA, the next highest GPA would be the valedictorian if all requirements are met.

In order to be selected valedictorian or salutatorian, a student must have spent a minimum of one year at Fairland Secondary School. (2nd semester as a Junior and 1st semester as a senior).

Salutatorian will be the next highest GPA below the valedictorian. As long as all requirements are met, any ties will result in multiple honor students.

Beginning 2003-04 grades will be calculated on a weighted scale. A=5, B=4, C=3, D=2

Anatomy/Physiology	Trig/Calculus	OSSM Calculus/Physics
Algebra II	AP Biology	Chemistry
Advanced Math	Physics	Zoology
Geometry	Biology II	Spanish II
*Advanced Art	College Algebra	*Honors Art

WEIGHTED COLLEGE CLASSES

General Psychology	Freshman Comp I	Freshman Comp II
Math Functions & Uses	College Algebra	Plant Biology
Cellular Physiology	Animal Biology	Anatomy & Physiology
Intro to Microbiology	General Chemistry I	Physical Geology
American History to 1865	American History since 1865	American Government

FALL SCHEDULE PICK UP AND CHANGES

Class changes will be made the first week of classes, only to balance classes as deemed necessary by counselors. During that time students may make schedule changes only with parent approval and pending class size availability.

CONCURRENTLY ENROLLED

I _____ wish/do not wish my concurrent enrollment to be considered with my high school GPA and as part of my credits toward graduation.

STUDENT _____ DATE _____

PARENT/GUARDIAN _____ COUNSELOR/PRINCIPAL _____

(Any course taken for High School graduation credit will be counted toward the students GPA)

PROMOTION-RETENTION OF MIDDLE SCHOOL STUDENTS

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may request a

review first by the building principal, second to the superintendent, and finally to the local school board. The decision of the board of education shall be final. Jr. High students failing a core course must either repeat the course or attend summer school.

LIBRARY/TEXTBOOKS

Materials and books are to be checked and returned by standard procedures. Magazines, reference books, audio-visual materials, and equipment may not be checked out of the center.

Students are responsible for any material they check out. Lost books must be paid for by the student. Students who deface or destroy a book will either be fined or pay for the book. This will be at the librarian's discretion.

Students will be assigned one textbook per class. If that book is lost, stolen or defaced student must pay **replacement** cost before obtaining another book. If books are returned or found later student will be reimbursed for payment previously made.

LIBRARY

A librarian will be in charge of the library.

Regulations:

Library will open at 8:15 A.M. and close at 3:00 P.M.

Teachers may schedule classes in the library for special assignments. Students will be permitted in the open stacks during regular library hours.

Books/Magazines may be checked out for two weeks, Books/Magazines may be renewed once upon request.

Reference Books are to be used in the library.

A fine of five (5) cents a day will be charged on overdue books/magazines. Lost Books/magazines must be paid for by students.

Mutilation of books and magazines will be subject to replacement costs of items.

LOCKERS

Lockers will be assigned by the office at the beginning of the school year. Do not give out your locker combination to anyone. Each student is responsible for keeping his/her locker clean. No stickers may be attached to lockers unless approved by the building principal. Pursuant to the School Laws of Oklahoma, students shall have no reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined at any time and no reason shall be necessary for such search.

CLASSIFICATION

A student will be classified in the following manner which will allow him/her to be eligible for class organizational offices and other privileges:

Senior-----Must have completed at least 18 units

Junior-----Must have completed at least 12 units

Sophomore---Must have completed at least 6 units

GRADES

Students are **not** to grade other students papers.

The following percentage grades will appear on report cards and in the student's permanent record:

90 – 100	-	A - Excellent
80 - 89	-	B - Above average
70 - 79	-	C - Average
60 - 69	-	D - Below average
Below 60	-	F - Failing

“I” - Incomplete: All incomplete work must be completed within two weeks after the close of the semester or the incomplete work becomes failure.

Grades will be available to parents. Report cards are given directly to students at end of each nine weeks, unless a stamped, self addressed envelope is provided to the principal's office.

Parents will be contacted regarding “Unsatisfactory Progress” reports during the fourth or fifth week of each grading period.

Should a student miss a nine week's or semester exam, it will be necessary to obtain approval from the attendance office in order to make it up. Approval may be granted for approved educational trips, illness (substantiated by a doctor's statement), or any other reason deemed unavoidable by the principal. Student grade checks may be obtained through the High School Principal's office. Students who fail a core subject will be required to repeat that course.

ZAP

(Zeroes Aren't Permitted)

It is the goal of the teachers at Fairland to avoid recording a zero for assignments in which a student made no attempt to complete. However, there are circumstances that would require a teacher to record a zero, for example, work missed during an unexcused absence. The ZAP program will be followed in the Middle School. In the High School, classroom teachers may utilize their own approved strategy for avoidance of recording zero work or they may follow the ZAP program. ALL classroom teachers are expected to outline their strategy to students and parents in their class syllabus.

Step one:

If student work is incomplete and/or missing, teacher assigns ZAP (lunch detention to complete work).

Student may bring completed work to their teacher by 8:20 a.m. the next morning for up to 85% credit. If the student does NOT bring the work by 8:20 he/she must attend the lunch-time ZAP and/or detention to finish the work.

Step two:

If the student does not complete the assignment in ZAP and turn in to the teacher by 8:20, the student will be assigned two detentions.

If work is completed after first detention, the second detention may be expunged. If work is not completed, student must serve the second detention to complete the work.

If the student does not complete and turn in their assignment by 8:20, the student will be required to go to lunch detention to work on it that day. If the student then gets their work turned in by the following morning at 8:20, they may receive up to 70% credit.

Step three:

If the student still has not completed and turned in their assignment after one ZAP and two detentions, they will be assigned a SATURDAY SCHOOL Detention from 8:00 a.m. until 12:00 p.m. at the Principal's discretion. After which, incomplete work will result in a zero.

*Failure to attend an assigned detention will require the parents to meet with the principal before the student will be permitted back in class.

*If a student is constantly one day late on assignments, further consequences may be taken at the principal's discretion.

15% will be deducted each day the assignment is late with a maximum of 50% being deducted.

SEMESTER TESTS

All students must take a Final Exam (2nd and 4th nine weeks).

Mid-Term testing will have the flexibility to be given during the testing week. The Final Exam schedule will be determined by the principal. All Exams will be authentic comprehensive. Students are required to take their semester tests at the scheduled times. Principals may use their discretionary powers to grant additional time for any scheduled semester exam.

All students must take a semester test. Nine week tests are optional. All semester tests will be worth 10% of semester grade.

HONOR ROLL

Honor Rolls for 9th through 12th grades will be published at the end of each semester. Students who have maintained a "B" average will be listed on the Principal's Honor Roll (Physical Education, Competitive Athletics, Vocal Music, and Instrumental Music are considered activity classes and are not academic subjects; therefore, grades in these classes shall not be used to determine any Honor Roll eligibility).

Students who have an "A" average in all academic subjects will be listed on the Superintendent's Honor Roll.

NATIONAL HONOR SOCIETY

Students will qualify for the National Honor Society providing they were enrolled at Fairland High School the previous semester, and provided they show no semester grade below a B for that previous semester, and providing they were enrolled in at least **five (5)** academic subjects the previous semester.

To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school.

Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. Candidates eligible for election in the chapter shall have a GPA of 3.5 with no grade below a "C". This Scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy in membership. Their eligibility shall then be

considered on their service, leadership, and character.

STATE HONOR SOCIETY

Members of the State Honor Society are selected as the top 10% of the student body during the last semester of the preceding year and the first semester of the current year.

The student must have been a member of the Fairland Student Body for those semesters. The students with the highest number of points using the weighted scale in grades 9 – 12 will make up the Honor Society. The weighted scale is each core class above those required for graduation. The class will be weighted by one-tenth of a point per achievement level. The core classes include Math, science, History and English. Any concurrent enrollment class will be weighted at the equal value of a corresponding class at Fairland high School.

