



**STUDENT/  
PARENT  
POLICY  
GUIDE  
2011-2012**

<http://www.norman.k12.ok.us>

**NORMAN INDEPENDENT SCHOOL DISTRICT #29**

Access the online version of the 2011-12 Student/Parent Policy Guide by scanning this code on your smart phone.



# Student/Parent Policy Guide

## 2011-2012

The **Norman Public Schools Student/Parent Policy Guide** contains policies and procedures of the District. Questions about the guide should be directed to the Administrative Services Center, 405-364-1339. Copies of the **Norman Public Schools Board of Education Policies and Administrative Regulations** are available online, at each school site and in the Administrative Services Center.

### ADMINISTRATION

Dr. Joseph Siano  
Superintendent



Dr. Siano ~ Welcome  
<https://sites.google.com/a/norman.k12.ok.us/dr-siano/>

### BOARD OF EDUCATION

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Business Services

Celeste Scott  
Director of Elementary Education

Dr. Shirley Simmons  
Director of Staff Development  
and Student Achievement

### Norman Public Schools Mission Statement

The Norman Public Schools, in partnership with the community,

- ensure academic excellence
- create safe, positive schools, and
- develop responsible citizens.

### PARENT PORTAL

Up-to-date student attendance and grades may be accessed online through Norman Public School's Parent Portal. For more information, please contact your child's school.

### Discrimination/Harassment Disclaimer

Discrimination and/or harassment of students are prohibited by Norman Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, creed, national origin, disability, sex, sexual orientation, age, or religion. Persons with complaints or concerns should contact (405) 364-1339.

### Disclaimer

The policies and regulations of the Norman Public Schools' Board of Education, or any changes to the Board of Education policies and regulations after the printing of this guide supersede all information provided in this handbook. For more detailed information, patrons are encouraged to refer to the Norman Public Schools' Board of Education Policies and Administrative Regulations which can be accessed online at [www.norman.k12.ok.us](http://www.norman.k12.ok.us)



## EQUAL OPPORTUNITIES— TITLE IX POLICY NOTIFICATION

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Section 504/Title II Coordinator, Special Services Department, 131 South Flood Avenue, Norman, Oklahoma 73069; 405-366-5843; or the Assistant Superintendent of Administrative Services, 131 South Flood Avenue, Norman, Oklahoma, 73069; 405-364-1339.

**Activities**—No person shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, rugby, football, basketball).

**Grievance Procedure**—Students or parents who wish to have a grievance considered under this should submit the complaint in writing to the site principal. The principal will then forward the grievance to the Assistant Superintendent of Educational Services who will inform the Superintendent. A judgment will be made by the Superintendent or his/her designee as to whether non-compliance exists and corrective actions will be taken if needed for compliance. If the parent or student feels that the alleged non-compliance has not been resolved in a satisfactory manner and continues to exist, they may appeal to the Board of Education by submitting the complaint in writing to the Clerk of the Board. A hearing will be scheduled at the next succeeding regularly scheduled meeting of the Board. The Board of Education shall serve as the final grievance committee within the Norman Public Schools.

**This notice is provided as required by Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, Title II of the Americans w/Disabilitiies Act. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.**

## PROFESSIONAL QUALIFICATIONS

Parents have the right to request and receive information on the professional qualifications of their children's classroom teachers and paraprofessionals.

## TRANSLATIONS TO OTHER LANGUAGES

Patrons needing help with translations or interpretations of English language messages from the schools should call the school district's Federal Programs Office or the school for help. The student population of the Norman Public Schools includes speakers of approximately 50 languages other than English. The English Language Learners (ELL) program provides interpreters or translators whenever possible. Most school communications will display a message offering such services and the telephone number of the Federal Programs Office. (See symbol below) 405-447-6577.

**Language Not English?**



**Ask for help  
from your  
child's school**



## **RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

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

Parents or eligible students who wish to ask the School to amend a records should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the records as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as and administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as and attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

# Student/Parent Policy Guide 2011-2012

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See individual school's handbook and/or website  
<http://www.norman.k12.ok.us>

# Enrollment & Transfers

## ATTENDANCE

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education. Excused and unexcused absences will be granted in compliance with state statutes. An unexcused absence is any absence in which a student is absent from class without approval of the building principal.

### Grades K-8

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education.

#### I. Attendance

##### A. Excused and Unexcused Absences

Excused absences will be granted in compliance with 70 O.S. §10-105.

An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer.

The Board designates all building principals and their designees as attendance officers for the Norman Public Schools. Schools will maintain attendance records and provide attendance information to the District Court and other appropriate authorities upon request.

##### B. Attendance in Grades K-8

In grades K-8, a student must be present 90% of the quarter unless absences occurred due

to suspension, approved school sponsored activity, religious holy days, or confirmed illness. If a student is absent more than 10% of the quarter, the following actions will be taken:

1. Student will receive no grades for the quarter. Report cards will reflect N.G. (No Grade). Student will be expected to attend classes and complete course requirements for the remainder of the quarter.
2. A referral shall be made to the appropriate authorities.
3. Retention will be considered by the Site Attendance Committee.

If a student, enrolled in a class for which the Norman Public Schools grants transcript credit, is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, a "NC" (i.e., no credit) will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision.

##### C. Attendance in Grades 9-12

In grades 9-12, a student must be in class 90% of the semester in order to receive credit for a class, unless absences occurred due to illnesses confirmed by a physician, religious holy days, suspensions, and approved school activity absences; all absences will be

counted. If a student is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision. Students will be expected to attend classes and complete course requirements for the remainder of the semester.

### Vacation Policy (K-12)

The school administration neither encourages nor condones students missing school for family vacations. When parents do take their children out of school for such trips, the student will not be considered truant (unexcused absence). However, these absences will accrue towards the 10% limitation. These procedures must be followed:

- a. The parent(s) will contact the attendance officer in advance and submit the request in writing.
- b. The parent(s) and attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)
- c. The student will be held responsible for making specific arrangements with teacher(s) for assignments.



## **ATTENDANCE AREAS**

The Board of Education will establish school attendance areas for each school 70 O. S. § 5-117. A student will attend school in the attendance area in which he/she lives.

## **ENROLLMENT**

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available class space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full-day or half-day kindergarten program in the District. Children who are at least six (6) on September 1, may enroll in first grade in the District.

Underage pupils in kindergarten and first grade who have been in legal school attendance in a public or private school in another state, or in a Department of Defense School for military dependents, may enroll in the District.

Students entering pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birth date, and must enroll under their legal names.

## **STUDENT TRANSFERS**

### **In-District Transfers**

After all children within each school's attendance area have been accommodated, requests for in-district transfers will be granted according to the following rank-order priorities: (a) juniors or seniors affected by boundary or residence changes; (b) siblings of students already on a transfer; (c) District employees' children; (d) students who have attended Norman Public Schools for two years and are impacted by a residence change; (e) students on a transfer who wish to remain in the feeder pattern of their original transfer; (f) students whose childcare needs necessitate a transfer; (g) high school students whose work schedules create a hardship.

### **Out-of District Transfers**

In compliance with Oklahoma statutes, Norman Public Schools will accept or deny the transfer of a nonresident student in accordance with the following criteria: availability of programs, staff, and space; class capacity; and, behavior of the student in his/her current district, including suspensions and attendance.

## **General Guidelines for All Transfers**

Parents with multiple children seeking placement in a school must submit a separate transfer application for each child. The student must provide his/her own transportation to the assigned school.

Renewals of transfers must be requested each year.

## **TRANSFERS FOR NONRESIDENT STUDENTS (OPEN TRANSFER POLICY)**

In compliance with 70 O.S. 1999 §8-101.1 et seq., the Norman Public Schools will accept or deny the transfer of a nonresident student in accordance with the criteria stated in Board Policy. Any case where residence is in doubt will be investigated and determined by the site principal or designee. Students who move out of Norman Public Schools during the school year may complete the school year at the site but must provide their own transportation.

# General Information

## CONTACT DURING SCHOOL HOURS

Norman Public Schools encourages parent involvement in the education of their children. Parents are recognized as active participants in the learning process and are considered a valuable resource for all schools.

### I. Reporting to Parents

In order to keep parents adequately informed, quarterly reports of pupil progress will be issued to parents. Two (2) parent conferences will be held annually.

### II. Contact During School Hours

Parents/guardians have the right to contact their children during the school day. They are encouraged, however, to limit contact with students during the school day to necessary/emergency contact, thereby reducing disruptions to instruction. In order to protect the rights of students, the following guidelines will be followed related to student contact during school hours:

A. Contact with Police, Department of Human Services, and Agents of the Court and Community Service Agencies.

Official representatives of state and community agencies may talk with students without parental permission, within the confines of the law. It is the responsibility of agency personnel to protect student and parent/guardian rights.

B. Divorced/Separated Parents

A student's custodial parent may refuse to allow the non-custodial parent to see the child or check him/her out of school. The custodial parent must show a court certified copy of custody papers to school officials when requesting that the non-custodial parent not be allowed access to the child.

In the case of parent separation, either parent may check the child out of school regardless of where the child is living, unless a court order is presented to the school that prohibits parental contact.

The non-custodial parent may legally receive information concerning their child's attendance, conduct and grades.

### C. Attorneys at School

Any attorney wishing to see a child at school must secure prior approval from the Superintendent's Office.

### D. Others

Anyone other than those specified in Board Policy must have the permission of the principal or his/her designee before having contact with a student during school hours.

### III. Superintendent Authority

In accordance with state statutes (O.S. 21 § 1375, O.S. 21 § 1376, and O.S. 70 § 24-131), the Superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply

may be charged with a misdemeanor.

## Guidelines for Notifying Students in Grades 6-12 of Non-School Related Events

A. Use of Public Address Systems  
Public address systems in the school shall not be used to notify students of non-school related events.

### B. Bulletin Board for Posting of Non-School Related Events

1. Any poster or other announcement of a non-school related event must be submitted to the principal or designee for approval prior to being posted on the designated bulletin board.
2. The announcement shall be restricted to not larger than 8<sup>1</sup>/<sub>2</sub> x 11 inches.
3. The group sponsoring the event must be clearly identified on the announcement.
4. If the announcement has been approved by the principal or designee, the announcement will be posted on the bulletin board by the person designated by the principal.
5. The announcement may be posted no earlier than two weeks prior to the event.
6. The announcement will be removed immediately after the event by the person designated by the principal.
7. No announcement shall remain posted longer than two weeks.
8. An announcement of a weekly meeting may remain posted at the discretion of the principal based upon space available.



