

# Student/Parent Handbook 2023-2024



“Educating Tomorrow’s Leaders Today, Since 1893”

Grove Elementary School District  
2800 North Bryan  
Shawnee, Oklahoma 74804  
(405) 275-7435  
FAX (405) 273-2541  
<http://www.grove.k12.ok.us>

**Table of Contents**

Foreword ..... 1

Vision Statement ..... 1

Motto ..... 1

Mission Statement ..... 1

School Information ..... 1

School Colors ..... 1

Mascot ..... 1

District Profile ..... 2

Brief District History ..... 2

Board of Education ..... 2

Administration ..... 2

Guidance Counselor ..... 2

Office Personnel ..... 2

Cafeteria ..... 2

Nurse ..... 2

Faculty/Staff ..... 3

    Prekindergarten Program ..... 3

    Kindergarten ..... 3

    First Grade ..... 3

    Second Grade ..... 3

    Third Grade ..... 3

    Fourth Grade ..... 3

    Fifth/Sixth Grade ..... 3

    Seventh/Eighth Grade ..... 3

    Special Education ..... 3

    Special Education Paraprofessionals ..... 4

    Specials ..... 4

Equal Opportunity ..... 5

    Use of School Buildings in Times of Emergency ..... 5

Statement of Rights (FERPA) ..... 5

Parent Bill of Rights ..... 6

Oklahoma School Report Cards ..... 9

Parents Right-to-Know Policy ..... 9

Privacy at School ..... 10

Directory Information Notice ..... 10

Acceptable Use of Internet and Electronic Communications ..... 11

    Internet Access – Terms and Conditions ..... 12

    Acceptable Use – Students ..... 12

    Parental Consent ..... 12

    Privilege of Use ..... 12

    Internet Etiquette ..... 13

    Limitation of Liability ..... 13

    Security ..... 13

    Vandalism ..... 13

    Inappropriate Material ..... 14

    Supervision and Monitoring ..... 14

    Application and Enforceability ..... 14

    Education of Students Regarding Appropriate On-Line Behavior ..... 14

Children’s Internet Protection Act (CIPA) ..... 15

    Definition ..... 15

Grove Elementary School District 2022/2023 Student/Parent Handbook

Inappropriate Network Usage ..... 15  
Supervision and Monitoring ..... 15  
Personal Safety ..... 15  
Acceptable Use of File Sharing Technology ..... 15  
Personal Wireless Devices ..... 16  
    Students..... 16  
    Warning: ..... 17  
Change of Address or Phone Number..... 17  
Student Attendance ..... 17  
    Absences ..... 17  
    School Activities..... 18  
    Activity Review Committee (for extracurricular activities)..... 19  
    Unexcused Absence..... 20  
    Truancy ..... 20  
    Tardies ..... 20  
Withdrawing from School..... 20  
Posters and Announcements ..... 20  
Appointments and Leaving School..... 20  
Illness or Injury During the Day ..... 21  
Administration of OTC and Prescription Medications ..... 21  
Meningococcal Meningitis..... 22  
Health Screenings ..... 23  
Eating and Drinking in the Building..... 23  
Field Trips ..... 23  
Bus Safety and Transportation..... 23  
    Previous to loading ..... 23  
    While on the bus ..... 23  
    After leaving the bus..... 24  
    Extracurricular and field trips ..... 24  
    Discipline and penalties ..... 24  
    Permission to ride a bus ..... 24  
    Other transportation ..... 25  
Drills - Fire, Tornado, and Lockdown ..... 25  
Wen-GAGE Online iGrade Book ..... 25  
Grove School Website/Facebook..... 25  
Parent Conferences ..... 25  
Use of the Media Center ..... 26  
Guidance Counseling ..... 26  
Child Abuse and Neglect ..... 26  
    Reporting Obligation ..... 26  
Adding or Dropping Classes ..... 26  
Student Report Cards ..... 26  
Textbooks..... 27  
Lockers..... 27  
Classroom Environment..... 27  
    What to Leave at Home? ..... 27  
Show and Tell ..... 27  
Lunch Program..... 27  
    Physician’s Statement for Children with Disabilities ..... 28  
    Medical Statement for Children with Special Dietary Needs..... 28  
Class Parties ..... 28