PROFICIENCY BASED TESTING

Students wishing to work above their traditional grade level will need to make an appointment with the counselor (prior to the new school year and the end of the second semester) to take the proficiency test. Students must earn an average of 90% or better on the test to test out of that level.

Students entering from a non-accredited school or from home schooling will be required to take a proficiency test for placement.

DROPPING A SUBJECT

The proper procedure for a student to drop a subject is to get special permission from his or her parents, principal, teacher and counselor. Subjects cannot be dropped more than five days after the semester begins, unless a parent, teacher, principal and counselor conference is held and all agree to a decision reached. A student who repeats a class taken previously shall have both grades entered on his/her high school transcript. Only the higher grade will be included when computing a student's grade point average.

PARENT-TEACHER CONFERENCE

Parents are encouraged to come for conference with the school faculty. Conferences should be scheduled at 7:45 a.m., after school or during the teacher's planning period. The principal's and superintendent's offices are open to parents at all times. Conferences will be held on September 21 & 23, 2010, 3:30-6:30 P.M., and February 1 & 3, 2011, 3:30-6:30 P.M.

TRANSPORTATION

All buses used by the Fairland Schools meet State Department of Education requirements and operate in cooperation with their regulations.

Students who ride the school buses to and from home and on school trips, should be careful about loading and unloading. Always wait for the bus to STOP.

Safety is stressed at all times. Students are urged to regard the bus as a classroom as far as conduct is concerned; the driver is to have absolute authority and is expected to maintain discipline in order to prevent serious accidents.

No student is to depart from the bus until it reaches the school. Students must have permission from the principal's office to change buses or get off the bus at points other than home or school.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading students should:

1. Be on time at the designated bus stops -- keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in their seats while the bus in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

TRANSPORTATION TO CAREER-TECHNOLOGY

Students enrolled at the Career-Technology school in Afton, OK, may ride the bus to and from the Career-Technology school on the school bus that leaves at 8:00 a.m. and 12:15 p.m., or provide own

transportation with parent approval.

BUS SCHEDULE

All buses shall arrive at 202 West Washington by 8:00 a.m. At the conclusion of the school day, buses will depart by 3:15 p.m.

Oklahoma School Law Article VI Section 155: Control & Discipline of Child:

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher.

PARKING

Students driving to Fairland Schools must be licensed drivers. Students must park in designated parking area on the north parking lot between the school and the football field.

To all student drivers:

1. Vehicles must be driven cautiously in and around the school grounds.
2. Student vehicles are not to be moved during the day without permission from the principal.
3. Students are not to be in their vehicle except upon arriving and leaving. Only principal may have access to vehicles during the day.
4. Violations will not be tolerated. Take responsibility for your driving privilege.

STUDENT ATTENDANCE INFORMATION

Absence is the cause of many of the failures in school. Unless your health forbids or unless some serious emergency arises at home, you should be at school. Parents or guardians of students missing four or more days or parts of days, including tardiness, during any four week period will be notified, a copy of notification may be sent to District Attorney's office in attempt to keep truancy at a minimum. Responsibility for making up work lies entirely with you.

You should make appointments with your teachers to ascertain just what you are to make up. You assume the entire burden of getting this work done and handed in to your teachers. Punctuality and regular attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASSES EACH DAY!**

ATTENDANCE, ABSENCE & MAKE-UP WORK

The school law provides that all boys and girls between the ages of 5-18 must attend school unless physically or mentally handicapped or unless they have finished high school. The attendance officer will check all absences and if necessary file a case against the parent or guardian of any child who is habitually absent.

In order for a student to receive a passing grade, he must be in attendance 90 percent of the semester period. If the absences of a student exceeds nine absences in a single class, that student will not receive a passing grade. Absences because of school activities, illness substantiated by a medical doctor's or dentist's statement, religious observance of a holiday or those deemed unavoidable by the principal will not be counted against the 90 percent attendance requirement. If a student goes to a medical doctor or dentist, they must have a note from that physician/dentist office when the student returns to school or no medical absence will be granted. Extended illness such as chicken pox, mononucleosis, etc., will also be marked medical upon review of the building principal. Death in family will not count toward 90 percent attendance requirement.

For each day absent the student will be allowed one day to make up work missed. For each day absent due to scheduled school activities, the student needs to make prior arrangements and the work is due upon their return.

A student who has not been in attendance 90 percent of the grading period and/or has not made up the work missed may receive an "F". After the ninth absence students must have a doctor's note or it will be considered unexcused.

TYPES OF ABSENCES

Absences are classified according to the following criteria.

A. **ACTIVITY ABSENCE:** An official absence sanctioned by the school. Make up work is allowed.

Ten Day Rule: In accordance with the policy of the Board of Education, the following shall govern student attendance:

1. **School Activity:** These are extra curricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half of a class period.
2. The total number of student activity absences allowed in any one class period without permission from the Internal Review Committee, shall be ten.
3. Once a student has had ten activity absences from any one class period, the student must be reported to the Principal's Office for consideration for further absences.

The Internal Review Committee shall be appointed by the Board on an annual basis.

The criteria for counting beyond the ten day absence limit shall be as follows:

1. A student must have a letter grade of a "C" or better in the subject he/she wants to miss.
2. Before a student is given permission to be absent beyond the ten day limit, even though he has a "C" or better, his record must show that his grade was not adversely affected by the previous ten days of absence and he has turned in all required work missed on previous days out.

The policy of the Board of Education does not set a maximum number of activity absences to be allowed per student. However, unreasonable requests upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated eight student activity absences, advise the student and note it in the Grade or Plan Book.
3. When a student has obtained his ten activity absences, the student's name is to be submitted to the principal.
4. Each teacher who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the ten day rule are the following:

1. Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests. The Board of Education shall review annually the activity calendar.
2. **EXCUSED ABSENCE:** Doctor, dentist, orthodontist appointments, funerals, court appearances, religious holidays, and emergencies approved by the principal's offices. Make-up work is allowed.
3. **UNEXCUSED ABSENCES:** Make-up work is not allowed for credit for unexcused absences.
4. **EXPLAINED ABSENCES:** There has been parent contact either by phone, or a note

from the parent or guardian, and makeup work will be allowed. (Counts towards a students allowable nine absences) four or more in a four week period may be referred to the district attorney.

ATTENDANCE AWARDS

Pupils who have not been absent for the entire year and were enrolled the first day of school will be given attendance certificates.

ADMITS

If a student is absent from school, it will be necessary to obtain an admit from the attendance office between 8:00 – 8:15 a.m. on the day he/she returns to school. In order to obtain an admit, it is necessary the attendance office receives a phone call or note from one of the parents or guardians in regard to the absence. The office will issue an admit slip, showing whether the excuse is accepted or rejected; that is, excused or unexcused. If the absence is necessitated due to an illness requiring a doctor's appointment, the student should provide documented proof. Failure to pick up admit at the required times will result in the student receiving detention.

TARDY

A student is considered tardy to class if he/she is not in his/her classroom and seated when the tardy bell rings. Teachers should use their discretionary powers to determine if a student has a valid reason for being late. If another teacher or the office has detained the student, then a note should accompany that student indicating date, time and individual who detained the student. **Detention will be assigned on the third tardy and an additional detention assigned for every tardy thereafter. Excessive tardies can result in referral to truancy court. Students who are excessively tardy without good reason shall be assigned additional discipline.**

DETENTION

Students missing detention will make up detention time on a two-to-one ratio. Detention may be assigned for a.m./p.m. or Saturday morning.