9. Posting of the following types of material is prohibited:

- a. Indecent, vulgar or lewd material or obscenity defined in reference to minors;
- b. Libelous material;
- c. Material that invades the privacy of others;
- d. Material that promotes unhealthy activities;
- e. Material that promotes illegal activities for minors;
- f. Material that infringes upon someone's copyright; and
- g. Advertising or commercial material.

### **LOCKERS AND DESKS**

As specified in state statute 70 O.S. §24-102, school personnel will have access to school property in order to ensure the welfare of students. Schools shall inform pupils in the student handbook that they have no privacy rights in relationship to school lockers, desks or other school property.

### **LOST OR DAMAGED TEXTBOOKS, LIBRARY BOOKS AND MATERIALS**

Each student who has been issued a set of textbooks and the parents or legal guardians of such student shall be responsible to the school district for the return of or payment for such textbooks, library books and other materials issued to the child which are not returned to the school.

### **MINUTE OF SILENCE**

At the beginning of each school day in which students are present at

school, the school shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

### **PROCEDURES FOR PROCESSING COMPLAINTS**

In the interest of handling all complaints fairly and expeditiously, the Board has established the following policy:

I. When a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take the concern to the appropriate school staff member: a teacher, supervisor, principal, Director of Elementary or Secondary Education, or the Superintendent.

II. The individual or group will be advised of the proper channeling of complaints as follows:

- A. Supervisor or teacher
- B. Building administrator
- C. Director of Elementary or Secondary Education
- D. Superintendent
- E. Board of Education

Complaints will be channeled to the proper individual within this framework. Problems and questions concerning individual schools should be directed to the principal of the school.

Problems and questions concerning the school system as a whole should be directed to the Superintendent.

III. The procedure to be followed:

#### **A. Step One**

A complaint will first be discussed by the complainant and the person(s) against whom the complaint is registered with the object of resolving the matter informally. If the complaint cannot be resolved at this level, the individual against whom the complaint is lodged will be given the opportunity to be involved at each subsequent step.

#### **B. Step Two**

If the complaint is not satisfactorily resolved in Step One, the complainant will submit his/her complaint in writing to the building administrator or the appropriate supervisor, stating the reasons for the complaint and the relief desired. The administrator will then meet with the complainant at a mutually convenient time within ten (10) working days of receipt of the written complaint. Within five (5) working days of this meeting, the building administrator will provide a written response to the complainant stating reasons for his/her decision.

#### **C. Step Three**

In the event the matter is not yet resolved, the complainant will file a written appeal to the Superintendent or designee within ten (10)



working days of the final meeting in Step Two. The written appeal to the Superintendent or designee will include the reasons for the complaint and the relief desired. The Superintendent or designee will then meet with the complainant and the building administrator within ten (10) working days of the receipt of the written appeal.

Within five (5) working days of this meeting, the Superintendent or designee will communicate his/her decision in writing with supporting reasons to the building administrator and complainant.

#### D. Step Four

Within ten (10) working days of receiving the decision of the Superintendent or designee, the complainant may appeal to the Board of Education. This appeal, directed to the Clerk of the Board, will be in writing and will be accompanied by a copy of the appeal and the decision rendered at Step Three.

The Board will meet on the matter at the next regularly scheduled Board Meeting, provided the appeal is received by the Clerk of the Board in time to place it on the agenda. The appeal will be heard in an open meeting. The Board of Education will set a format and time frame for all participants. Within five (5) working days after this meeting, the Board will provide a decision to all parties involved.

The Board will not consider or act

on complaints that have not been explored at the appropriate administrative level.

### **PUBLIC ACTIVITIES, SOLICITATION, FUND RAISING, ADVERTISING, AND CONTESTS**

Students, school personnel and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fund raising or promoting the interests of any non-school agency, organization or individual without the prior approval of the Superintendent or designee.

Participation in any fund raising activity involving sales off school premises will be determined by the principal and Board of Education. There will be no door-to-door selling by students in grades K through 8. Participation in contests by students shall relate to the educational goals and objectives of the Norman Public Schools. Materials or activities required for participation shall be judged by the principal according to their contribution to the total educational program.

### **SMALL VEHICLES**

Riding of bicycles, motor scooters, motorcycles and other small vehicles shall not be permitted on school property except for the purpose of riding to and from school. (Reference: City Ordinance No 2372). When used for the purpose of riding to and from school, all vehicles shall be parked immediately upon arrival in the space provided at the school. Vehicles must use the designated paths to the parking spaces. Failure to abide by these policies may result in loss of

the privilege of riding such small vehicles to the school.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

A student and/or the parents shall receive, at the beginning of the school year or at the time of enrollment, a publication setting forth the major policies and regulations to which students are subject.

Student meetings outside of school hours on school property are subject to approval of the school administration of the building and may require the presence of a staff member. Freedom of expression is subject to laws relating to libel and slander, to due consideration of the rights of other students and to the maintenance of a positive learning environment. The school administration is responsible for passing judgment on materials containing obscenities and commercialism.

Procedures in the redress of grievances or complaints of a student are as follows:

#### Step One

The student and his/her parent/guardian shall attempt to resolve the difference with the teacher or other person involved.

#### Step Two

If within five (5) working days after meeting with the teacher or other person involved the matter has not been resolved, the student and the parent/guardian shall request a conference with the principal or his/her designee. The principal shall attempt to achieve a satisfactory settlement of the



problem within ten (10) working days.

#### Step Three

If after ten (10) working days after the meeting with the principal the student and the parent/guardian are not satisfied, a written complaint must be submitted to the principal with a copy to the Director of Elementary or Secondary Education and the Assistant Superintendent of Educational Services.

a. The written complaint must be submitted within three (3) school days after the ten (10) working days have elapsed in Step Two.

b. The written complaint must be specific as to the nature of the situation and, if a staff member is involved, must designate in detail who is being grieved against and when and where the incident(s) happened. The complaint must include the relief sought.

c. Within five (5) school days after receiving the written complaint, the Director of Elementary or Secondary Education shall conduct a hearing to include the student, parent/guardian and teacher(s) affected by the complaint. In the course of the hearing, guarantees of due process will be afforded.

d. Within three (3) school days following the hearing the student and parent/guardian will be sent a written summary of the hearing to include any recommendations of the Director of Elementary or Secondary Education.

#### Step Four

The decision of the Director may be appealed to the Assistant Superintendent of Educational Services in the following manner:

a. The notification of appeal must be made in writing to the Assistant

Superintendent of Educational Services Office within three (3) school days following receipt of decision of the Director.

b. The Assistant Superintendent of Educational Services will provide a hearing within three (3) school days of receipt of the written notification of appeal in which the student and parent/guardian may participate. The teacher(s) or staff member(s) affected by the complaint may also participate.

c. A ruling will be rendered within three (3) school days after the hearing.

#### Step Five

If the student and parent/guardian are not satisfied with the Assistant Superintendent's ruling, they may request a hearing before the Board of Education. This notification of appeal will be made in writing through the Superintendent within three (3) school days after the Assistant Superintendent's ruling. The Board of Education will hear the appeal at the next regularly scheduled meeting.

The procedures listed below shall be followed:

a. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act in his/her behalf.

b. The teacher(s) or staff member(s) affected by the complaint will have the opportunity to be present at the Board hearing accompanied by a representative to act in his/her behalf.

c. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.

d. The decision of the Board of Education will be final.

## STUDENT TRANSPORTATION

### I. District Vehicles

The Superintendent or his/her designee shall establish guidelines for the assignment and use of district-owned, leased or rented vehicles.

### II. Student Transportation

A. As specified in state statute 70 O.S. 1999 §9-101: Any school district may provide transportation for each student who should attend any public elementary or secondary school when, and only when, transportation is necessary for accomplishment of one of the following purposes:

1. To provide adequate educational facilities and opportunities which otherwise would not be available which shall include those purposes provided in the Education Open Transfer Act; and

2. To transport students whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such students. Provided, that no state funds shall be paid for the transportation of a student whose residence is within one and one-half (1½) miles from the school attended by such student.

B. The local school district is responsible for providing transportation for an eligible special education student when transportation has been identified



as a related service necessary to enable the student to receive the educational services outlined in his/her individualized education program (IEP).

(Reference: Policies and Procedures for Special Education in Oklahoma; Oklahoma State Department of Education)

C. A district-owned bus may be used for:

1. Group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education.

2. Activity trips for children participating in regularly scheduled school activities within the State.

3. Activity trips for children participating in educational contests and activities with neighboring out-of-state schools for normally scheduled inter-school functions.

4. Trips, in state, for purposes connected with summer youth activities, upon approval of the school board governing said school district.

5. Other uses for adult community education activities as approved by the local board of education as defined in 70 O.S. § 5-130. The local school district may charge a reasonable fee for the use of such transportation equipment.” (Reference: State Board of Education Rules for Administration, and Organization, February 1998.)

D. Driving Requirements

As specified in state law, except in cases of emergency, drivers of school busses must have

completed appropriate training (70 O.S. §9-118;70 O.S. 1999 §9-118)

E. Eligibility for Transportation

Transportation shall be provided by the District for those students who meet the following criterion:

Place of residence is within the transportation area of the District and is one and one-half (1½) miles or more by the most direct, commonly used streets from student’s place of residence to the attendance center designated for that location.

Transportation will be provided to half-day kindergarten age students only to class in the morning (not to home at the end of the morning class) and to home from school in the afternoon (not to school in the afternoon). Transportation is not provided for preschool classes.

In defining most direct, commonly used streets to determine distance, provisions will be made to alter the distance interpretation to account for severe physical hazards.

The privilege of free transportation is contingent on reasonable behavior by the student and will be withdrawn, as necessary, to correct behavioral problems.

Students who move out of the District during the school year may complete the school year at the site but must provide their own transportation.

In-district transfers are not provided transportation.

F. Exceptions to Transportation Eligibility

Students diagnosed as in need of transportation as a “related service” necessary to enable the

student to receive the educational services outlined in his/her individualized education program will be provided transportation as required by state and federal statute. A student with medical reasons verified by a physician’s written statement may be provided transportation even though the place of residence is less than one and one-half miles from the designated attendance center.

G. Transportation Handbook

The Director of Transportation shall be responsible for preparing the Transportation Handbook which will include guidelines and regulations for bus drivers and operation of transportation vehicles. The Director of Transportation shall be responsible for providing in-service to all drivers on the requirements of these guidelines and regulations. Individual copies of the Transportation Handbook shall be made available upon request.