Grove Elementary School District 2022/2023 Student/Parent Handbook

Dress Code: Appropriate Clothing and Grooming for School..... 29

Closing of School..... 29

Visitors ..... 29

Classroom Volunteers ..... 30

Authority of Teachers ..... 30

Discipline Plan ..... 30

    Disciplinary Options ..... 34

    School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)..... 35

Bullying/Harassment Policy ..... 35

    Bullying ..... 36

    Harassment..... 36

    Investigation Procedures..... 38

    Definitions ..... 38

    Procedures..... 38

Prohibiting Harassment, Intimidation and Bullying Investigation Procedures..... 39

    Definitions ..... 39

    Procedures..... 39

Detention and Search of Students ..... 40

Out of School Suspension ..... 41

    Violent Acts Toward School Personnel..... 41

    District's Obligations Prior to Suspension ..... 41

    Pre-Suspension Conference ..... 42

    Conferences with Parents..... 42

    Individualized Plans..... 42

    Records ..... 43

    Suspension Terms ..... 43

    Long-term suspensions ..... 43

    Short-term suspensions ..... 43

    Long-Term Suspension Appeals..... 43

    Appeals to the Superintendent ..... 43

    Appeals to the Board of Education or Designated Hearing Officer ..... 43

    Attendance at School Pending Appeal Hearing..... 44

    Short-Term Suspension Appeals ..... 44

    Hearing the Appeal ..... 45

    Student Privileges While Under Suspension ..... 45

    Use or Possession of Alcohol, Drugs, and Tobacco ..... 46

    Background..... 47

    Purpose..... 47

    Policy ..... 47

    Enforcement..... 48

    Students..... 48

    Staff..... 48

    Citizens ..... 48

Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances..... 48

    Statement of Purpose and Intent ..... 48

    Definitions ..... 49

    Procedures for Alcohol or Illegal Chemical Substance Testing..... 50

    Student Alcohol and Drug Use Tests - When Required ..... 51

    Medical Marijuana ..... 51

    Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or  
    Illegal Chemical Substance..... 52

## Grove Elementary School District 2022/2023 Student/Parent Handbook

Persons Authorized to Order Alcohol or Drug Testing .....	52
Out-of-School Suspension Due Process Procedures .....	52
Grove Curriculum .....	52
Honor Roll.....	53
End of the Year Awards.....	53
National Junior Honor Society.....	53
Valedictorian & Salutatorian .....	54
Selection Policy .....	54
Activity Participation Policy.....	54
Academic Competition .....	54
Athletic & Extracurricular Activities .....	55
Horizons (Gifted and Talented) .....	55
COVID-19 Protocols.....	56
Health Screening.....	56

**Foreword**

The purpose of this handbook is to serve as a guide for students and parents regarding Grove Elementary School District (Grove School) and to present the opportunities that Grove School offers.

This handbook provides specific information with which every student should be familiar and will serve as a valuable reference to school and state policies and regulations for both students and parents.

Use this handbook to familiarize yourself with the operation of our school so that we might work together effectively. It is essential that all students become familiar with the information contained in this handbook. Each student is responsible for reading, knowing, and following all procedures and policies included in this handbook. We suggest that parents and students review the contents together. Due to the changing nature of policies, laws, and procedures, this fluid document along with additional new policies, procedures, and regulations may be found on the Grove District website at [www.grove.k12.ok.us](http://www.grove.k12.ok.us). If you have questions concerning this document, please contact the school office at 405-275-7435 or email at [help@grove.k12.ok.us](mailto:help@grove.k12.ok.us). We feel that open and clear communication between school and home is important to the success of the student and the school.

**Vision Statement**

Excellence in preparing our youth for the future

**Motto**

Educating tomorrow’s leaders today, since 1893

**Mission Statement**

The mission of Grove Elementary School District is to assist all children in becoming secure, self-reliant, avid learners who recognize the significance of their own lives and their ability to contribute to the lives of others. Grove School provides an environment and opportunity for all students to achieve their highest potential.