Parents of students riding the bus will be responsible for arranging transportation for those students receiving detention. When assigned to detention the student must report to the class on time, remain seated for the duration of the period, and bring school material to work on. If a student is in attendance at school on the day assigned to detention, he/she must report to detention class. The class was created to avoid some suspension, but if the student does not comply with the detention rules he/she will face suspension.

PERMIT TO LEAVE SCHOOL

A student who leaves the school at any time during the day must check out at the office with the permission of the principal. If he/she returns before school is dismissed, he/she must check in at the office.

Parents must phone or come in person to check student out, **notes will be accepted but subject to verification at the discretion the principal.** The only excused absences for checking out will be going to doctor, dentist or death in family, or religious observance or by verbal confirmation by parent or legal guardian. If student becomes ill, the principal's recommendation will be taken as to need to check out and parents will be notified. Any student leaving school without checking out will be placed in a.m./p.m. detention, Saturday detention, or In-School Intervention according to the Fairland High School

Discipline Policy. Students must sign out in the main office before leaving campus even if a parent has notified the office. After checking out through the office, students may leave the building at the entrance/exit by the principal's office; through the entrance/exit by the superintendent's office; the entrance/exit of the Junior High with a parent or guardian. All other exits are for emergency use only and should not be used unless supervised by school personnel.

TRANSFER-IN STUDENTS FROM ANOTHER STATE

Students moving to Oklahoma from another state and enrolling in a senior high school (10th, 11th, or 12th grades) may graduate without Oklahoma History and/or World History if the course is not taught in the senior high school, or if the out-of-state student is unable to take the course due to the scheduling of classes.

PERMANENT WITHDRAWAL

A student moving out of the Fairland School District is required to withdraw formally with parent/guardian signing withdrawal forms. Withdrawal forms originate in the counselor's office. A copy of the final form and a copy of the student's immunization record will be provided the student and his transfer school upon its completion, payment of dues or fees, and proof that all text and library books have been returned.

DISCIPLINE POLICY

Students are expected to conduct themselves orderly during the school day, on extracurricular trips, and other school activities. Students are responsible for their behavior. All disciplinary action will be recorded in the students' personal files for future reference.

All certified employees of Fairland Public Schools shall have the same right as a parent or guardian to control and discipline students during the time they are on school premises or in transit to and from school and authorized school functions. Teachers have the authority to administer discipline according to the assertive discipline plan.

Before being disciplined, the student will be told the reason and will be given an opportunity to respectfully give his/her version of the incident. A brief written report of the disciplinary action shall be placed in the student's file after the discipline is administered. The report will state the date, the offense, and disciplinary action taken.

If the parent or guardian does not wish for their child(ren) to receive corporal punishment at school, they must have documentation on file in the principal's office. Often there are medical or other reasons why a student cannot be paddled. The parent's wishes will be respected.

Our goal at Fairland Public Schools is to help each child get the best education possible. In order to guarantee that all students receive the best education possible, we have established a discipline plan that will be in effect at all times. This is a very positive plan which rewards those students who behave appropriately. The plan also has discipline steps for those who do not behave themselves. When in the classroom, the student must comply with the following rules:

- A. Follow directions of the teacher.
- B. Come to class with all required materials.
- C. Be in your assigned seat ready to work when the tardy bell rings.
- D. Keep hands, feet, books, and other objects to yourself.
- E. No eating food and drinks in class except with approval of principal and classroom teacher.
- F. Raise hand and wait to be recognized before speaking.

SEVERE CLAUSE

In cases of severe misbehavior such as: fighting, rude gestures, vulgar language, rude comments, open defiance, destroying property, truancy, stealing, use or possession of drugs, alcohol, or tobacco products, weapons, or stopping the class from functioning, have in their possession matches, lighters, or pocket knives: The student will be sent immediately to the principal.

CORPORAL PUNISHMENT POLICY:

Administered by the administration witnessed by a certified staff member. Either the principal or the witness must be of the same sex as the student receiving corporal punishment

Corporal punishment will be given unless there is a written note on file in the respective building principal's office.

Students should be allowed an alternative form of discipline to corporal punishment. When the principal uses corporal punishment as method of discipline, the principal will record the student's behavior, date, and the witness used. A copy of the disciplinary report will be provided upon request to the parent or guardian by the principal.

GENERAL OFFICE DISCIPLINE PROCEDURE

- First Offense:** The student will be assigned two 30-minute detentions. Parents will be notified.
- Second Offense:** Four detentions will be assigned. Parents will be notified.
- Third Offense:** Saturday detention will be assigned 8:00 A.M. - 12:00 noon. Parents will be notified.
- Fourth Offense:** Parents will be notified that the student will be suspended from school one to three days.
- Fifth Offense:** Parents will be notified that student will be suspended from school for up to five days.
- Sixth Offense:** Parents will be notified that student will be suspended from school for up to ten days.
- Seventh Offense:** Parents will be notified that student will be suspended for up to two semesters. Length of suspension will be determined by the administration.

The general office procedure steps will apply to all infractions of name and three warnings in one hour or severe clause, unless the administrator's judgement determines the situation requires more or less discipline. Principals are permitted to make adjustments in the discipline policy to fit individual school needs. (Severe clause examples: Open defiance, fighting, destroying or defacing property, truancy, skipping, stealing, drug and/or alcohol use, smoking, weapons, etc..) The office procedure steps are accumulative through out school year.

When a student accumulates twelve (12) served or un-served detentions, the student may be suspended from school for a period of one to three (1-3) days. This suspension will not eliminate the un-served detentions which have been accumulated by the student.

NOTIFICATION TO PARENTS

When a teacher assigns detention, the teacher shall notify student, principal, and parents of the assigned detention. When the detention is assigned through the principal's office, the principal is responsible for notifying the student and the parent. In all cases of detention, the student must sign the official notice, thus acknowledges his/her awareness of the assigned detention. All dates for serving

detention will be assigned through the office.

DETENTION HALL

Students must serve their detention on the day it is assigned. When the misbehavior occurs on Monday or Tuesday, detention will be served on the following Thursday. If it occurs on Wednesday, Thursday, or Friday, detention will be served on the following Tuesday. Students must report to detention with paper, pencil, and work to do. Students must be in their seats by 3:20 p.m. Detention hall is over at 3:50 p.m. Afternoon Career-Technology students must serve their detention in the morning at 7:30 – 8:00 a.m., while all other students will serve after school detentions.

In the event there is no school on the assigned detention date, the detention will automatically be served on the following Tuesday or Thursday that school is in session. If a student has an excused absence on the assigned day, he/she simply will make it up on the next available date. If a student is not excused and misses detention, he/she will be placed on the severe clause and will receive two detentions.

REFUSAL OF DISCIPLINE

A student may be disciplined by any teacher at any time. Students are expected to show the same respect to ALL school personnel.

When there is a disagreement between the student and the teacher or principal, the student may be suspended until he/she returns with his/her parent or guardian the next day (Overnight Suspension)

Any student who refuses to receive discipline, as prescribed by a teacher or administrator, shall be dismissed from school for a period of two days. For any second offense of this nature, the student shall be dismissed for five days. If the student misses assigned tests or work, he/she will **not** be allowed to make up that work and will receive a zero for the work missed.

This suspension is in addition to and not in lieu of the initial discipline. At the discretion of the administration, the first two days of suspension may possibly be waived when the parent accompanies the student back to school for a conference and a suitable solution is reached.