H. Driver Record Check

The Director of Transportation shall be responsible for obtaining at least once each school year a safety record check of all bus drivers, regular drivers of student transportation vehicles and drivers of maintenance and food service vehicles.

### **Acceptable Behaviors**

The school bus is considered an extension of the school and the classroom and the same rules of discipline will apply with the added emphasis of even stricter behavior compliance needed for safety as defined in State School Bus Regulations. It is the joint



responsibility of the school principal and the bus driver to ensure compliance with federal, state and local school bus regulations. Students eligible for transportation can only ride their designated bus. Riders will only be picked up and dropped off at their authorized stops. The following bus rider expectations will define acceptable students' behaviors and consequences: Be at the stop when the bus arrives. Riders should be at their designated bus stop 10 minutes prior to the assigned bus top time. Riders also should:

1. Stay out of the street or road while waiting for the bus.
2. Wait until the bus comes to a complete stop and the driver opens the door before moving toward the bus.
3. Board policies and school regulations which apply to fighting, use of tobacco, alcohol, drugs, dangerous weapons and vandalism also apply to riders on the bus.
4. Keep all objects out of the aisles of the bus.
5. Remain seated while the bus is in motion.
6. Take all of their things with them when leaving the bus.
7. Remain on the bus if a road emergency occurs.
8. Discharge of riders will be at regular bus stops only unless the Director of Transportation issues other authorization.
9. Respect the requests of the chaperone or monitor appointed to ride the bus.

These expectations and regulations apply to any trip under school sponsorship. The administrator in charge

of the trip may give permission for food or beverage on the bus.

### **Unacceptable Behaviors**

While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (1) throwing any object; (2) placing any part of one's body out of a window (bus moving or stationary); (3) eating (including gum), drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (4) failure to remain seated (feet on floor, facing front); (5) disrespectful words, comments or actions toward the driver or other passengers; (6) blocking the aisle; (7) pushing while loading/unloading or while bus is approaching; (8) transporting unauthorized items; (9) any type of harassment; (10) excessive noise; and (11) improper street crossing during loading or unloading.

Laser pens and any disruptive behavior in regards to electronic devices are not permitted on the bus.

### **Expectations Violation Consequences**

When an incident has occurred on a school bus, the bus driver or monitor will report the incident to the Transportation supervisor. The Transportation supervisor will provide an incident report to the school site. The school administrator shall talk with the student regarding the violation and, if necessary, investigate the incident.

When a student is to be suspended from riding the bus, the site administrator shall call the parent/guardian of the student and

inform him/her of the incident. The following are recommended consequences that may be modified at the discretion of the administrator, unless the incident involves behavior noted in *Grounds for Suspension from Bus Transportation* below:

- 1st referral: Warning
- 2nd referral: Warning
- 3rd referral: 3 day bus suspension
- 4th referral: 5 day bus suspension
- 5th referral: 10 day bus suspension
- 6th referral: 10 day bus suspension
- 7th referral: remainder of semester and/or a school year bus suspension

### **Immediate Bus Suspensions**

- Engaging in physical and/or verbal abuse directed toward driver
- Engaging in physical assault on students
- Throwing an object inside or outside of the bus
- Spitting on driver or other students
- Tampering with bus equipment and emergency exits
- Being in possession of fireworks and/or incendiary devices on the bus
- Indecent exposure
- Engaging in another behavior which would require suspension from school
- Failure to provide identification
- Any violation of Policy 8156, Section II, F. may result in immediate suspension of the student from the bus

## **WIDE AREA NETWORK, THE INTERNET, AND OTHER TECHNOLOGICAL RESOURCES**

Norman Public Schools recognizes the advantages and opportunities



associated with using computers and Internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Norman Public Schools will be expected to do so responsibly and legally.

Each student who uses the Internet must sign an agreement to follow the Norman Public Schools rules for Internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such new policy must be signed before Internet use is continued.

#### A. Internet Uses and Behavior

The District provides access to its computer network and the Internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an Internet activity, site, or resource.

The District recognizes that online based instruction from outside entities can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District and for students who have met requirements outlined

in regulation. Prerequisites for online courses are the same as for regular courses.

The Principal or designee shall determine the appropriateness of course/s for each student.

#### B. Netiquette

All students must abide by rules of network etiquette, which include the following:

1. Being polite.
2. Using appropriate language.

No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing, jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.

3. Asking permission.

Forwarding email or materials without permission of the sender is prohibited.

4. Being considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

#### C. Unacceptable Uses of the Internet and Computers

The following are among the uses considered unacceptable and a violation of this policy.

1. Uses that violate the law or encourage others to violate the law. Students may not:
  - a. plagiarize works found on

the Internet;

- b. transmit offensive or harassing messages;
  - c. offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
  - d. view, transmit or download pornographic materials or materials that encourage others to violate the law;
  - e. intrude into the networks or computers of others; or,
  - f. download or transmit confidential, trade secret information, or copyrighted materials. Students should assume that all materials are copyrighted unless explicit permission is given to use them.
2. Uses that cause harm to others or damage to their property.
    - a. engaging in defamation (harming another's reputation by lies);
    - b. using another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet;
    - c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
    - d. participate in "hacking"



activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
  - a. disclosing or sharing their password with others;
  - b. impersonating another student or member of the District Staff.
4. Uses that are commercial transactions.
  - a. selling or buying anything over the Internet.
  - b. disclosing private information about themselves or others, including credit card numbers and social security numbers.
5. Uses for the purposes of campaigning and/or lobbying.

#### D. Internet Safety

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his or her use of the computer network and Internet and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member.

Students should be safe. In using the computer network and Internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without their parent’s permission. Students should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

The District-provided Internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The District will teach students appropriate online behavior, including behavior associated with social networking and with the ramifications of cyber bullying.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being

conducted by students age seventeen (17) and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### E. Privacy

Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no student shall have any expectation of privacy regarding such materials.

#### F. Compliance

A student who violates the District’s Internet policy will be subject to disciplinary action.

# Health/Safety/Child Nutrition

## 24/7 TOBACCO FREE SMOKE FREE ENVIRONMENT

Smoking, distribution, and use of tobacco products in any form, as well as the use of simulated tobacco products are prohibited on School District property. This prohibition includes school premises and school-owned vehicles. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to students, employees, visitors and anyone providing service to the schools.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products (paraphanelia) in school buildings, on school grounds, in school-owned vehicles, and at all school-affiliated functions on or off school campus.

## DISMISSING AND CLOSING SCHOOL

It is very important for students to be in school every day. Norman Public Schools will not be dismissed for any non-school related events. Attendance at any event should be scheduled on non-school days.

Inclement or bad weather such as snow, ice, or road conditions may require school to be canceled. If school should be canceled due to the weather, all other school related activities for that day will also be cancelled.

School closings may be obtained by listening to the local news media. The closing of school will also be posted on the District's website, [www.norman.k12.ok.us](http://www.norman.k12.ok.us). Parent notification will be made

through our automated messaging system. In order to receive this service, it is very important that your child's school have correct email and phone numbers for your child.

## ASBESTOS DISCLOSURE

Inspection of district facilities for asbestos have been conducted and Asbestos Management Plans have been developed in accordance with state and federal regulations. There is no need for removal of the asbestos at this time.

Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the buildings.

Asbestos Management Plans are available for review in the administration offices.

## INSTANT MESSAGING

Norman Public Schools has a service that will allow us to communicate messages to you within minutes. For example, should schools need to close due to weather, this system would notify you by your home phone, cell phone, and/or email. In addition, schools may use the system to keep you up-to-date on important school-wide information or changes relating to groups in which your child participates.

All students will be entered into the system using the information provided to us on the enrollment form. It is very important we have correct contact information to ensure you receive this service.

## UNAUTHORIZED PERSONS AT SCHOOL

In accordance with state statutes, the superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor.

## ADMINISTERING MEDICATION TO STUDENTS

Medication, including acetaminophen and aspirin, may not be administered by school personnel unless the Request and Release form necessary for administration of medication is signed by the parent, guardian or custodian on an annual basis. In the case of prescribed medication, the Request and Release form must be signed by both the parent/guardian/custodian and the physician.

The Request and Release form shall be kept at the school for one (1) year after the student was last enrolled. Each school shall keep a written record of medication that includes the name of the student, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine administered (Reference: 10 O.S. §170.1).



## IMMUNIZATION REQUIREMENTS FOR 2011-2012

For the protection of children throughout the community, state law and District policy require that each child enrolled in school provide proof, either certification from a licensed physician or authorized representative of the State Department of Public Health, that the child has received or is in the process of receiving immunizations.

### Pre-K–12th Grade Immunization Schedule

By law all students entering school must have received the following immunizations:

- Pre-K - 4 DTaP, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A, 1 Varicella
- Kg–6th - 5DTP/DTaP/Td/Tdap, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella
- 7th - 5DTP/DTaP/Td/Tdap, & 1 Tdap booster, 4 Polio, 2MMR, 3 Hep B, 2 Hep A, 1 Varicella
- 8th–12th - 5DTP/DTaP/Td/Tdap, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella

If the 4th dose of DTP/DTaP and/or 3rd dose of Polio are administered on or after the child's 4th birthday then the 5th dose of DTP/DTaP and/or 4th dose of Polio are not required.

All Measles, Mumps and Rubella (MMR), Varicella, and Hepatitis A vaccine doses must have been administered on or after the child's first birthday or no earlier than 4 days before the birthday.

Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. Doses administered more than 4 days before the minimum intervals or ages are not considered valid.

Parental history of a child having had varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.

Hepatitis A vaccine has a minimum interval of 6 months between doses.

Further information regarding immunizations may be obtained by calling the Health Services Coordinator at 366-5939.

## MENINGITIS IMMUNIZATION

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. It is usually caused by a virus or a bacterium. If caused by a virus, it is usually less severe and resolves without specific treatment. Meningitis caused by bacteria can be severe and may result in:

- Brain damage
- Hearing loss
- Limb amputation
- Learning disabilities

There are several types of bacteria that cause meningitis, including:

- Neisseria meningitidis
- Streptococcus pneumoniae,
- Group B streptococcal disease, and
- Hamophilus influenzae type B

The risk for meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. Other persons at increased risk include those with immune system problems, those

without a spleen, or travelers going to places in the world where the disease is more common.

The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm — anything an infected person touches with his or her mouth.