**School Information**

- District Name – Grove Elementary School District, 63-C027
- Site Name – Grove School
- Phone Numbers – (405) 275-7435, (405) 275-7436, (405) 275-7437
- FAX – (405) 273-2541
- Address – 2800 North Bryan, Shawnee, Oklahoma 74804

**School Colors**

Royal Blue and White

**Mascot**

Wildcat

“Rusty the Wildcat”

Official Wildcat Logo



### **District Profile**

District Area – Approximately 12 square miles

District Population – Approximately 4,500

Student Enrollment – Approximately 500

Free/Reduced Lunch Percentage – 25.5%

Ethnic Makeup:

- Caucasian – 67%
- Black – 3%
- Asian – 3%
- Hispanic – 5%
- Native American – 21%
- Other – 1%

### **Brief District History**

In 1892 C.J. Slattery was elected as the first County Superintendent of Pottawatomie County, Indian Territory. Mr. Slattery divided the county into school districts comprised of approximately 9 square miles each. District #27 was organized in 1893, however it took several years before construction was completed on the new school building. In 1895 Equity School opened for a two-month term Mr. J.I. Pruitt being the first teacher with a salary of \$1.75 per day. James H. Grove was elected to the Equity Board of Education in 1905 and in July of that year, James and his wife, Mary, deeded a one-acre tract of land to the school district for the purposes building a schoolhouse. Sometime between 1916 and 1920 the name would be changed from “Equity” to “Grove” to honor James H. Grove’s contribution to the community. At statehood in 1907, Equity School showed an average daily attendance rate of 37 students, the teacher was Thomas C. Monson, and the teacher’s salary had risen to \$45 per month. In 1958, School District #27 annexed School District #28, known as Musson School, and Grove School District gained both students and size. Today, Grove Elementary School District continues to grow with a student population exceeding 520 students in prekindergarten through eighth grade, 37 teachers, and more than 20 support staff.

### **Board of Education**

Dr. Russell Click, President

Katie Ford, Vice President

Leah Longest, Clerk

### **Administration**

Mark Bowlan, Superintendent (mbowlan@grove.k12.ok.us)

Dr. Rusty Carmichael, Principal, Director of Transportation/Technology/Curriculum, Director of Special Services (rcarmichael@grove.k12.ok.us)

Ashley Renken, Assistant Principal (arenken@grove.k12.ok.us)

### **Guidance Counselor**

Angela Underwood, Guidance Counselor, Title IX Coordinator (aunderwood@grove.k12.ok.us)

### **Office Personnel**

Karrie Curl, Registrar/Student Information/Secretary (kcurl@grove.k12.ok.us)

Laura Farmer, Student Information/Attendance/Secretary (lfarmer@grove.k12.ok.us)

### **Cafeteria**

Pam Thompson, Child Nutrition Coordinator (pthompson@grove.k12.ok.us)

Lottie Lewis                      Danalynn Selman

### **Maintenance**

J.W. Wilson

**Nurse**

Natalie Tapley, RN – [ntapley@grove.k12.ok.us](mailto:ntapley@grove.k12.ok.us)

Joy Sanchez – [jsanchez@grove.k12.ok.us](mailto:jsanchez@grove.k12.ok.us)

**Faculty/Staff**

**Prekindergarten Program**

Ronda Cooper (Alice Day, Assistant) – [rcooper@grove.k12.ok.us](mailto:rcooper@grove.k12.ok.us)

Rachel Schooler (Kelly Smith, Assistant) – [rschooler@grove.k12.ok.us](mailto:rschooler@grove.k12.ok.us)

**Kindergarten**

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Haley Hollis – [hhollis@grove.k12.ok.us](mailto:hhollis@grove.k12.ok.us)

**First Grade**

Steffi Lyle – [syle@grove.k12.ok.us](mailto:syle@grove.k12.ok.us)

Amy Peters – [apeters@grove.k12.ok.us](mailto:apeters@grove.k12.ok.us)

Jennifer Meyer – [jmeyer@grove.k12.ok.us](mailto:jmeyer@grove.k12.ok.us)

**Second Grade**

Magan Looper – [mlooper@grove.k12.ok.us](mailto:mlooper@grove.k12.ok.us)

Kelsi Neese – [kneese@grove.k12.ok.us](mailto:kneese@grove.k12.ok.us)