SUSPENSION

The principal shall have the authority to suspend any student who is guilty of any of the following acts while in attendance at Fairland Public Schools, in transit by school transportation, under school supervision to or from school and functions authorized by the school district:

- A. Conduct calculated to disrupt the operation of the school
- B. Immorality or profanity
- C. Conduct which jeopardizes the safety of others
- D. Possession, threat, or use of a dangerous weapon
- E. Violation of written school rules, regulations, or policies
- F. Assault and battery
- G. Possession of any narcotic drug, stimulant, barbiturate, alcohol, tobacco, hallucinogen, or controlled substance
- H. Truancy
- I. Continued willful disobedience
- J. Notwithstanding any of the foregoing, and because of the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension, for threatening, coercing, or harassing any school employee at any time
- K. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- L. Adjudication as a delinquent for a violent or non-violent offense

If for any reason a school administrator finds it necessary to suspend a pupil, the following procedures will be accorded as minimum requirements of the due process clause of the Fourteenth Amendment of the constitution of the United States.

- A. Immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages property.
- B. Immediate written notice to the student and parents of the reason(s) for the removal from school. The proposed suspension shall be given within 24 hours.
- C. No later than 72 hours after the actual removal of the student from school, the student and his/her parents must be given an opportunity to be present at a hearing before the suspension committee. The committee will determine if a suspension should be imposed. Such a hearing, which is not a judicial proceeding, must provide at a minimum:
 - 1. Statement in support of the charge against the student upon which the hearing is conducted.
 - 2. Statement by the student and others in defense of the charges and/or explanation of the student's conduct.
 - 3. The administrators are not required to permit the presence of counsel or follow any prescribed judicial rules.
 - 4. The administrator shall, within 72 hours, advise the student and parents by letter of his decision and reason thereof.

APPELLANT PROCEDURE:

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee if the period of suspension is ten days or less, or to the board of education if the suspension is for more than ten days. The following procedures shall govern the appellant process:

- 1. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- 2. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- 3. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative: may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
- 4. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
- 5. Decisions of the suspension committee may not be appealed to the board of education if the suspension is less than ten days.

APPEAL FOR REINSTATEMENT

Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may recommend the reinstatement of the student or denial of reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

SUSPENSION APPEALS COMMITTEE

A suspension appeals committee is hereby established which will consist of three administrators and two teachers. The members of the committee will be appointed by the superintendent.

SUSPENSION POLICIES

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate, the principal must provide written justification which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the support regulations.

Students suspended for five days or more will be allowed to make up work. The parent/guardian will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. The educational plan will be assembled by the teachers and principal.

The students work must be picked up and returned to the principal's office by the parent/guardian as specified in the educational plan for long term suspensions. All other school work must be turned in the day that the student returns to school. Work completed under any educational plan can merit no grade higher than 80%.

The parent/guardian must present all evidence of compliance with the educational plan. This would include, but not limited to assignments, completed work, projects assigned and completed, test completed and graded, etc. Copies of all work plus a list of assigned activities will be included.

This policy applies to out-of-school suspension unless it is suspension for possession of a dangerous weapon or a controlled substance. This exception applies to any "dangerous weapon" and is not restricted to possession of a firearm. If this should occur Fairland School District will not provide a continuance of this or any other educational plan while student is in out-of-school suspension.

Students with out-of-school suspension will not be permitted to participate in or attend any extracurricular activities during suspension. Suspended students will not be on school grounds except if parent/guardian is with student to confer with office personnel. Any violation of this policy may result in further disciplinary action.

A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

The suspension policy of Fairland Public Schools also applies to students enrolled in area vocational schools.

**REQUEST FOR HEARING BEFORE THE
SUSPENSION APPEALS COMMITTEE**

NAME OF STUDENT: _____

DATE: _____

NAME AND ADDRESS OF PARENT/GUARDIAN:

Phone numbers where Parent/Guardian may be reached:

Home: _____

Office: _____

Other: _____

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

Please identify any documents or other materials which support your appeal. If documents or materials are in your possession, please attach copies: _____

Please identify what action or relief you are seeking. _____

**NOTICE OF HEARING ON A SUSPENSION
BEFORE SUSPENSION APPEALS COMMITTEE**

TO: _____

SUBJECT: _____

Please be advised that, pursuant to your request as received by the administration office, a hearing before the Board of Education has been set for _____ at _____, the _____ day of _____, in the Board Conference Room, at which time evidence will be heard and a final determination rendered as to the action taken by the administration of this school.

Your child is charged with violating the following school regulation: _____

Oklahoma School Laws, Section _____.

Those witnesses who will testify on behalf of the administration are: _____

You and/or your child may have legal counsel present at the hearing.

Chairman, Board of Education

Conclusion:

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgement of the administrator will take precedence.

WEAPONS-FREE SCHOOLS

It is the policy of Fairland Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in Fairland School District who uses or possesses a firearm at school, or any school sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921 as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action on any explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or nay device similar to the above.

2. Such firearm or weapon will be confiscated and released only to proper legal authorities. Oklahoma Statutes, Title 21, Section 1280 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

"...any pistol, revolver, shotgun, or rifle whether loaded or unloaded, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, bill, hand chain, metal knuckles, or any offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other

than firearms) as determined by the administration.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The administration may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

BOOK BAGS, BACK PACKS, ATHLETIC BAGS

Book bags, back packs, athletic bags are allowed in school building. They are allowed in the classrooms at the teachers discretion. Books, papers, and supplies are to be kept in lockers.

CELL PHONES

Students are not permitted to use or activate electronic pagers, cellular telephones, or headsets while on the school property during normal school hours. In no case will a device be allowed which has the capability to take photographs of any kind. First offense will result in confiscation and notification to parents regarding board policy. A Second offense will result in a three day out of school suspension.

TOBACCO

Tobacco or tobacco related products of any kind will not be used nor in the possession of students while on school premises or a school related activity. Neither will tobacco be possessed nor used by students attending any school sponsored event outside school premises or while being transported to or from such an event. Students violating this policy will be disciplined. 21 O.S. § 1247 Approved 01/11/05

VISITOR'S PASSES

All visitors (student or adult) will check with the building principal upon arrival at school. Parents are encouraged to visit the school. Arrangement for classroom observation by parents should be made in advance through the principal's office. Students are not permitted to have visitors in classes.

DRESS

Students of the Fairland Schools are expected to dress appropriately and neatly and to conduct themselves in a manner that will reflect credit to themselves, their families, and their school. Anything that is a distraction to the educational process will be subject to discipline at the discretion of the principal.

Any pupil coming to school without proper attention having been given to the cleanliness of their person or dress, or who may not be properly clad, will be sent home to be become prepared for the school room.

Students participating in activities which represent the school are required to meet dress and hair regulations as directed by the sponsor and administration. Students will not participate in the trip or activity if they come improperly dressed.

1. Any clothing which is revealing, such as form fitting garments (biker shorts), excessively large arm openings and designer cut (holes) jeans, sagging or baggy clothing, spaghetti straps will not be permitted.
2. No holes in jeans, no pajama bottoms
3. No hats, caps, hoods or other head coverings are allowed inside school buildings for boys or girls.

4. Sunglasses, except those with a specific prescription, will not be worn in the building.
5. Shorts may be worn, but must come to the top of the knee. No cut off jeans. Shorts must be hemmed.
6. Skirt lengths must come to the top of the knee.
7. No clothing bearing suggestive or unpatriotic words or symbols, drug, tobacco, or alcohol advertising is to be worn.
8. Undershirts and white thermal underwear are not to be worn as an outer garment.
9. Loosely woven (see-through garments) are not to be worn without appropriate undergarments.
10. Mesh garments are not appropriate.
11. Sleeveless shirts must have bound armholes. Bare midriffs, halter tops, and racer back tops are not permitted. Top straps must be at least 2 inches wide.
12. Students will follow personal hygiene practices in a way that will not create a disruption in the classroom.
13. Shoes must be worn by students at all times. No cleats or house shoes will be worn by students in the buildings..
14. Extreme hairstyles that would be disruptive to the learning environment will not be allowed.
15. No unnatural hair colors will be allowed.
16. Facial, tongue or body piercing (except for ears) will be prohibited.
17. Excessive length/size of earrings or any chains, not conducive to proper student safety, are not permissible.