Meningococcal disease is especially dangerous because every year in the United States about 2,500 people are infected and about 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally disabled, or suffer seizures or strokes.

Signs and Symptoms of Meningitis:

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Confusion
- Sensitivity to light
- Seizures
- Rash of small purplish black-red dots

If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Vaccines can prevent many but not all types of meningococcal disease. The vaccines available in the United States protect against four of the five most common strains of the meningococcal bacteria.



Vaccination is recommended for all adolescents 11-18 years of age.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

The meningococcal vaccine is safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

The vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent Type B, which causes about one third of the cases in teenagers. Scientists have not been able to make a vaccine that will protect against Type B.

If your child has health insurance, you can obtain the meningococcal vaccine from your regular health-care provider. Local county health departments have the vaccine available at no charge for children who are either 11 through 18 years of age; are 2 through 18 years of age and do not have a spleen; have terminal complement deficiencies, or HIV infection; and will be traveling to countries with high rates of meningococcal disease.

This vaccine is not required to attend public schools in Oklahoma. For more information, contact your healthcare provider, the Cleveland County Health Department, or visit the CDC Web Site, [www.cdc.gov](http://www.cdc.gov).

## **STUDENT ILLNESS AND CONTAGIOUS DISEASES**

Parents or guardians should keep their child home if:

### **Fever above 100.4 Degrees**

Student should be fever free for 24 hours and off fever reducing medications before returning to school. Please do not give fever reducing medications and send your child to school.

### **Sore Throat or Tonsillitis**

Severe sore throat could be a symptom of a more serious illness. Contact your health care provider. Students diagnosed with Strep Throat may return to school 24 hours after antibiotic treatment begins.

### **Eye Inflammation or Discharge**

Students with yellow/green eye drainage, matted eyelids after sleep, eye pain and/or redness should not come to school. Notify your health care provider. Students diagnosed with Pink Eye may return to school 24 hours after antibiotic treatment begins.

### **Vomiting and/or Diarrhea Illness**

Student should stay home for 24 hours after the last episode.

### **Bad Cough/Cold Symptoms**

Students with bad coughs/colds need to stay home, and possibly see their health care provider.

When the cough/cold improves the student may return to school.

### **Rashes**

Students with a rash should stay home until health care provider says it is safe to return to school. Students with ringworm, scabies, or impetigo may return to school 24 hours after treatment begins. The affected area should be covered, if possible. Students with Poison Ivy may attend school unless complications arise.

### **Head Lice**

Students must be treated with a special preparation for killing head lice. Students may return to school after treatment if: Proof of treatment is supplied (product box & cash register receipt), student is found to be free of live lice, and progress has been made on removing all of the nits.

### **Acute Pain**

Students who require narcotic medication for pain relief should not attend school. Student should return to school when pain can be managed with over-the-counter medications.

If you have any questions regarding student illness or any other health questions please contact our health coordinator at 405-366-5939.

## **CHILD NUTRITION POLICY REFUNDS**

### **CHARGES**

#### **Elementary School Policy:**

When a student's meal account for breakfast or lunch has three charges, the cashier will notify the parents that payment is due.



**Middle School Charge Policy:**

When a student's meal account for breakfast or lunch has five charges or more, the Child Nutrition Office will contact the parent with a reminder that payment is due and the student will be provided a sandwich and milk until the charges are paid.

**High School Charge Policy:**

When a student's meal account for breakfast or lunch has one charge, the cashier will send a reminder to parents that payment is due.

If the charge is not paid, the student will not be allowed to charge another meal and will be offered a sandwich and milk for lunch until the charge is paid.

**Meal Prices**

Breakfast: Elementary – 90¢  
              Secondary – 95¢

Lunch:     Elementary – \$2.00  
              Secondary – \$2.15

# Student Academics & Attendance

## ACADEMIC APPEALS

An Academic Appeals Committee shall be established to hear student appeals when: (a) a failing grade received at the end of a credit-earning period results in a student not passing a course and, (b) the student and his/her parent/guardian have reason to believe that a teacher has made an arbitrary-capricious, prejudicial, or erroneous evaluation of the student's performance.

The appeal must be submitted in writing to the Principal no later than the end of the next nine weeks of a regular school year.

The Appeals Committee shall consist of one teacher, one administrator, and one citizen from the community appointed by the Superintendent.

## CAMPUS LUNCH POLICY

Students in their first year of high school will remain on campus during lunch unless one of the following criteria are met: (a) the student's parent, guardian, or legal custodian checks the student out for lunch, (b) the parent, guardian, or legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

Students who are beyond the first year of high school (sophomore, junior or senior) may leave campus during lunch unless their parent, guardian, or custodian has requested in writing that the student remain on campus. Certain disciplinary actions also may revoke a student's right to open campus lunch privileges.

All middle school students will remain on campus during lunch unless one of the following criteria are met: (a) the parent, guardian, or legal custodian checks out his/her student for lunch; (b) the parent,

guardian-legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

Students enrolled in elementary schools will not be permitted to leave campus during lunch except by a written request from their parent/legal custodian.

## ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in extracurricular activities, a student must receive a passing grade (A,B,C,D,S) in *all subjects* in which he/she was enrolled fifteen or more days during the last semester. If a student does not pass each course, he/she will not be eligible to participate during the first *six weeks* of the next semester he/she attends school. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects at the end of a *six week period*.

Students enrolled in Norman Public Schools must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended. NOTE: The Board of Directors of the Oklahoma Secondary Schools Activities Association may make exceptions to non-traditional block structures.

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period. A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility. If, after a one-week probationary period, a student is

not passing he/she will be ineligible to participate during the next one-week period. *The ineligibility period will begin on Monday and end on Sunday.*

A student must attend school fulltime to maintain eligibility. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility.

An ineligible student who moves into the District during a semester will not be eligible for a minimum period of three weeks. A student may regain his/her eligibility by achieving passing grades in all classes by end of a three week period. (Any part of a week is considered a full week.)

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in family and natural disaster. A maximum of two weeks is allowed for make-up work at the end of a semester.

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used towards meeting the requirements of eligibility.

Students who are enrolled in special education classes, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors of the Oklahoma Secondary Schools Activities Association, be accepted as eligible under this rule.



## **GIFTED EDUCATION PROGRAM**

### **I. MISSION STATEMENT**

The mission of the gifted education program is to provide educational opportunities which foster the development of each individual student's maximum potential.

The District shall provide appropriate educational services for "gifted and talented children" who give evidence of high performance capability in areas such as intellectual, creative, artistic, musical, or leadership capacity, or in specific academic areas, and who require learning opportunities or experience not ordinarily provided by the school in order to fully develop such capabilities. These educational experiences will be provided at each school through programs which are in alignment with the mission and goals of the District's Gifted Education Plan.

### **II. GOALS**

To achieve this mission the Gifted Education Plan addresses three goals:

- A. Provide students with appropriately paced curriculum and instruction
- B. Provide students with enrichment in depth and breadth beyond the regular curriculum and instruction
- C. Provide students with effective support

### **III. STATE STATUTES**

All state statutes and regulations regarding the operation of a gifted education program will be

followed by Norman Public Schools (O.S. 70 § 1210 301 et seq.).

## **GRADING POLICY**

### **A. Kindergarten**

Grading symbols for kindergarten in all areas will be E (Exceeds Standards), S (Secure), D (Developing), and B (Beginning)

### **B. Grades One and Two**

Grading symbols for grades one and two in all areas will be E (excellent), VG (very good), S (satisfactory), I (insufficient progress), and NG (no grade due to excessive absences). Levels used in the areas of reading and mathematics will be Level 1 (student is working below grade level), Level 2 (student is working on grade level), and Level 3 (student is working above grade level). Ratings used in other content areas will be S (satisfactory) and I (insufficient progress); a plus (+) or minus (-) sign may be used to show degree. Ratings used in Work Habits and Social Attitudes will be S (satisfactory) and NI (needs improvement); a plus (+) or minus (-) sign may be used to show degree.

### **C. Grades Three, Four and Five**

Grading symbols for grades three, four and five in reading, math, language, spelling and social studies will be A+ (98-100), A (94-97), A- (90-93), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D+ (67-69), D (63-66), D- (60-62), F (below 60), and NG (no grade due to excessive absences). Levels used in the areas of reading and mathematics will be Level 1 (student is working below grade level), Level 2 (student is working on grade level), and Level 3 (student is working above grade level). Ratings used in other content areas will be S (satisfactory) and I

(insufficient progress); a plus (+) or minus (-) sign may be used to show degree. Ratings used in Work Habits and Social Attitudes will be S (satisfactory), and NI (needs improvement); a plus (+) or minus (-) sign may be used to show degree.

### **D. Secondary Grading (Including Weighted Grades Policy)**

Grades Six through Twelve

Report card and transcribed grades for courses at the middle school (grades 6-8) and high school (grades 9-12) levels will be letter grades A, B, C, D, F, S and U. Most courses use a four point (4.0) grading scale. Grades for Advanced Placement and AEGIS classes will be calculated using a five point (5.0) weighted grading scale beginning with current year sophomore. High School transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The un-weighted grade point will be used for class rank.

## **GRADUATION REQUIREMENTS**

The required number of units or sets of competencies for graduation, including those courses specified by statute, is 23. The graduation class is determined by the year in which the student is first enrolled as a freshman. To participate in graduation ceremonies students must be within 1 credit of all requirements for graduation.

Beginning with students who entered the ninth grade in the 2008-2009 school year, every student shall demonstrate mastery of the state academic content standards on the state tests in the following subject areas in order to graduate from a public high school with a standard diploma.