Whitney Longacre – [wlongacre@grove.k12.ok.us](mailto:wlongacre@grove.k12.ok.us)

**Third Grade**

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Ami Medley – [amedley@grove.k12.ok.us](mailto:amedley@grove.k12.ok.us)

Kelli Plumb – [kplumb@grove.k12.ok.us](mailto:kplumb@grove.k12.ok.us)

**Fourth Grade**

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Amy Wiley – [awiley@grove.k12.ok.us](mailto:awiley@grove.k12.ok.us)

Hannah Little – [hlittle@grove.k12.ok.us](mailto:hlittle@grove.k12.ok.us)

**Fifth/Sixth Grade**

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Kim Jones, Reading – [kjones@grove.k12.ok.us](mailto:kjones@grove.k12.ok.us)

Jenny Carter, English/Language Arts – [jcarter@grove.k12.ok.us](mailto:jcarter@grove.k12.ok.us)

Kristen Speer, Science – [kspeer@grove.k12.ok.us](mailto:kspeer@grove.k12.ok.us)

Corene Jackson, Social Studies, NHD – [cjackson@grove.k12.ok.us](mailto:cjackson@grove.k12.ok.us)

**Seventh/Eighth Grade**

Rick McCaslin, 7 Geography, 8 US History, NHD, – [rmccaslin@grove.k12.ok.us](mailto:rmccaslin@grove.k12.ok.us)

Lori Farris, Pre-Algebra, Algebra, FLL Robotics, Horizons – [lfarris@grove.k12.ok.us](mailto:lfarris@grove.k12.ok.us)

Traci Brzozowski, 7-8 English/Language Arts – [tbrzozowski@grove.k12.ok.us](mailto:tbrzozowski@grove.k12.ok.us)

Rebecca Beguiristain, 7-8 Science – [rbeguiristain@grove.k12.ok.us](mailto:rbeguiristain@grove.k12.ok.us)

GayLa Carmichael, 7-8 Literature/Reading Specialist – [gcarmichael@grove.k12.ok.us](mailto:gcarmichael@grove.k12.ok.us)

Doyleen Wester, Computer Lab, Yearbook – [dwester@grove.k12.ok.us](mailto:dwester@grove.k12.ok.us)

**Special Education**

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Lucy King, Upper Elementary – [lking@grove.k12.ok.us](mailto:lking@grove.k12.ok.us)



Sarah Nicole, Lower Elementary – [snicole@grove.k12.ok.us](mailto:snicole@grove.k12.ok.us)

**Special Education Paraprofessionals**

Connie Kimball

Peyton Lair

Christina Perry

Joseph Schwabe

Dana Steel

Patricia Gomez

**Specials**

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Amber Hembree, Library Media Specialist - [ahembree@grove.k12.ok.us](mailto:ahembree@grove.k12.ok.us)

Sarah Benito, K-4 Music, 5-8 Band – [sbenito@grove.k12.ok.us](mailto:sbenito@grove.k12.ok.us)

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Russell Parsons, Physical Education – [rparsons@grove.k12.ok.us](mailto:rparsons@grove.k12.ok.us)

Chris Pingry, Physical Education, Athletic Director, Coach – [cpingry@grove.k12.ok.us](mailto:cpingry@grove.k12.ok.us)

Amber Crawley, 1/2 Art, K/3/4 Music – [acrawley@grove.k12.ok.us](mailto:acrawley@grove.k12.ok.us)

Summer Proffer, Art – [sproffer@grove.k12.ok.us](mailto:sproffer@grove.k12.ok.us)

Heidi Presley, Reading Intervention – [hpresley@grove.k12.ok.us](mailto:hpresley@grove.k12.ok.us)

### **Building Hours**

Supervision by the school is not provided until 7:45 am. For this reason, students should not arrive at school before 7:45 am. Students will report to their 1<sup>st</sup> period classrooms immediately upon arrival.

### **Equal Opportunity**

Grove School is an equal opportunity institution and follows applicable federal statutes and regulations. Grove School does not discriminate regarding students, parents, or employees based on race, color, origin, gender, handicap, or age. The Grove School superintendent is the designated compliance officer. Should anyone choose to seek information or make complaint regarding this practice, please contact the Superintendent.