We suggest that parents or students place names in all coats, sweaters, hats, gloves or other items which could be lost or misplaced. The decision on appropriate dress will be up to the discretion of the principal.

Violation of the dress code may result in disciplinary action. The student may receive an unexcused absence while missing class to correct a dress code violation. Students who receive unexcused absences will not be allowed to make up work for credit.

GUM, FOOD, OR DRINKS IN THE BUILDING

In order to maintain our building, gum, food, and drinks in the classroom will be strictly monitored and allowed only upon approval by the classroom teacher and building administration. Trash must be placed in trash containers and not left for others to pick up. Each individual is responsible for helping to keep the building and grounds free from trash. Failure to do so may result in loss of privileges.

TELEPHONE

Students will not be permitted to use the telephone in the high school office except in the case of an emergency. **NO STUDENT WILL BE EXCUSED FROM CLASS TO MAKE OR RECEIVE A TELEPHONE CALL EXCEPT IN THE CASE OF AN EMERGENCY.** Messages will be delivered to students.

POSTERS & SIMILAR MATERIAL

Students are reminded that permission must be obtained from the office to post materials of any type at Fairland High School. When permission is granted, materials are to be posted in areas designated for this purpose. Each student is responsible for disposing of material that he/she posts.

SKATEBOARDING/ ROLLER SKATING

Skateboarding or roller skating on school property is prohibited.

EMERGENCY PROCEDURES

Fire: Voice command through intercom

When instructed by teacher, students will move outside in a double line to a safe distance from building, listen quietly for roll call and additional instruction.

“ALL CLEAR” Voice command through intercom

Tornado: Voice command through intercom

When instructed by the teacher, move in line to designated area. Take cover under tables, or furniture if available; otherwise, kneel, cover head with book or clasped hands. Remain quiet for further

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instructions.

“ALL CLEAR” Voice command through intercom

Lock Down: Voice command through intercom

When instructed by the teacher, move to the safest area of the room be seated and remain still and quiet.

‘ALL CLEAR” Voice command through intercom

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at your child’s school during normal working hours.

CLOSED CAMPUS

Fairland Schools operates under a closed campus for grades PK through 8th. Grades 9-12 will be allowed to leave campus during their lunch period. Vehicles are not to be driven during lunch period. When returning to campus, go directly to the front of the Junior/Senior High Building. Students leaving campus to go home for lunch may only go to their home residence during lunch period.

CAFETERIA

The Fairland School District provides a hot breakfast and lunch program. A self-serve salad bar is provided during lunch time for grades three and up. Students are encouraged to make wise, balanced choices. Students must choose portions from at least three of the five main food groups. Milk may count as one of the child’s food groups. Students may have a second helping if they have “cleaned” their tray. We encourage proper table manners. Students are responsible for picking up their trash. Food may not be taken from the cafeteria. Food should not pass from tray to tray.

Sack lunches are permissible. No glass bottles or containers should be sent to school. Soft drinks can **not** be consumed in the school cafeteria.

Procedures:

1. Free/Reduced meal applications will be distributed with enrollment papers and beginning of the

year items. We encourage the return of these applications.

2. Payment reminders will be given to students periodically.
3. Students will not be allowed to eat school meals unless they pay on a daily basis or carry a credit balance. Exceptions are if the students have a current free meal application on file.
4. High school students that do not pay daily or have a credit balance will be asked if they brought their lunch. If the student does not bring their lunch, a sandwich and milk will be served.
5. Previous year charges will be carried over to the current year and required to be paid.

For additional information, call the Director of Food Service at 676-5147.

ATHLETICS

Fairland High School has an organized athletic program, set up with teams participating in interscholastic sports prevalent in Oklahoma. Oklahoma secondary Schools Activity Association rules will govern all participants in athletics. Each student is urged to know the eligibility rules and protect his or her eligibility. All middle school and high school students participating in athletics are required to have health insurance and a current physical on file with the Athletic Director.

SCHOOL SPONSORED DANCES

Students not enrolled at Fairland High School must be approved through the principal's office to attend school dances.

PROM REGULATIONS

The Junior/Senior Prom will be limited to Fairland Juniors and Seniors and their guests. All guests must be approved by the principal at least 5 (five) days prior to the Prom. Guests must be a secondary student in grades 9 – 12 or an out-of-school adult no older than 20 years of age.

LOCAL AND STATE ELIGIBILITY

Will be governed by:

Oklahoma Secondary Schools Activities Association RULE 3 – SCHOLASTIC ELIGIBILITY

1. Teachers will have all students grades posted on Monday by 8:00 A.M.. The grades shall be based on work ended at 3:20 P.M. (Oklahoma Secondary Activities Association.)
2. **ALL** extra-curricular activities will be governed by the OSSAA guidelines.
3. Students denoted as ineligible in any class will not be eligible to attend school activities during class time.

SCHOOL ATTENDANCE OF CHILD AFFLICTED WITH CONTAGIOUS DISEASE – HEAD LICE

- A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time the child is free from the contagious disease or head lice.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities before said child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

DISPENSING MEDICATION

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the "Medication: Administering to Students Authorization" and "Parental Authorization to Administer Medicine" forms.

**MEDICATION:
ADMINISTERING TO STUDENTS
AUTHORIZATION**

Name _____ Grade _____

Teacher _____ School _____

Time to be administered _____ a.m. _____ p.m.

Date from _____ to _____

TO PARENT/GUARDIAN/INDIVIDUAL ASSUMING PERMANENT CARE AND CUSTODY: Is the medication that you wish administered to your child prescription medicine? _____. If so, please provide the name of the medical doctor who prescribed the medication. _____

Is the child's disability or illness such that the medication must be self-administered by the child (asthma, etc.)? _____. If so, the student's medical doctor should include a statement to that effect in the child's prescription. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

Prescription medication must be furnished by the parent or guardian with the original label prepared and attached by a pharmacist. The label must reflect the name, strength, and dosage of the medication and whether or not the medication may be self-administered by a minor. Non-prescription medication must be in the original container that must reflect the name and strength of the medication.

This form must be signed by the parent/guardian of the child named herein. The signature of the prescribing physician may be required at the discretion of the medication administrator.

Signature of Parent/Guardian/Individual Assuming
Permanent Care and Custody

Date

Physician's Signature
(required for self-administration of medication)

Date

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: _____
(Principal)

(School)

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of _____, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize and request the school principal, or _____ (an employee of the school district designated by the principal, and me) to:

_____ Administer _____, a non-prescription medication that I am hereby supplying you, in accordance with the written instructions of the child's physician that is attached hereto.

_____ Administer _____, a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

_____ Administer _____, a filled prescription medication that I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

_____ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of, self-administration of medication is attached.

I understand that under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized or from the self-administration of medication by the student.

Dated this _____ day of _____, _____.

(Parent with legal Custody, Guardian, or Individual Assuming Permanent Care and Custody)

(Address)

WITNESS:

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Fairland Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 - B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

INTERNET-BASED INSTRUCTION

The Fairland Public School District does not offer Internet-based instruction.

ACCEPTABLE COMPUTER USE POLICY

Fairland Schools has the ability to enhance education through the use of computers. Communication can be expanded through electronic mail and the Internet. Internet allows a way to research information in a way that is not offered in basic instructional classroom settings. Acceptable uses of the network and Internet are activities resulting from specific tasks and assignments that support learning and teaching and promote the district's mission and goals.

The Internet is a privilege, not a right. Inappropriate use will result in the educational tool being revoked, denied, or suspended. The teachers and principal will deem what is inappropriate use and their decision is final.

It is important that the staff, students, and parents read the ethic code, because misuse will result in discipline actions being taken.

Both the student and the parent/guardian sign the Application Page before the student will be allowed on a computer at school.