- a. Algebra
- b. English II; and
- c. Two of the following five: 1. Algebra II, 2. Biology I, 3. English III, 4. Geometry, and 5. United States History

**College Preparatory/  
Work Ready Curriculum For  
High School Graduation**

**4 units English**

- English I/College Prep English I
- English II/College Prep English II
- English III/AP English III
- English IV/AP English IV

**3 units Science**

- Biology/College Prep Biology
- Two science courses from NPS science offerings (see catalog)

**3 units Math**

- Algebra I
- Geometry
- Algebra II

**3 units Social Studies**

- World History/College Prep World History
- U.S. History/AP U.S. History
- Oklahoma History - 1/2 unit
- Government - 1/2 unit/AP Government\*\*
- \*\*full-year course

**2 units of the SAME Foreign Language OR**

**2 units of Computer Technology**

- French
- Latin
- Spanish
- Chinese
- Computer Programming
- Business Technology
- Web Page Design
- Computer Applications

**1 additional unit from any of the above subject areas**

**1 unit Fine Arts**

- As designated in NPS Course Catalog

**Core Curriculum (For students opting-out of ACE)**

**4 units English**

- English I/College Prep English I
- English II/College Prep English II
- English III/AP English III
- English IV/AP English IV

**3 units Science**

- Biology/College Prep Biology
- Two science courses from NPS science offerings (see catalog)

**3 units Math**

- Algebra I
- Geometry
- Algebra II
- Intermediate Algebra\*
- Math of Finance\*
- \*does not meet college admissions requirements

**3 units Social Studies**

- World History/College Prep World History
- U.S. History/AP U.S. History
- Oklahoma History - 1/2 unit
- Government - 1/2 unit/AP Government\*\*
- \*\*full-year course

**2 units Fine Arts**

- As designated in NPS Course Catalog

**Total Units Required for Graduation - Comprised of Above Listed Units Plus Electives = 23**

- These courses require End-of-Instruction (OCCT or EOI) Tests

**HOMEWORK PHILOSOPHY**

Educational success for all students is the goal of Norman Public Schools. Collaboration among teachers, parents, and students may impact educational success. One collaborative activity is homework. Teachers may assign homework to reinforce classroom learning and to provide time for long-term projects.

Homework can be an important factor in educational achievement and in fostering self-discipline and effective work habits.

**PARENT CONFERENCES**

In order to keep parents adequately informed, quarterly reports of pupil progress will be issued to parents. Two (2) parent conferences will be held annually.

**PROFICIENCY BASED PROMOTION**

In compliance with 70 O.S. §11-103.6, the District shall provide a proficiency based promotion system. This system shall be based on the attainment by students of specified levels of competencies in each area of the core curriculum as identified in 70 O.S. §11-103.6: social studies, language arts, the arts, languages, mathematics and science.

**Grades K-8 Proficiency Testing**

The student and parent(s) or guardian(s) will make application for Proficiency Based Promotion on forms available at each school office or at the office of the Director of Gifted and Advanced Programs; the application form must be completed and returned to the Director

The student will complete the exam. The student, parent/guardian, and school site staff will be notified of the test results; if the student scores 90% or higher, the student will be promoted.

**Proficiency Testing for Grades 9-12 and High School Credit**

The student and parent(s) or guardian(s) will make application for Proficiency Based Course Credit on forms available at each school



office or at the office of the Director of Gifted and Advanced Programs. The application form must be completed and returned to.

Students who are testing for courses that are part of a curriculum sequence must demonstrate proficiency and in the sequential order. Proficiency testing is not intended for credit recovery.

The student will complete the exam. The student and parents/guardian will be notified of the results. If the student scores 90% or higher, the school site will be notified of the results and credit will be awarded; Credit by Exam (CBE) will be posted on the transcript.

## PROMOTION - RETENTION OF STUDENTS

In grades K–8 no student shall be advanced to a higher grade level after a recommendation of a teacher that the child should be retained in the child’s present grade level unless a written request for such advancement is signed by a parent or guardian. A copy of the request shall be included in the permanent record of the student. In grades 9–12 students are promoted or retained according to the number of credits earned.

### Elementary

At the elementary level multi-indicators are used to determine retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss the student’s progress. At the end of the Fourth nine weeks, if the criteria for retention are met, an intervention team meeting (i.e., staffing) is held and the teachers of the student and an administrator make a final recommendation concerning retention. The following information is considered when

determining retention: (a) performances in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team’s decision and the parent’s options.

If parents/guardians disagree with the team’s recommendation for retention their request for placement at the next grade level must be submitted in writing. A copy of the request shall be included in the permanent record of the student.

### Middle School

At the middle school level, the criteria for retention are failing grades (F’s) for any two nine week periods in two or more core classes. At the end of the first, second, and third nine weeks letters will be sent to the parents of students who are being considered for retention. Conferences with parents may be conducted to discuss the student’s progress. At the end of the fourth nine weeks, the school staff will make a recommendation about retention.

The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other appropriate criteria. Parents will be informed in writing of the team’s recommendation and the parent’s options. If parents disagree with the team’s recommendation their request for placement must be submitted in writing. A copy of the request shall be included in the permanent record of the student.

### High School

In order to be promoted to the next grade level students must have acquired credits as follows:

1. GRADE 9 to 10 - five (5) credits
2. GRADE 10 to 11 - eleven (11) credits
3. GRADE 11 to 12 - seventeen (17) credits
4. GRADE 12 - To be classified as a senior the student must have academic standing that would qualify them to graduate during the current school year.

Counselors or advisors of students in grades 9, 10, and 11 will notify students of their classification status at the time of registration. Parents/guardians of students who are not promoted to the next grade level will be notified in writing.

At the end of the first semester, parents of seniors who currently do not meet graduation requirements for May graduation will be notified in writing by a high school administrator.

## SPECIAL EDUCATION

The Special Services Department of the Norman Public Schools offers a wide range of special education and related services for students with disabilities. Special Education and related services begin at age three for students who are developmentally delayed.

Norman Public Schools offers special education and related services to meet the unique needs of students with the disabilities identified by the Individuals with Disabilities Education Act (IDEA) [Specific Learning Disability, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Hearing Impaired, Visually Impaired, Deaf-Blind, Speech or Language Impaired, Orthopedic Impaired, Autism,



Traumatic Brain Injury, Developmental Delay and Other Health Impaired]. These educational and related services are provided by appropriately trained, certified and qualified personnel. Every Norman Public School site has a program that serves mild to moderate disabilities.

The District offers a full range of placement options from regular classes full time to special classes full time. Many innovative approaches are implemented by both special and regular education teachers. The amount and duration of all these services is determined by the Individualized Education Program (IEP) team and are based on the individual needs of each student.

The Special Services Department also provides referral, evaluation, services and programming for students under Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. Questions or concerns based on disability concerning students may be directed to the Norman Public Schools, Director of Special Services, Section 504/Title II Coordinator, 131 S. Flood, Norman, Oklahoma 73069, 405-366-5841. Questions or concerns based on disability concerning facilities may be directed to the Norman Public schools, Assistant Superintendent of Administrative Services, 131 S. Flood, Norman, Oklahoma 73069, 405-366-5841.

Professional development opportunities are provided on the full range of Special Education, Related Services, Section 504, and other related issues.

For additional information please contact the Special Services Department of the Norman Public

Schools at 405-366-5843 or FAX 405-573-3513.

## STUDENT ACTIVITIES AND PROGRAMS

The District will offer a variety of activities to meet the diverse interests and needs of students. Programs will be planned through the cooperative efforts of teachers and students; they will be organized and administered so as to contribute to the school's educational objectives or the objectives of the community.

### I. Student Groups

Activities will be organized as curriculum-related and non-curriculum related student groups sponsored by the school and non-curriculum related groups which are not sponsored by the school. The name, mission or purpose, and faculty sponsor of all school sponsored groups will be provided to parents/guardians annually.

#### A. School Sponsored Curriculum Related Student Group

A curriculum-related student group is one in which the subject matter has an academic focus or goal; participation in the group often results in academic credit.

#### B. School Sponsored Non-curriculum Related Student Group

A non-curriculum related student group is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group has a constitution and a sponsor approved by the principal.

#### C. Non-school Sponsored

### Group

A non-curriculum related student group not sponsored by the school is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group does not have a constitution and a sponsor approved by the principal. Each of the three types of student groups may request space to meet at the school during non-instructional time.

### II. Guidelines for Student Groups

A. Student newspapers which are distributed on any school campus must be approved by the building principal of that site.

B. All monies collected, handled or disbursed shall be deposited with the principal or the designated financial secretary and in accordance with Norman Public Schools state law and the requirements of the State Board of Education. (Reference: 70 O.S. §5-129)

C. School fraternities, sororities or secret societies are not permissible in the District. (Reference: 70 O.S. 24-105)

### III. Eligibility Requirements

#### A. Academic Requirements (Grades 7-12)

These requirements shall apply to those students who desire to participate in any activity which is sanctioned by the Oklahoma Secondary School Activities Association.

##### 1. Semester Grades

A student must receive a passing grade (A,B,C,D,S) in all subjects in which he/she



was enrolled fifteen (15) or more days during the last semester. If a student does not pass each course he/she will not be eligible to participate during the first six weeks of the next semester he/she attends. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects at the end of a six week period. Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

NOTE: The Board of Directors of the Oklahoma Secondary Schools Activities Association may make exceptions to nontraditional block structures.

## 2. Student Eligibility During a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period. A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility. If, after a one-week probationary period, a student is not passing, he/she will be ineligible to participate during the next

one-week period. The ineligibility period will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

## 3. Special Provisions

- a. A student must attend school full time to maintain eligibility. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility.
- b. An ineligible student who moves into the District during a semester will not be eligible for a minimum period of three weeks. A student may regain his/her eligibility by achieving passing grades in all classes by the end of a three week period. (Any part of a week is considered a full week).
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be

illness, injury, death in family and natural disaster. A maximum of two (2) weeks is allowed for make-up work at the end of a semester.

- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used towards meeting the requirements of eligibility.
- e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- f. Students who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors of the Oklahoma Secondary Schools Activities Association, be accepted as eligible under this rule.

## B. Implementation

New students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during Norman Public Schools the fall semester. Summer school credit earned during June or July sessions may be used to meet the end of semester requirements.



#### 4. Activities Away from School

Any activity conducted away from the school premises must have prior approval of the school principal in order to be considered a school sponsored activity. Non-school sponsored activities shall not be chaperoned by any member of the school staff acting in an official capacity.

### STUDENT RECORDS

A confidential, permanent record for each student in the District shall be maintained in accordance with state and federal laws and regulations. The record will include: (a) Cumulative Permanent Scholastic Records, and (b) Daily Attendance with Grade Records. Information from that record shall be released only in accordance with state and federal laws and regulations.

#### Required Records

The District compiles and maintains the following classes of education records:

1. Personal data which identify each student enrolled in the Norman Public Schools. This data includes name, address, telephone number, sex, date and place of birth; name, address and telephone number of parent;
2. Attendance data;
3. Description of student progress including grade level completed, school attended, academic work completed, grades, group standardized test scores, and date of graduation;
4. Certification of immunizations, physical exams and other required health data.

The school will forward a student's educational records, on request, to officials of other school systems in

which the student seeks to enroll without the written consent of parent or student.

The District will also forward the following kinds of information, on request, to officials of other school systems in which the student seeks to enroll without the written consent of the parent or student.