### **Use of School Buildings in Times of Emergency**

At times when the district's facilities are already open and school is not in session, school buildings will be available to community members for shelter in the event of severe weather. BP 5:1

### **Statement of Rights (FERPA)**

Grove Elementary School District hereby notifies each student and their parents of their right to inspect and review student educational records under the Family Educational Rights and Privacy Act.

Grove Elementary School District is in compliance with the above captioned federal law that provides for privacy of student records including the following rights:

1. Student's parents and eligible students have the right to inspect and review the student's educational records.
2. It is the intent of the Grove School District to limit the disclosure of information contained in a student's educational records except:
  - a. by prior written consent of the student's parent or the eligible student
  - b. as directory information, or,
  - c. under certain limited circumstances, as permitted by FERPA.
3. Any person has the right to file a complaint with the U. S. Department of Education if Grove Elementary School District violates FERPA.
4. Student's parents or eligible students have the right to seek to correct parts of the student's educational record that he or she believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
5. Any parent or eligible student may obtain copies of this entire FERPA policy in the Office of the Superintendent at Grove Elementary School District, 2800 N. Bryan, Shawnee, Oklahoma 74804.
6. The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

(20 U.S.C. § 1232g; 34 CFR Part 99)

### **Notification of Rights Under The Protection of Pupil Rights Amendment (Hatch Amendment)**

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  - Political affiliations;
  - Mental and psychological problems of the student or student's family;
  - Sex behavior or attitudes;

- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine eligibility.
- Receive notice and an opportunity to opt a student out of
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

Grove Elementary School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Parent/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Parent Bill of Rights**

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions

do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance, and discipline. This will be accomplished through activities such as:
  - Parent teacher conferences
  - Back to school/meet the teacher nights
  - District sponsored webpages with class information available to parents
  - School newsletters
  - Classroom events
2. The district will inform parents about their children's course of study by disseminating this information:
  - During annual enrollment
  - In student handbooks
  - On the district's webpage
3. Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.
4. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. To withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
5. The district offers sex education in grades 5, 7, and 8. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
6. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 30 days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
7. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
8. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
  - A. The district provides sex education to students in grades 5, 7, and 8. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
  - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.

- C. The district utilizes several resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
- D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly regarding learning to read. Parents can learn about these requirements – including efforts the district will take to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
- G. The district provides AIDS (Acquired Immunodeficiency Syndrome) education for students in grades 5, 7, and 8. Parents may opt their minor student out of this education by submitting a written request, signed, and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, videos, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal in advance to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.

- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- S. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

Okla. Stat. tit. 25, §§ 2001; 2004, et seq.  
Okla. Stat. tit. 70, §1-116.2

### **Oklahoma School Report Cards**

Just as students' report cards provide a snapshot of their school performance, the Oklahoma School Report Cards show how public schools across Oklahoma are serving students in a variety of areas. Grove School's report card, as well as the report cards of all public schools in the state of Oklahoma, may be accessed at <https://oklaschools.com>.

### **Parents Right-to-Know Policy**

Under ESSA, also known as Public Law 114-95, at the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the

parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- i. whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- ii. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- iii. is teaching in the field of discipline of the certification of the teacher; and
- iv. whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request as stated above, a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:

- i. information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
- ii. timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Privacy at School**

The board expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws, (b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final. (BP1:5)

### **Directory Information Notice**

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

Examples include:

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

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

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

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

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

The district must be notified, in writing, of the parent/guardian’s desire to opt out of this disclosure policy and have student information withheld within three weeks of the beginning of the school year or within three weeks of the student enrolling in the district. BP 9:16

### **Acceptable Use of Internet and Electronic Communications**

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

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

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

Employees and students are expected to use good judgment in all their electronic or digital communications – whether such activities occur on or off campus or whether the activity uses personal



or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the district – regardless of whether the activity uses district equipment or occurs during school/work hours - is forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic – even topics which are considered harmful to minors. The district’s IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district’s privacy settings by accessing blocked content through alternate methods. In the event an employee, or student, needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district’s IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district’s electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct that is prohibited, by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view, or distribute materials that are inappropriate or might create a hostile environment.