RULES AND CODE OF ETHICS

As a computer user I agree to follow the rules and code of ethics in all my work with computers at Fairland Schools.

1. User will not waste supplies such as paper, printer ribbons, diskettes, etc.
2. User will use only "school-appropriate" language and information.
3. User will use only "school-appropriate" Internet sights. No chat rooms. E-mail is for authorized programs supervised by teachers.
4. Do not use computer disks from home in any school computer. The school will furnish disks.
5. Students are not permitted to change configurations. (Screen savers, wallpaper, shortcuts, etc.)
6. User will not attempt to harm or destroy the hardware/software of a computer in any way. User will not vandalize the data of other students. User will take financial responsibility for costs incurred due to inappropriate use.
7. User will not violate software copyright laws, which includes downloading shareware.
8. User will not give out any personal information about themselves or anyone else. (Personal address, phone number, age, etc.)
9. User realizes that electronic e-mail will not be private; system operators will have access to all mail. Files stored on school-based computers will not be private. Administrators and staff members may review files and messages to maintain system integrity and insure that users are acting in a responsible manner.
10. User will not be allowed on any computer within the Fairland School District without a signed User Agreement on file.

AGREEMENT:

I understand that using network services within Fairland School District is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the Acceptable Computer Use Policy.

Users Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

MEDIA RELEASE

Pictures and Videos are taken of various school functions. These may occasionally be printed in the newspaper, on the school web site, etc.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (Students)

I. DEFINITIONS

- A. Discrimination complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment) or qualified handicap.

- B. **Students Grievant:** A student of the School District who submits a complaint alleging discrimination based on race, color, national origin, sex (including sexual harassment) or qualified handicap. A parent's complaint shall be treated in the same manner as a student's complaint.
- C. **Employee Grievant:** An employee of the School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age (including sexual harassment) or qualified handicap.
- D. **Title IX, ADA, Title VII and 504 Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
- E. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- F. **Day:** Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall

II. PRE-FILING PROCEDURES

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

III. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- A. **Grievant:** Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons, responsible (where known) and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available from the office of the District's Title IX, ADA, Title VII and 504 Coordinator.
- B. **Coordinator:** Notifies respondent within 10 days and asks respondent to:
 1. Confirm or deny facts;
 2. Indicate acceptance or rejection of student or employee's requested action; or
 3. Outline alternatives.
- C. **Respondent:** Submits written answer within 10 days to the applicable Coordinator.
- D. **Coordinator:** Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent and the principal or other designee.

- E. Principal, Grievant, Respondent and Coordinator: Hearing is conducted.
- F. Principal: Issues within 10 days after the hearing a written decision to the student or employee, respondent and applicable Coordinator.
- G. Grievant or Respondent: If the Grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.
- H. Coordinator: Schedules within 10 days of request a hearing with the grievant, respondent and Superintendent.
- I. Superintendent, Grievant, Respondent and applicable Coordinator: Hearing is conducted.
- J. Superintendent: Issues a written decision within 10 days following the hearing.
- K. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the board of education.
- L. Coordinator: Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the board of education. Hearing is to be conducted within 30 days from the date of notification to the board of education.
- M. Hearing held by the Board, Grievant, respondent and applicable Coordinator and the Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

IV. GENERAL PROVISION

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to Regulations: Upon request, the school district shall provide copies of any school district regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran status.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the school district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

GRIEVANCE COMPLAINT FORM

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

2. Date: _____

3. Phone numbers where Grievant may be reached:

Home _____

Office _____

Other _____

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

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

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

Signature of Grievant

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

FAIRLAND PUBLIC SCHOOLS
SECTION 504 PROCEDURES

The Fairland School District recognizes its responsibility to children who are or may be "disabled" under section 504 of the Rehabilitation Act of 1973 ("Section 504") or the Individuals with Disabilities Education act (the "IDEA"). The Fairland school district also recognizes that Section 504 potentially encompasses a larger segment of the student population than the IDEA due to 504's broad definition of the term "disability". To ensure that all School District employees know what to do when they suspect

that a student's difficulties in the regular education environment are the result of a disability, the Fairland School District adopts the following definitions and procedures.

Under Section 504, an "individual with a disability" is a person who (a) has a physical or mental impairment, which substantially limits one or more major life activities, (b) has a record or history of such an impairment or (c) is treated by others as having such an impairment. A "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities. The types of "major life activities" referred to (a) are caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. A "qualified individual with a disability" is an individual with a disability who is (a) of an age during which non-disabled persons are provided educational services or (b) of an age during which Oklahoma law or the IDEA requires educational services for disabled persons.

The Fairland School District must provide every "Qualified individual with a disability" a free appropriate public education. A "free" education means the provision of educational and related services without cost to disabled students or their parents except those fees that are charged to all students. An "appropriate" education means the provision of regular or special education and related services that are designed to meet the individual educational needs of disabled students.

If a school district employee suspects that a student may be a "qualified individual with a disability", he or she will advise the designated building representative. The building representative will convene a meeting that includes persons knowledgeable about the child, the meaning of evaluation data and placement options. The team need not include the child's parent or guardian. The team will try to determine, based on all available data, whether the child is or is not disabled. In making this decision, the team will draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, the child's physical condition, social or cultural background and adaptive behavior. All information will be documented. The team may determine that it has insufficient information upon which to base a decision. In that case, the team will complete a referral for evaluation and a parent permission form to send to the parent.

If the team determines that a medical evaluation is necessary to determine the existence of a physical or mental impairment (or the appropriate placement or program for a disabled student), the team will include that evaluation on its referral. If the team refers the student for a medical evaluation, the School District must pay for the evaluation. On the referral, the team will be specific about the scope of the evaluation to avoid physician referrals for additional medical evaluations that may cause disputes over payment responsibility. If the team determines that a medical evaluation is unnecessary and the parent or guardian disagrees or if the parent is dissatisfied with the results of a medical evaluation obtained by the School district, he or she can obtain an independent evaluation and request an administrative due process hearing to seek reimbursement from the School District.

If the team determines that a child is or may be disabled, it will also discuss modifications that can be made in the regular education environment to address the child's disability. These modifications can include but are not limited to schedule and assignment modifications are appropriate for the child, the team will complete an "accommodation plan", listing the modifications to be provided, the person(s) responsible for implementing each component of the plan and the starting and ending dates for each

component. The plan will be sent to the parent with a copy of the attached form letter and list of parental rights. If the team has identified a need for further evaluation, it will also include the completed referral and parent permission form. Following completion of the evaluation, the team will follow the procedures ordinarily used by the school district to review the evaluation results.

The team will implement the accommodation plan immediately, even if it also referred the child for evaluation. Modifications made in the regular classroom environment do not constitute a special education placement, so the child parent or guardian need not approve the plan. However, the parent does have the right to notice of the child's identification as a disabled or potentially non-disabled person and to request an administrative due process hearing to contest the child's identification. The parent also has the right to review the accommodation plan and to request an administrative due process hearing to contest the plan if the parent believes that it does not provide a free appropriate public education. The team will review the accommodation periodically and will advise the parent or guardian in writing of any changes in the plan.

The Fairland School District must educate disabled students and provide them nonacademic and extracurricular services and activities with non-disabled students to the maximum extent appropriate to the needs of the disabled student. The term "extracurricular services and activities" includes meals, recess, counseling, physical recreational athletics, transportation, health services, recreational activities and school-sponsored special interest groups or clubs. The team may determine that a disabled student cannot receive a free appropriate public education just through modifications in the regular education environment. However, the team can remove a disabled student from the regular education environment only after notice to the parent and only if it can demonstrate that the child cannot be educated satisfactorily in the regular education environment using supplementary aids and services. For example, the team may determine that regular classroom placement is inappropriate to the needs of a disabled student because he is a danger to himself or others or because he is unduly disruptive in the regular classroom environment and because the danger or disruption cannot be adequately minimized by using supplementary aids and services. In all cases, the team will thoroughly document the reason(s) for the removal of a disabled student from the regular education environment. The child's parent or guardian has the right to notice of the child's proposed placement in special education (and to other significant changes in his or her placement) and to request an administrative due process hearing to contest the proposed placement (or significant change in placement).