1. Individual evaluations;
2. Anecdotal records;
3. Test results and eligibility information; and
4. Discipline records.

The District does not need the written consent of the student or parent to obtain pertinent records before accepting a new student, nor does the District need the written consent of the student's parent for transferring records within the District.

#### Directory Information

The District designates the following information contained in a student's record as directory information and will disclose that information without the prior written consent of the parent or eligible student: (a) the student's name; (b) the student's address; (c) the student's telephone listing; (d) the student's date and place of birth; (e) the student's dates of attendance; (f) the student's grade level (i.e., first grade, tenth grade, etc.); (g) the student's participation in officially recognized activities and sports; (h) the student's degrees, honors and awards received; (i) the student's weight and height, if a member of an athletic team; (j) the most recent educational agency or institution attended; (k) the student's photograph; and, (l) the student's electronic mail address.

The District will notify parents and

eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the District to designate as directory information about that student. The student's records will be marked to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

#### Retention and Security of Records

To eliminate unnecessary or outdated information, the permitted records are reviewed by the school principal or designee when the student is promoted from elementary school to middle school, middle school to high school, and when the student is graduated.

In the event that a parent or an eligible student objects to the contents of a student's educational records, the student or parent shall state the objections in writing with signature and date of statement to the records manager and to the building principal if the records are kept in the school where the student is enrolled. If the objection is not satisfied by discussion with the records manager and/or the principal, the parent or student shall have the right to appeal to the review panel and the parent or student shall be advised of the right to appeal. Request for the appeal shall be in writing to the records manager within 14 days after the parent or eligible student is advised of the right to



appeal. The parent or eligible student may challenge the retention of any data in the educational records on the basis that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

The superintendent shall create a review panel composed of qualified professional personnel. This review panel shall decide, upon appeal by the student or parent, whether the permitted educational records data shall be maintained, destroyed or changed.

Within four weeks after being notified of such appeal the review panel shall conduct a fair hearing to decide the issues presented by the appellant.

The parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing. At the hearing the records manager shall have the burden of proof on the issues presented by the appellant.

The appellant and the records manager shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence and to be provided a written decision summarizing the evidence and the reasons for the decisions.

### **Access to Student Records**

The District shall provide parents of students or eligible students access to the educational records of the student. The parent(s) or student shall make their requests for access in writing on the form provided by the District to the records manager having custody of the educational records.

The right of access includes:

1. The right to be provided with a list of the types of educational records which are maintained by the District and directly related to students;

2. The right to review and inspect the content of those records at reasonable times;

3. The right to obtain copies of those records at the expense of the parent or eligible student. Such expense shall be reasonable and shall not include a charge for the search and retrieval of said student record;

4. The right to a response from the District to reasonable requests for explanation and interpretation of those records;

5. The right to an opportunity for a hearing to challenge the content of those records;

6. If any material or document in the educational records of a student includes information on more than one student, the right to inspect and review that part of the material or document which relates to such student or to be informed of the specific information contained in that part of the material.

When a student reaches 18 years of age the consent required of and the rights afforded to the parent(s) of the student shall thereafter only be required of and afforded to the student. The status of an eligible student as a dependent of his/her parents(s) does not otherwise affect the rights afforded to and the consent required of the eligible student. A court ordered waiver of the age requirement may be accepted for determination of "eligible student" status.

Any parent or eligible student who provides written authorization for the release of any or all of the student's records to a person, agency or institution thereby releases the District from the responsibility of maintaining the confidentiality of the whole or that

part of the student's records to which access or copy was provided.

### **Record Keeping and Confidentiality of Special Education Student Information**

All confidential files and records are maintained at the Special Services Office. Parents and other persons may request to review confidential records by contacting the Special Services Department, 131 South Flood. The District will disclose confidential records only as permitted by law.

# Student Discipline

## DRESS CODE

A student shares with his/her parents, guardian, or custodian the right to dress according to personal preference except where such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process. Students are required to wear shoes. Grooming and neatness are also the primary responsibility of students and their parents, guardian or custodian. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises. Each school may develop recommended guidelines for student dress.

## BULLYING POLICY

Bullying is prohibited by Norman Public Schools. It is an anti-social behavior that distracts both the target (i.e., victim) and the perpetrator (i.e., the person bullying another). Bullying a student based on his/her race, color, creed, disability, sex, sexual orientation, age, religion or any other personal characteristic is grounds for disciplinary action (O.S. 70 §24-100.3).

Bullying is prohibited at school and school sponsored events. It is also prohibited: (a) while traveling to and from school; (b) while off-campus during lunch or before and after school; (c) at school bus stops; or, (d) at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school.

Bullying may occur in multiple forms, including verbal or written

expressions, nonverbal acts or gestures, physical acts, electronic expressions, social media, or any combination thereof directed at a target as a perpetrator. When a student's behavior towards another student causes physical or emotional harm; creates fear or a hostile environment; infringes on the rights of another student; or, disrupts the education process; it is considered bullying.

Examples of bullying include but are not limited to: (a) unwanted teasing, (b) comments that are threatening or intimidating, (c) stalking or cyberstalking, (d) publicly humiliating another, (e) behaving in a way that physically harms or is physically aggressive towards another, (f) stealing or destroying property, (g) spreading rumors, digital images, or falsehoods, and (h) socially excluding another.

## NONDISCRIMINATION AND HARASSMENT

### I. Sexual Harassment

The Board will not permit or tolerate sexual harassment of students. This policy is equally applicable to administrators, supervisors, all other employees and students. It is also applicable to non-employees and volunteers on district property or serving as trip sponsors.

#### A. Definition of Sexual Harassment

"Sexual harassment" includes any repeated and unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by someone in or on

any district owned or operated facility/property when the student is under the supervision of district personnel or at school sponsored events/activities when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's grades;
2. Submission to or rejection of such conduct by an individual is used as a basis for grade decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment.

### B. Examples of Sexual Harassment

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

1. Written: sexually suggestive or obscene letters, notes, emails invitations, graffiti which identifies an individual;
2. Verbal: sexually derogatory comments, epithets, slurs, degrading jokes, "teasing", "kidding", double meanings; demeaning comments about a person of one sex being able to succeed in a job/class historically considered to



be held/taken by the opposite sex; solicitation by employees of sexual favors or attention from students;

3. Physical: unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against a student's body; pulling at clothing; blocking one's passage;
4. Visual: sexually oriented gestures; displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters;
5. Any other action, including all forms of electronic communication, which emphasizes the vulnerability of the victim specifically because of gender.

#### C. Notification

A student should directly inform the harasser that the conduct is unwelcome and must stop. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

A student who feels that he/she is a victim of sexual harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available.

#### D. Disciplinary Action

Students who sexually harass shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension from school or other appropriate action subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of sexual harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

#### E. Procedures for filing a Sexual Harassment Complaint

A student who feels that he/she is a victim of sexual harassment must make the concerns known through the following procedures:

1. A student who feels comfortable doing so should directly inform the person(s) engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop.
2. Students who feel that employees of the District or other students are subjecting them to sexual harassment should report these conditions to a teacher or counselor. If the student's teacher or counselor is the alleged offending person, the report will be made to the building principal or

assistant principal. If the student's principal or assistant principal is the alleged offending person, the report must be made to the Director of Elementary or Secondary Education or the Assistant Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

3. A teacher, principal, director or other administrator is responsible for taking appropriate and effective action when he/she knows, or reasonably should have known, that an individual under his/her supervision is being sexually harassed.
4. The teacher, principal, director or other administrator shall promptly discuss any concerns with the student making the complaint.
5. The adult shall be responsible for immediately informing the Director of Elementary or Secondary Education and the Assistant Superintendent of Personnel Services of the complaint.
6. The Superintendent shall develop regulations outlining steps to be taken in the investigation process.
7. It is improper for the student, acting on his/her



own, to solicit statements in support of the allegation.

8. Retaliation is prohibited against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation, proceeding, or hearing conducted under this policy.

9. If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action which may include verbal warning, written admonishment or suspension from school subject to applicable procedural and due process requirements.

## II. Racial Harassment

The Board will not permit or tolerate racial harassment of students. This policy is equally applicable to administrators, supervisors, all other employees and students. It is also applicable to non-employees and volunteers when they are on district property, serving as trip sponsors, or participating in a school-sponsored event. Furthermore, retaliation against an individual filing a complaint will not be tolerated and may lead to disciplinary action of the employee or student involved.

### A. Definition of Racial Harassment

According to the Office of Civil Rights, Racial Harassment occurs when a

hostile environment related to an individual's race is created through oral, written, graphic or physical conduct, which is sufficiently severe, persistent or pervasive so as to interfere or limit an individual's participation in educational programs and activities.

### B. Examples of Racial Harassment

Examples of acts of racial harassment which shall not be tolerated include, but are not limited to:

Verbal: demeaning remarks to an individual or group, including name calling, racial slurs and jokes; fighting words based on race, color, or national origin.

Visual and Written: materials intended to create a hostile or demeaning environment.

Physical: threatening or assaulting; impacting the safety of others.

### C. Notification

A student who feels that he/she is a victim of racial harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available to his/her teacher, counselor, or principal. The school staff member shall report the incident to the Assistant Superintendent of Administrative Services.

### D. Disciplinary Action

Individuals engaging in racial harassment shall be

subject to disciplinary action which may include verbal warning, written admonishment, suspension, and in the case of employees, recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of racial harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

### E. Procedures for Filing a Racial Harassment Complaint

A student who feels that he/she is a victim of racial harassment must make the concerns known through the following procedures:

1. Reporting the condition to a person of authority. Students who believe that employees of the District or other students are subjecting them to racial harassment must report these conditions to a teacher or counselor. If the student's teacher or counselor is the alleged offending person, the report will be made to the building principal or assistant principal. If the student's principal or assistant principal is the alleged offending person, the report must be made to the Director of Elementary or Secondary Education or



the Assistant Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

2. Filing the complaint with District administration. The teacher, principal, director or other administrator shall promptly discuss any concerns with the student making the complaint and immediately inform the Director of Elementary or Secondary Education and the Assistant Superintendent of Personnel Services of the complaint.
3. Investigating the complaint. Within five (5) working days of the complaint being filed, an initial investigation of the complaint will be initiated by the Superintendent or his/her designee.