### **Internet Access – Terms and Conditions**

#### Acceptable Use – Students

Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication that disrupts the education environment – even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications that can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing
- Any illegal activity
- Unauthorized access

Students who engage in electronic or digital communications that disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

#### Parental Consent

Parents must review this policy with their child and sign the consent form prior to a student being granted Internet access.

#### Privilege of Use

The district’s electronic resources, including Internet access, are a privilege that can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

### Internet Etiquette

All users are required to comply with accepted standards for electronic or digital communications, including:

- A. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- B. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- C. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication that makes them uncomfortable to their teacher or principal.
- D. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications that they want to be private.
- E. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
  - a. install any hardware, software, program or app without approval from the IT department
  - b. download or upload large files during peak use hours
  - c. disable security features
  - d. create or run a program known or intended to be malicious
  - e. stream music or video for personal entertainment
- F. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)). Users agree to ask the media center director for assistance in citing sources as needed.

### Limitation of Liability

The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

### Security

If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

### Vandalism

No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading, or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack or vandalize another computer or system.

### Inappropriate Material

Grove School has a hardware and software-based filtering system in place, which is compliant with the Children's Internet Protection Act (CIPA). Based on Grove School policy, and to remain compliant with CIPA regulations, access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material that is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual that tends to harm the individual's reputation.
- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group based on race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, slurs, insults, and abuse.
- f. Disruptive to school operations, meaning material which, based on past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

### Supervision and Monitoring

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

### Application and Enforceability

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

### Education of Students Regarding Appropriate On-Line Behavior

In compliance with the Protecting Children in the 21<sup>st</sup> Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying.

### **Children’s Internet Protection Act (CIPA)**

It is the policy of the district to: (a) prevent user access over its computer network to, or (b) transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act.

[Pub. L. No. 106-554 and 47 U.S.C. §254(h)]

#### Definition

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

#### Inappropriate Network Usage

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

#### Supervision and Monitoring

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

#### Personal Safety

Employees and students shall not use the district’s technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards. BP 12:1

#### **Acceptable Use of File Sharing Technology**

Employees and students may choose to use file sharing/storing technology (Google Docs, DropBox, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

The district does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- malware, viruses, worms, etc.
- information which is protected by FERPA or HIPAA
- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers

- disciplinary or grievance information
- information about criminal investigations, including SRO records and notes
- safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- confidential or attorney client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the director of technology, Rusty Carmichael, at [rcarmichael@grove.k12.ok.us](mailto:rcarmichael@grove.k12.ok.us). Any individual who discovers that information has been improperly shared or stored is required to promptly notify the director of technology of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies. BP12:7

### **Personal Wireless Devices**

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, cellular telephones, smart watches, and other “smart” devices) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, smart watches, tablet computing devices, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email, texting, and social media accounts.

Google Glass, smart glasses, and similar technology is always prohibited on campus by all individuals. Regardless of the type of technology used, no individual may make any type of surreptitious recording, either audio and/or video, of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities.

Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

### Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight throughout the entire school day. A wireless device is defined as a cellular telephone, smart watch, MP3 player, tablets, video games, headphones/ear buds, and any other type of wireless communication device. The device should be turned off, placed in the student's backpack, and stored in the student's locker for students in grades four through eight. A student in a self-contained class, prekindergarten through grade three, should keep the device turned off and stored in the student's backpack. Personal wireless devices are not to be used by the student during the school day. A school day is defined from the time the student leaves the parent's authority until the district returns the student back to the parent. This means from the point where the student boards a school bus or is dropped off by a parent until the student departs the school bus at home or is picked up by the parent when leaving campus. Cell phones/smart watches are not to be out or used while waiting in the car line or bus line. No student will be permitted to access his/her personal wireless device during the school day, including during lunch, recess, and restroom times, except with teacher permission due to an emergency.

Students who violate this policy, on a first offense, will have their personal wireless device confiscated and kept in the office until the end of the school day, the parent will be contacted by the teacher. Disciplinary consequences increase with each subsequent violation. On the second violation of this policy the student will have their phone taken to the office until the end of the school day, parent will be contacted, and the student will receive one day of In-School-Suspension. On the third violation of this policy the student will have their phone taken to the office until the end of the school day, parent will be contacted, and the student will receive two days of In-School-Suspension. On the fourth violation of this policy the student will have their phone taken to the office until the end of the school day, parent will be contacted, and the student will receive three days of In-School-Suspension. Students who continue to violate this policy may face further disciplinary consequences at the discretion of administration.