If the team proposed special education placement for a disabled student, it will follow the procedures used by the school district for students identified as disabled under the IDEA, including its IEP team, annual review and evaluation procedures.

Section 504 Referral Form

Date of Referral:	_____		
Student's Name:	_____		
School:	_____	Teacher:	_____
Grade/Class:	_____		
Date of Birth:	_____	Age:	_____
Address:	_____	_____	
Phone:	_____		

Reason(s) for Referral: _____

Pre-Referral Actions to Address Concerns: _____

Person Making Referral: _____

Section 504 Evaluation Report

Date of Report: _____
Student: _____
Address: _____

Phone: _____
School: _____
Grade: _____
Parent: _____

Area(s) of Concern: _____

Area(s) Evaluated: _____
Area: _____
Evaluation Method: _____
Evaluator: _____
Findings: _____

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Area(s) Evaluated: _____
Area: _____
Evaluation Method: _____
Evaluator: _____
Findings: _____

Evaluation Committee Members:

**PARENT NOTICE
PERMISSION FOR 504 EVALUATION**

STUDENT NAME: _____ DOB: _____ AGE: _____ GRADE: _____

ADDRESS: _____

PHONE: _____

SCHOOL: _____

1. NOTICE:

a. A referral for a 504 evaluation has been initiated in order to determine the cause, extent or possible remediation for a suspected physical or mental impairment. The reasons for this referral are:

b. Other options considered and general education intervention procedures employed:

c. Other factors relevant to proposed evaluation:

d. Proposed Assessment/Techniques/Personnel:

Assessment Area
Medical: Specify
Other:

Evaluation Techniques
Questionnaire ()

Possible Evaluation/
Consultation
Personal Physician

e. Date/time of 504 Conference Committee Meeting: _____
(Refer to notice of 504 Conference Committee Meeting.)

2. PERMISSION:

The evaluation will be conducted with () instructional days of parent permission (which begins the date the form (signed) is received by the principal). A 504 conference will be held to discuss the evaluation and any educational program recommendations. I understand the reasons

for the referral and the description of the evaluation process and have checked the appropriate lines below.

_____ Permission is given voluntarily to conduct the evaluation process as described.

_____ Permission is denied.

_____ Interpreter Needed (Specify) _____

_____ I have received a written copy of the Notice of Parent/Student Rights in Identification, Evaluation and Placement of Disabled Individuals explained to me by:

Parent/Guardian's Signature

Date

Principal

Date

Other

Date

cc. Parents
Section 504 Coordinator
Principal
Educational Record

SECTION 504 ELIGIBILITY DETERMINATION

Name _____ DOB _____ Grade _____

School _____ Date of Meeting _____

1. Why is the team considering this student for 504 eligibility?
2. Does this student have or appear to have a physical or mental impairment which substantially limits one or more of the major life activities listed below?

A "physical impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin, and endocrine.

A "mental impairment" means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Yes ___ No ___ If the answer is yes, identify the impairment and check the activity that it limits:

Impairment _____

Walking _____	Performing manual tasks _____	Talking _____
Hearing _____	Seeing _____	Learning _____
Working _____	Caring for Self _____	Speaking _____

3. Identify the documentation and rationale supporting the team's determination in 2.

If the answer to 2. is yes, the student is qualified with a disability under Section 504. The student is entitled to a free appropriate public education, including special education and related services.

- (a) If the School District will serve the child in a special education setting during any portion of the school day, the team will prepare an Individualized Education for the child.

If the School District will serve the child only in a regular education setting, the team will prepare an "Accommodation Plan" identifying the modifications to be made for the child in the regular classroom and the persons responsible for implementing each component of the plan.

- (i) Review date _____ (at least annually)
- (ii) Review meeting coordinator _____

If the answer to 2. is no, the student is not a qualified individual with a disability under Section 504.

Participants (Name and Position):

_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position

The participants should include persons knowledgeable about the child, the meaning of the evaluation data the team used to make its determination and placement options.

Sc: Student's Cumulative File
 Parent
 Special Services

**POLICY CONCERNING PROCEDURAL SAFEGUARDS
PROVIDED UNDER SECTION 504
OF THE REHABILITATION ACT OF 1973**

The School District will provide the procedural safeguards identified in this policy whenever a qualified individual with a disability or his or her parent or guardian requests an administrative hearing under section 504 of the Rehabilitation Act of 1973 ("Section 504") regarding the identification, evaluation or educational placement of the qualified individual with a disability.

The School District will request that the Oklahoma state Department of Education ("SDE") appoint a hearing officer to resolve all issues raised by the hearing request, whether those issues involve only Section 504 or both section 504 and the Individuals with Disabilities Education Act. The School District or its legal representative will also mail the person who requested the hearing the list of due process rights and hearing procedures attached hereto. The School District will afford that person the listed due process rights, and the hearing will be conducted in accordance with the listed hearing procedures.

Any party aggrieved by the hearing decision may request an appeal by sending written notice of his or her intent to appeal to SDE. If the notice is timely, the School District will request the SDE appoint an appeal officer to review the issues raised by the notice. If the appeal officer determines that an appeal hearing is necessary to resolve the issues, the listed hearing procedures will be followed.

If SDE will not appoint a hearing officer to hear all the issues raised by the hearing request, the School District will employ an impartial third party to hear the issues. Any party aggrieved by the hearing decision rendered by a hearing officer appointed by the School District may request an appeal by sending written notice of his or her intent to appeal to the School District. The notice must be received by the School District within 30 calendar days after the appealing party receives the initial hearing decision. If SDE will not appoint an appeal officer to review all issues raised by a timely notice, the School District will employ an impartial third party to review the issues. The School District also has the right to request a hearing under Section 504 regarding the identification, evaluation or educational placement of a qualified individual with a disability. Whenever the School District request such a hearing, the School District or its legal representative will mail the parent or guardian of the qualified individual a copy of the list of due process rights and hearing procedures attached hereto, and the School District will follow the procedures identified in this policy.

DUE PROCESS AND HEARING PROCEDURES

Due process safeguards have long been a strong component of IDEA. These safeguards provide students with disabilities and their parents with extensive rights. Schools that serve students under 504 are also required by Section 104.36 to establish and implement procedural safeguards related to the identification, evaluation, or educational placement of children. These safeguards must include

- Notice
- An opportunity for parents or guardian of the student to examine relevant records,
- An impartial hearing, and
- A review procedure

One of the first things schools need to do when dealing with a child who has been referred for 504 services is to inform parents of their procedural rights. Section 504 regulations describe the following rights for parents and students:

- Right to be informed by the district of specific due process rights
- Right for the child to have access to equal academic and non-academic school activities
- Right for the child to have an appropriate education in the least restrictive setting, which includes accommodations, modifications, and related services
- Right to notice regarding referral, evaluation, and placement
- Right for the child to have a fair evaluation conducted by a knowledgeable person(s)
- Right to an administrative appeals process
- Right to examine and obtain copies of all school records

Unlike IDEA, Section 504 does not require consent prior to an initial evaluation or for the accommodation plan. However, it is good practice for the school to request such permission. On the other hand, notice is required. The best advice for schools related to notice and consent is to follow the procedures of IDEA. It is significantly better for schools to do more regarding due process than is required than less. If complaints are filed by parents, schools fare much better if they have gone beyond procedural safeguard requirements and have exhausted efforts to gain parental involvement and consent than if they just meet the minimum requirements.