## **STUDENT BEHAVIOR AND DISCIPLINE POLICY (NPS BOE Policy #4002)**

The Board recognizes that students do not surrender any rights of citizenship in attendance at Norman Public Schools. The school is a community with rules and regulations that are in effect throughout the school year including summer school. Those who enjoy the rights and privileges provided also must accept the responsibilities that member-

ship demands, including respect for and obedience to school rules.

When a student violates school rules or exhibits inappropriate or illegal behavior, he/she may receive a variety of disciplinary actions dependent upon the severity of the offense. Students may be suspended out-of-school for serious offenses. The length of the suspension may not exceed the remainder of the semester plus the ensuing semester, with certain limited exceptions. Discipline of students with disabilities will be administered pursuant to federal and state law, including District Regulation.

### **Prohibited Conduct**

Inappropriate behavior is prohibited at school and school-sponsored events, as well as being prohibited while traveling to and from school, while off-campus during lunch or before and after school, at school bus stops, or at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. Prohibited behaviors include, but are not limited to:

- A. Arson and abuse of fire alarms or safety equipment,
- B. Bomb threats,
- C. Bullying or harassment in any form, including electronic communications,
- D. Cheating or plagiarism,
- E. Non-compliance (i.e., Failure to comply with a request by school staff),
- F. Criminal Acts - violations of any criminal statute of the United States, the State of

Oklahoma or the City of Norman, Oklahoma,

G. Possession of a Dangerous Weapon and aiding or accompanying an individual with a dangerous weapon as defined in state statute. As used in this Policy, the definition of Dangerous Weapon includes, but is not limited to:

1. any device capable of discharging or throwing projectiles including, but not limited to BB guns, paint ball guns, dart guns, blow guns or any other device capable of discharging or throwing projectiles;
2. any dagger or knife which may be used to cause harm or threat, including but not limited to 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;
3. any blackjack, loaded cane, billy club, hand chain, metal knuckles;
4. ammunition, explosives or flammable materials (which does not meet the definition of Firearm);
5. any other article that is used as a weapon to threaten or injure another person;
6. any chemical or biological device intended by its nature to cause property damage or harm or endanger the life, health or safety of others.
7. other, including facsimiles of dangerous weapons such as toys or water guns.



- H. Delinquent Acts
- I. Disruptive Behavior - Any behavior that disrupts the educational process
- J. Dress code violations
- K. Possession, use, sale, or distribution of Drugs, Alcohol and/or Controlled Substances as defined in state statutes, during school, prior to, or following school-sponsored events.
- L. Extortion — Obtaining property from another with his/her consent, induced by a wrongful use of force or fear, or under color of official right.
- M. Fighting
- N. Possession of a Firearm
- O. Forgery
- P. Gambling
- Q. Harassment — Including, but not limited to harassment based on race, color, national origin, sex, age, disability, sexual orientation, or religion.
- R. Hazing — Any activity which recklessly or intentionally endangers the mental or physical health or safety of a student.
- S. Open Defiance — Willful disobedience of a request of any school official
- T. Possession of Pornographic or Obscene Material
- U. Use of profanity or vulgar/profane gestures
- V. Unsafe Conduct which jeopardizes the safety of others
- W. School Bus Misconduct
- X. Violation of School Rules or Regulations
- Y. Excessive Tardies and Absences
- Z. Inappropriate use of technology and wireless communication devices or violation of the District's Acceptable Use and Internet Policy

- AA. Theft and/or the possession of any property belonging to another student, any school employee, any person on school premises, the school or District
- BB. Threatening behavior, whether written, verbal or physical, directed at any person (whether student, teacher, staff member or guest)
- CC. Use or possession of any tobacco product, tobacco paraphernalia, lighters or matches
- DD. Vandalism

### Forms of Discipline

Norman Public Schools believes parental involvement is necessary in successful discipline. Discipline shall be consistent with the nature and severity of the offense, and shall take into account whether it is a first or repeat offense and the student's general disciplinary record. Discipline also shall be consistent from student-to-student under similar circumstances considering the exemptions dictated by federal law. With the exception of the specific forms of discipline for violation of the District's policies relating to Firearms, and Drugs and Alcohol, the following types of discipline may be imposed for the performance of Prohibited Acts:

- (a) Movement to an Alternative Setting,
- (b) Behavior Modification,
- (c) Bus Suspensions,
- (d) Detention,
- (e) Dismissal From a Class,
- (f) Fines, (lost books, vandalism, etc.)
- (g) Guidance and Counseling,
- (h) Denial of Parking Privileges,
- (i) Conference with parents,
- (j) Denial of participa-

tion in or attendance at school activities, (k) Suspension (i.e., In-school suspension, Long-term out-of-school suspension (suspension for more than ten school days), Short-term out-of-school suspension (suspension for less than ten school days), (l) Student Conferences — Conference with students and contact of parents, (m) Written assignments — Assigned only when students are asked to analyze their behavior and to create solutions for correcting their behavior.

The foregoing list is not exclusive. The District may impose disciplinary measures it deems appropriate. However, corporal punishment may not be administered as a method to correct student behavior or to maintain order and discipline in the school.

### Search and Seizure

- A. In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession of dangerous weapons, controlled dangerous substances, alcoholic beverages, or stolen/missing property pursuant to 70 O.S. § 24.102. Administrators also will have the authority to retain wireless communication devices when they are believed to be a part of a discipline related incident.
- B. All searches 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. The search shall be reasonably related to the infraction and not excessively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed (70 § 24-102).

C. 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 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. Vehicles on school property are subject to search upon "reasonable suspicion."

D. Norman Public Schools maintain cooperative agreements with local, county, and state law enforcement agencies. Periodically and/or upon request these agencies may provide the services of a canine officer to assist in the search of property or persons on school premises or while under the authority of the school or while attending any function sponsored or authorized by the school.

### **Out of School Suspensions**

#### **A. Possible Length of Suspensions**

Except in the case of a Firearms violation, a student may be suspended out of school for the remainder of a semester and the ensuing semester. In such event the term "ensuing semester" does not refer to Summer School.

No student who has been suspended long-term may attend Summer School. If a student received long-term suspension from Summer School, the fall semester may be included.

#### **B. Pre-Suspension Conference**

1. When a student violates Board policy, a school rule, or regulation, the principal/assistant principal/designee will conduct an informal conference with the student. At the conference with student, the principal/assistant principal/designee will identify the policy, rule, or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule, or regulation. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
2. The principal/assistant principal/designee will consider in-school placement options and shall make a determination as to whether other in-school placement options are appropriate. When making this determination, the principal/assistant principal/designee shall consider the severity of the offense and the student's past history of disciplinary infractions.
3. If it is concluded that a suspension is appropriate, the student will be advised that

he/she is being suspended and the length of the suspension. The principal/assistant principal/designee will notify the parent/guardian by phone and/or in writing that student is being suspended out of school and that alternative in-school placement was considered and that suspension was determined to be the most appropriate consequence.

#### **C. Appeal Procedure for a Short-Term Suspension**

##### **Step 1. Notice of Appeal**

- The student/parent shall notify the principal verbally or in writing within two (2) school days following a suspension of their intent to appeal the suspension. During the appeals process, the student shall not be readmitted unless the suspension period has ended. Failure to request an appeal within this specified time constitutes a waiver of the student's right to an appeal.

##### **Step 2. Appeal to Principal**

- Student/parent shall request a conference with the principal.
- If the principal was involved in the suspension then he/she tells the parent of the involvement and informs them of the next step in the appeals process which is to notify the Director of Elementary or Secondary Education (depending on grade level) (See Step 3 below).



- The principal shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and the reasonableness of the length of suspension.
- Principal announces his/her decision at the conclusion of the conference or as soon as the decision is made.
- If the parent/student is not satisfied with the principal's decision they should follow the appeals process in Step 3.

#### Step 3. Appeal to Short-Term Suspension Committee

- Appeal must be filed with Director of Elementary or Secondary Education in writing within two (2) school days following the principal's decision. Failure to request an appeal within this specified time shall constitute a waiver of the student's right to an appeal.
- Director appoints a committee composed of three certified personnel and shall designate a person from within the committee to serve as chairperson.
- Committee shall hear the appeal within three school days after notification of the Director of Elementary or Secondary Education.
- Committee shall hear both sides and then adjourn for deliberation.
- Committee shall determine guilt or innocence and the reasonableness of the length of the suspension.
- Committee shall make the

decision at the conclusion of the hearing and the chairperson shall notify the student/parents and the Director of Elementary or Secondary Education in writing.

- Decision of the committee is final.

#### D. Procedure and Appeals Procedure from a Long-Term Suspension

##### Step 1. Conference with Parent

- When a principal/assistant principal/designee determines that a long-term suspension should be recommended, the principal/assistant principal/designee shall implement a ten-day suspension pending a hearing.
- A principal/assistant principal/designee shall hold a conference with the parent as soon as possible and shall inform them of the policy violated and the results of the investigation.
- The principal/assistant principal/designee shall inform the parent of the recommended length of the suspension and the student's right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives their right to a hearing then the length of the recommended suspension will be effective immediately and the sus-

pension will be final and cannot be appealed.

##### Step 2. Hearing of Long-Term Suspension Committee.

- If a student/parent desires a hearing on the suspension and/or the recommended length of the suspension they shall submit a request in writing to the Director of Elementary or Secondary Education within two (2) school days after notification of the recommended long-term suspension. Failure to request a hearing, within this specified time, shall constitute a waiver of the student's right to a hearing and any further appeals of the suspension and the length of the recommended suspension will be effective immediately.
- The director appoints three certified administrators from within the school district to serve on this committee and designates a hearing officer from within the committee.
- The director sets the hearing date and informs parents by telephone and in writing.
- The written notification shall include information pertinent to the hearing.

##### Step 3. Long-Term Suspension Hearing.

- The hearing will be held at a neutral site determined by the director.
- The Committee will hear both sides and then will adjourn for deliberation.



- The Committee will determine guilt or innocence and the reasonableness of the recommended length of the suspension. Review committee may uphold, withdraw, reduce, or increase the length of the recommended suspension.
- The Committee will render a verbal decision after deliberations. If, because of the complexity of the case or the existence of multiple hearings arising out of the same incident, the Committee determines that additional time is required to review the evidence or conclude other hearings, the hearing officer may recess the hearing to reconvene at the earliest practicable time.
- After the decision is made the hearing officer will make a written report of the findings of fact and the discipline to be imposed and submit it to the Director of Elementary or Secondary Education.
- The committee chairperson shall notify the parent of the committee's decision verbally and in writing.
- Copies of the report and the Appeals Procedures shall be mailed or hand delivered to the student/parents within three (3) school days after the date of verbal notification of the Committee's decision or the date the written notification was mailed by the committee chair, whichever is earlier.
- All hearings on recommended long-term suspensions will be closed.