District administration has the right to inspect the content of the device while on school grounds at any time. The use of these devices as a means of photographing others, recording others (with or without the other party's permission) is prohibited at any time on school grounds. Students are also subject to disciplinary consequences for threatening behavior, harassment, cyber-bullying, intimidation, and other inappropriate uses of electronic communication, whether communication originated at Grove School or not.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication), including stored on an electronic device, may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries. BP 12:9

### **Change of Address or Phone Number**

Current telephone numbers and email addresses are required of each family in the district. Students and parents should inform the school if there is a change of address or contact information during the school year.

### **OIG Complaints Hotline**

OIG (Office of the Inspector General) Hotline accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in the U.S. Department of Health and Human Services' programs. Hotline tips are incredibly valuable, and help OIG stamp out fraud, waste, and abuse. OIG accepts complaints about fraud, waste and abuse in Medicare, Medicaid, and other HHS programs and from HHS employees, grantees and contractors who are reporting wrongdoing at HHS and its programs (whistleblowers) for the first time. To start a complaint, go to <https://oig.hhs.gov/fraud/report-fraud/>, or call 1-800-447-8477.

### **Student Attendance**

The Board of Education believes that for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case, basis.

### Absences

If your child is too sick to attend school, please notify Grove School as soon as possible by calling (405) 275-7435. If your child is absent for only one day, have him/her pick up his/her homework when he/she returns to school the day following the absence. If your child will be absent for more than one day, please contact your child's teacher(s). Grove School homework policy for illness is that the student has one day for each day absent plus one day additional to make up absent work due to illness. A doctor's note is required following a medical absence even if just for an office visit.

Vacations when school is in session are strongly discouraged. If a vacation during the school year is necessary, we ask that you notify the office and your child's teacher(s) at least one week in advance. The Office Staff is required to document this absence as unexcused. Work with your child's teacher(s) to make arrangements to make up class work and homework. Students are responsible for all work assigned to their class during their absence. These assignments will be due on the day the student returns to class.

When students return to school after an absence, they should bring a note signed by a parent that includes the dates absent and the reason for the absence. The note will be presented to the office personnel. It is the responsibility of the student to make up work missed during the absence. Excused absences include illness, death in the immediate family, religious or cultural events, doctor or dentist appointments, and extenuating circumstances as determined by an administrator. Two consecutive hours absence is considered a ½-day absence. If students miss one day of school, they will be given make up assignments by the teacher upon their returning to school. If the absence is more than one day, school personnel will accumulate make-up assignments to be sent home. If the student is absent for one of the above-mentioned reasons, make-up work should be completed and turned in by the same number of days a student is absent plus one additional day.

Excused absence will be granted for the following reasons:

1. Illness of the student or immediate family member.
2. Family emergencies.
3. Death of an immediate family member.
4. Medical appointments.
5. Legal matters involving the student.
6. Travel to and from and observance of holidays required by student's religious affiliation or culture; and
7. Extenuating circumstances deemed necessary by the principal.

It is the responsibility of the parent to notify the school if the child is to be absent. The student must make up all work missed in accordance to stated school policies. It is the responsibility of the student, on the day of return, to see that the work is made up and turned in.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent be the same as the Activities Review Committee (ARC). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

### School Activities

1. Students involved in school sponsored activities are limited to ten activity absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.
2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. At a minimum, students will be allowed an additional day for each class day missed to complete assignments missed due to school sponsored activities. Students request additional time beyond the one day rule may be allowed additional time at the teacher's discretion.
3. Absences for the following reasons will not be charged against the ten-absence limit:
  - a. Activities held on campus, sanctioned by the superintendent;
  - b. Serving as a Page in the Legislature;
  - c. On campus visits by college representatives/vocational representatives;
  - d. College entrance exams;
  - e. Field trips in conjunction with a unit being taught in an academic class;
  - f. Students excused to make appearances before local civic groups;
  - g. Grade level field trips to area technology centers;
  - h. Other reasons as determined by the principal or superintendent.
4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, planning with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.
5. Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.
6. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the ARC shall be counted as an unexcused absence in accordance with board policy.