Complaints under Section 504 have to be filed within 180 days of the reputed violation of the act. Complaints are filed with the Department of Education and should be sent to the Office for Civil Rights of the Department of Education in the region where the school district is located.

The complaint does not have to be on any particular form, but should include the following information (Underwood & Mea, 1995):

- Name, address, and telephone number of the complaining party;
- The basis for the complaint, such as disability discrimination
- Names of who has been affected by the discrimination;
- Name and address of the discriminating agency, if known;
- The approximate date of the discriminatory conduct;
- A brief description of what happened;
- Signature of the complaining party.

An administrative investigation follows the complaint.

Unlike IDEA, which requires administrative action before court action, the majority of courts permit individuals to bring actions related to a 504 complaint directly to the court (Underwood & Mead, 1995). However, if parents file a complaint regarding section 504 services, the school district must have in place an impartial hearing procedure similar to the one required by IDEA. This opportunity must be afforded parents if they choose an administrative appeal over immediate court action.

Unlike IDEA, Section 504 regulations do not contain extensive, specific requirements for the hearing process; rather, 504 requires that hearings should be *reasonable*. OCR makes the ultimate determination on whether the hearing process is reasonable.

An IDEA hearing officer may be able to resolve a 504 dispute as part of an IDEA problem; however, if this cannot be done, the school must have another system in place to handle 504 complaints (Underwood & Mead, 1995).

When at all possible, schools should avoid Section 504 complaints and due process hearings.

Regardless of the outcome of the complaint, schools and families have to work together to try to provide an appropriate education to children.

Unfortunately, most complaints and hearings exacerbate adversarial relationships between school personnel and family members, making it even more difficult to meet the needs of the child in the future.

There are several things that schools can do in an attempt to avoid complaints and hearings. These include (Podemski, et al., 1995):

1. Focus on the child. Make an attempt to provide appropriate programs for children. Parents must attempt to be objective in reviewing the child's program.
2. Involve parents. Have a positive attitude about involving parents; make extra efforts to get parents involved in programming decisions. Parents should attempt to get involved with school personnel prior to the complaint or hearing.
3. Be sure that assessment does not discriminate and addresses the student's needs.
4. Document everything. Proper documentation helps all parties keep events in perspective.
 - Document phone calls
 - Keep copies of letters and notices
 - Make a record of face-to-face conversations
 - Send important material by registered mail
5. Attempt to mediate. If a disagreement can be worked out, it generally is better for all parties, especially the child.

Regardless of efforts to prevent complaints and hearings, they often occur, in these instances, there are several things that should be done in preparing for a hearing. These include (Podemski, et al., 1995):

1. Hire an attorney. Schools generally fare better in appeals procedures when they have attorneys representing their views.
2. Determine the key issues in the case. Hearings can deteriorate too many side issues without an effort to focus on the key points of the case.
3. Review Section 504 and other regulations. A review of regulations can help schools understand their responsibilities related to a specific case.
4. Understand the ground rules. School personnel must understand how hearings are conducted and be prepared to present their case in the best manner possible.
5. Prepare for the hearing. School personnel need to prepare for the hearing by organizing their case and adequately preparing their witnesses.
6. Anticipate the other party's case. Schools will do better in hearings if they understand the arguments that will be brought forth by the other party so they can be prepared to respond to various issues.

Hearing preparation is an extremely important part of the impartial hearing process. During preparation for a hearing, school personnel may realize that the legal issues support the parents' point of view and therefore attempt to mediate the conflict. Without this realization, a great amount of time, effort, and resources may be wasted.

Of course, the primary reason for preparation for an impartial hearing is to enable the school to be prepared to present its best case. There are some situations where the intent of 504 is not best served simply because the school was not prepared and did not present a sound case to the hearing officer.

The table on the following page depicts a checklist that school personnel can use in preparation for a 504 hearing.

Table 1
Checklist for Hearing Preparation

1. Has an attorney been retained?
2. Does the attorney have knowledge concerning special education and Section 504?
3. Has the attorney been involved in previous hearings or litigation related to Section 504?
4. Has the attorney been briefed on the current situation?
5. Have the key issues in the case been determined?
6. Can your position be supported by regulations or previous litigation?
7. Have potential witnesses been identified?
8. Have potential witnesses been involved in planning for the hearing?
9. Has the attorney been provided all of the documentation related to the case?
10. Have all due process safeguards been followed?
11. Do both parties have adequate documentation?
12. Has the attorney had the opportunity to meet with all witnesses and review questions?
13. Has the opposite party's case been anticipated?
14. Are rebuttal points prepared for the other's case?
15. Have copies of witness lists and written evidence been shared with the opposite party?
16. Have all reasonable attempts been made to resolve the issues prior to the hearing?

Source: Podemski, Marsh, Smith, & Price (1995). Comprehensive administration of special education, 2nd Ed. Columbus, OH: Merrill and Smith & Podemski, (1983). Special education hearings: How to do them correctly. Executive Educator, 3, 19-24.

Just as with IDEA, due process is an important component in section 504 services. School personnel must ensure that they understand the due process requirements of Section 504 and that they follow the appropriate procedures. Failure to adequately comply with the due process requirements of Section 504 can result in inappropriate services for children and can also open up school districts for complaints and litigation.

Fairland School District Letterhead

Dear Parent,

After noticing difficulties with your child's classroom performance, a team of teachers and administrators met to discuss accommodations that could be made in the classroom to help your child overcome these difficulties. The team determined that your child is/may be disabled and designed an accommodation plan for your child to be implemented in the regular classroom. The team believes that the plan is appropriate to meet your child's individual needs. I have enclosed a copy of the plan for your review.

Under Section 504 of the Rehabilitation Act of 1973, the Fairland School District is required to provide a free appropriate public education to disabled persons of school age. Section 504 an "individual with a disability" as any person who (a) has a physical or mental impairment, which substantially limits one or more major life activities, (b) has a history of such an impairment of © is treated by others as having such an impairment. The types of "major life activities" referred to in (a) are caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. An "appropriate" education means the provision of regular or special education and related services that are designed to meet the individual needs of disabled students.

Please understand that the Fairland School District has not placed your child in special education. All of the accommodations listed on the plan will be performed in the regular educational environment. The team will review the accommodation plan periodically and make any necessary changes, based upon your child's individual needs. We will advise you in writing of any changes in your child's accommodation plan.

(OPTIONAL) The school team feels that it would be helpful to obtain further information about your child to determine whether he/she needs special education and related services to receive an appropriate education. I have also enclosed with this letter a Referral for Evaluation completed by the team and a Parent Permission Form for you to sign and return to me, if you approve the team's request for evaluation.

Finally, I have enclosed a list of your parental rights. Please review them carefully.

Enclosures

HARASSMENT/BULLYING

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management; and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention act, "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and available to every teacher in this school district.

((21 O.S. §1190))

SEIZE AND SEARCH

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating Beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have

access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

(70-24-102)

MOMENT OF SILENCE

It shall be the policy of the Fairland Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The moment of silence will be held at the start of the school day.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

STUDENT DRUG TESTING PROGRAM **EXTRACURRICULAR ACTIVITIES**

The Fairland Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Fairland Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Fairland Public School District refrains from using or possession illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Fairland Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Fairland Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of

conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction of violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participants selected under the mechanism.
6. **Follow up tests** can be monthly at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled dangerous Substance Act, **all** prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance-enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing programs consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen.

If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstances will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of 2 sessions with the Fairland Public Schools counselor. Follow-up sessions will be with this counselor also.
2. **Second positive test.** The student will be suspended from participation in any extracurricular activity for forty-five school days.

3. **Third positive test.** The student will be suspended from participation in any extracurricular activity for 180 school days.
4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall be subject to this policy.
6. All students who test positive will be required to retest at discretion of athletic director/principal.