- The decision of the committee will be final unless the decision is appealed in accordance with procedures set forth in Step 4.

**Step 4. Appeal from the Decision of the Long-Term Suspension Committee.**

- If the student and parent are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education.
- The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee. The hearing will be held at the next regularly scheduled meeting of the Board of Education or at a special meeting called for the hearing after written notice of appeal by the student/parent has been received by the Superintendent.
- During the appeal period, the student shall be returned to school after expiration of the initial ten days unless the student is suspended out-of-school long term for committing an alleged criminal act, possession of a Dangerous Weapon (including a Firearm) or any other act which threatens the health, safety or well being of other persons or which disrupts the normal conduct of school.

- The hearing before the Board of Education may take place in executive session if requested by the student and the parent or guardian.
- At the hearing, the student, the parent or guardian and counsel will be given the opportunity to present evidence, testimony and argument. The school administrator and counsel for the District will also be given the opportunity to present evidence, testimony and argument. After due consideration and full investigation, the Board of Education will make a determination as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
- The Board of Education must render its decision on any such appeal no later than five school days after the conclusion of the hearing.
- The decision of the Board of Education shall be final.

**Special Rules Relating to Out of School Suspensions**

**A. Participation in School Activities**

During the period of any out-of-school suspension, students subject to the suspension: (a) will not be eligible to participate in any competitive event sanctioned by the Oklahoma Secondary School Activities Association (b) will not be allowed to participate in performances, events or activities outside the Oklahoma Secondary



School Activities Association sanction, (c) will not be allowed to attend any school functions or be on any school property without the permission of the site administrator, and (d) will not be allowed to enroll in any other Norman Public School.

**B. Suspensions of More Than Five Days**

1. With the exception of students who are out-of-school for use or possession of a Firearm, students who are suspended out-of-school for more than five days will receive an out-of-school education plan. Academic work will be graded, however, credit for the course may be affected by the requirements in the Attendance Policy.
2. The parent or guardian of a student suspended out-of-school has the legal responsibility for providing the student with a supervised structured environment in which the parent or guardian shall monitor the student's educational progress until the student is readmitted to school.

**C. Suspensions of Five Days or Less**

1. Students who are suspended out-of-school for five days or less will not receive an out-of-school education plan. Upon returning to school, the student will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher.

2. Grading and credit guidelines specified in District Regulation will be followed. Academic work will be graded, however, credit for the course may be affected by the requirements in the Attendance Policy.

**D. Removal of Students**

1. Except as set forth in the following paragraph, when any out-of-school suspension is imposed during the school day, the student shall not be removed from the school until the parents or guardians of the student have been notified. If the parents or guardians cannot be notified, then, the student shall remain under the jurisdiction of the school until the regular dismissal time.
2. If an out-of-school suspension is imposed and the building administrator believes that a student's presence in a school, on school grounds or at a school activity poses a danger to persons or property or substantially disrupts, impedes, or interferes with the operation of the school or school activities, the parent and/or guardian of the student will be asked to immediately remove the student from the school premises. If the parent and/or guardian cannot be reached or cannot or will not pick up the student or make arrangements for the removal of the student from the school premises, then, the school shall contact the

local police department or juvenile authorities to obtain assistance. In such cases, the initial conference with the principal shall take place within three school days following the student's removal from school.

**E. Violent Offense Toward a Teacher**

Students who are suspended out-of-school for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**Special Rules Relating to Possession of a Firearm**

As defined in the Gun Free Schools Act, a firearm is:

any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including any bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter of an ounce, mine or similar device or any other type of weapon by whatever name known which may be readily converted to or expel a projectile (18 USC Section 921).

If a student is found in possession of a firearm, the student will be suspended out-of-school for a minimum of a calendar year according to the mandates of the Gun Free Schools Act. There will



be a hearing before the Board of Education, who has the sole authority to determine the length of the suspension (one year or more).

After the Board of Education imposes the length of the suspension, the student may submit a written appeal to the Superintendent, who has the legal authority to modify the length of the suspension to a minimum of one calendar year. The appeal to the Superintendent must be delivered to the Superintendent's office within two school days following the decision by Board of Education. The Superintendent will then have ten school days to make a decision whether to modify or uphold the length of the suspension. The decision of the Superintendent shall be final.

State and Federal law will be followed when firearms are involved (70 O.S. §24-101.3)

**Special Rules Relating to Violations of the Drug and Alcohol Policy**

Whenever it appears that a student may be under the influence of alcohol or drugs, the principal or designee shall immediately notify the superintendent of schools or designee and a parent or legal guardian of the student of the matter (Reference: 70 O.S. §24-138).

The parent and/or guardians of all students who are found guilty of violating any of the provisions of the drug and alcohol policy will be informed of the availability of the Student Assistance Program offered by the School District. While only those students who participate in the program

after their first possession offense are entitled to a reduction in the length of the out-of-school suspension, the School District encourages all students who are found guilty of violating any of the provisions of the drug and alcohol policy to participate.

**A. Sale or Distribution**

The sale or distribution of alcohol or drugs (as defined in 63 O.S. Section 2-101 et. seq. and 70 O.S. 24-138) is considered to be such an egregious act that alternative in-school placement options such as detention and reassignment are not realistic or feasible. Therefore, students who are found guilty of sale or distribution shall be suspended for the remainder of the current semester and the ensuing semester. The building principal or site administrator is responsible for immediately notifying the Norman Police Department or the District Attorney. Students who are suspended out-of-school for sale or distribution are entitled to use the appeal procedures set forth in this Policy.

**B. Possession or Appearing to Be Under Influence**

- 1. For a first offense of possession, use, appearing to be under the influence of any substances or possession of drug paraphernalia, the student shall be suspended from school for a period of forty-five (45) days. The site administrator may report the incident to the police or the District Attorney. The student will have the ability to reduce the length of the out-of-school suspension to

ten (10) days by fully participating in the Student Assistance Program according the procedures described in District Regulation.

- 2. A second offense of possession, use, appearing to be under the influence of any substance or possession of drug paraphernalia will result in an out-of-school suspension for the remainder of the current semester and may extend through the ensuing semester. Upon commission of a second offense, the Principal shall notify the police.
- 3. Students who are suspended out-of-school for possession, use, appearing to be under the influence of any substance or possession of drug paraphernalia are entitled to follow the appeal procedures set forth in this Policy.

**Special Rules Relating to Delinquency Adjudications**

Oklahoma law provides that no public school shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense until the school has determined that the student does not pose a threat to himself, other students, or school faculty. Likewise, Oklahoma law provides that adjudication as a delinquent for a non-violent offense is grounds for an out-of-school suspension.

If delinquency adjudication is the result solely of an act by a stu-

dent which has already resulted in disciplinary action against the student pursuant to the provisions of this Policy, then, there will not be any further action taken by the District upon receipt of a delinquency adjudication unless exceptional circumstances exist.

If the delinquency adjudication arose out of a non-school related act, then, the following procedures shall apply:

Upon receipt of notice of a delinquency adjudication, the Director of Elementary or Secondary Education shall notify the student's principal of the adjudication. The principal shall immediately conduct an initial investigation by talking to the student's teachers and counselors and shall make a determination as to whether or not it is advisable to place the student on an out-of-school suspension. When making this determination, the principal shall consider placement alternatives other than out-of-school suspension, such as assignment to an alternative school or an in-school detention program. If the principal decides that it is feasible to assign the student to an in-school detention program or an alternative school, then the principal's decision is final.

If the principal decides to proceed with an out-of-school suspension, then, the appeal and review procedures, relating to long-term suspensions, shall apply.

However, at each step of the process, the determination to be made by the principal in the first instance and then the Long-Term

Suspension Review Committee, the Director of Elementary or Secondary Education and the Board of Education is whether the student poses a threat to himself, other students or faculty.

In the event of a long-term out-of-school suspension for adjudication as a delinquent, the school shall provide an out-of-school education plan to the student in accordance with Oklahoma law.

# NORMAN PUBLIC SCHOOLS

## Elementary

Adams	Cindy Taylor	817 Denison	(405) 366-5972
Cleveland	Ty Bell	500 N. Sherry	(405) 366-5875
Eisenhower	Susan Powell	1415 Fairlawn Dr.	(405) 366-5879
Jackson	Dr. Craig Stevens	520 S. Wylie Rd.	(405) 366-5884
Jefferson	Dr. Kathy Taber	250 N. Cockrel Ave.	(405) 366-5889
Kennedy	Chris Crelia	621 Sunrise	(405) 366-5894
Lakeview	Paula Palermo	3310 108th Ave. N.E.	(405) 366-5899
Lincoln	Carol Burton	915 Classen Blvd.	(405) 366-5904
Madison	Pam Charleson	500 E. James Dr.	(405) 366-5910
McKinley	Carol Emerson	728 S. Flood Ave.	(405) 366-5914
Monroe	Lori Connery	1601 S. McGee Dr.	(405) 366-5927
Roosevelt	Beth Spears	4250 W. Tecumseh Rd.	(405) 447-6581
Truman	Robye Kay Jackson	600 Parkside Rd.	(405) 366-5980
Truman Primary	Kristie Eselin	601 Meadow Ridge Rd.	(405) 366-5950
Washington	Dr. Linda Parsons	600 48th Ave. S.E.	(405) 366-5984
Wilson	Cherrie Birden	800 N. Peters	(405) 366-5932

## Secondary

Alcott Middle School	Dr. Dana Morris	1919 W. Boyd	(405) 366-5845
Irving Middle School	Linda Baxter	125 Vicksburg Ave.	(405) 366-5941
Longfellow Middle School	Peter Liesenfeld	215 N. Ponca	(405) 366-5948
Whittier Middle School	Holly Swanson	2000 W. Brooks	(405) 366-5956
Norman High School	Scott Beck	911 W. Main	(405) 366-5812
Norman North High School	Bryan Young	1809 Stubbeman	(405) 366-5954

## Alternative Program Sites

Dimensions North	Charlie Mason	1101 E. Main	(405) 579-1880
Dimensions South	Charlie Mason	1120 E. Main	(405) 573-3809

**Norman Public Schools**  
**131 S. Flood St.**  
**Norman, OK 73069**  
**(405) 364-1339**  
**Website: <http://www.norman.k12.ok.us>**