#### Activity Review Committee (for extracurricular activities)

The board of education has established an ARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the ARC may appeal the decision to the board of education by filing an appeal within 5 business days of the ARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent of Schools.

In addition to the above responsibilities the ARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board



policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the ARC or voting not to reconsider the ARC's decision or findings in a particular matter.

#### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment based on the teacher's classroom policies.

#### Truancy

A student is considered truant when absent from school without the parents' knowledge or leaving school without permission of the principal or his/her designated representative.

Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

#### Tardies

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who is more than twenty (20) minutes late is counted absent for the period. It is up to the discretion of the administration for discipline regarding habitual tardiness.

#### **Tardy Policy for 5<sup>th</sup> through 8<sup>th</sup> Students Only**

Students that arrive after the tardy bell has sounded. From 8:00 to 8:20 the teacher will note on attendance slip that the student was tardy and the teacher enters the tardy on Wen-GAGE. For students arriving after 8:20, the office will send a tardy slip with the student and will enter the tardy in Wen-GAGE. Each teacher will keep track of their tardies. During the 9-week period on tardy one and two the student will receive a warning and the teacher will notify the parent on each event, on the third tardy the student will receive one day of lunch detention, the teacher will alert the parent of the lunch detention. During lunch detention the student will eat at a separate table and will not be allowed to go to recess with classmates. The student may have missed class work to makeup during the detention. Habitual tardies will be referred to the principal for further disciplinary consequences.

#### **Withdrawing from School**

Students withdrawing from the Grove Elementary School District to attend another school must complete withdrawal forms at the office. All textbooks, electronic devices, library books, and school owned material must be returned. Lockers should be cleaned of all stickers, trash, or decorations. Any lunch charges, library fines, or book damage fees must be paid. Parents must sign forms that authorize Grove to send school records to the student's new district. Students will be reimbursed for unused lunch tickets.

#### **Posters and Announcements**

Posters and announcements must be cleared through the principal before they are placed on display.

#### **Appointments and Leaving School**

Parents are urged to ensure their children are in school throughout the school day. All appointments, including medical, should be scheduled outside school hours or on school holidays whenever possible. If your child needs to be dismissed from school early, you must notify the school at least one day in advance. The purpose of the early dismissal must be given, and a parent or designated person must sign the student out. Early dismissal is always through the front office, therefore for safety and security

purposes a parent must come into the office to sign out their child when needed for early dismissal. No child should be taken off campus without checking out through the attendance secretary. Notes will be collected when students are picked up to verify that they have left with parent/guardian permission. This process works best if the notes are brought to the office at the beginning of the day.

In emergencies parents may call the school office to alert students of special arrangements after school. Please do not call the office to leave a message for your child unless it is an emergency. The calls should be made before 1:30 pm to allow time for the message to be sent. We cannot guarantee messages will reach the student if calls are made after 1:30. Parents and students are encouraged to discuss specific arrangements before coming to school each day. Please make sure when calling that you speak to one of our school secretaries when changing transportation arrangements. Do not leave change of transportation messages on a voice mail during the school day. Notes, signed by the parent, are required for special arrangements regarding bus travel to and from home.

With a teacher's permission, the student may use the telephone located within the front office to contact parents. Students are to only use the office phone, not personal cell phones, during the school day. Parents may not go directly to classrooms to pick up children. Parents must check in through the office. Office staff will call for the student.

### **Illness or Injury During the Day**

If a student is injured or becomes ill at school the student will be sent to the school nurse. The nurse will contact the parent regarding the accident or illness. It is important that parents provide several current emergency numbers so they may be reached during the school day. Should the emergency numbers change during the year, the office should be contacted so the information is current. If a child develops a fever over 100°, is vomiting, or has diarrhea, the parent will be called to pick their child up from school. Please do not administer a fever reducing medication to send your child to school. If a child is ill, please keep them home to prevent the spread of illness to other children. A child must be free from a fever, without medication, for 24 hours before returning to school. A child must be vomit and diarrhea free for 24 hours before returning to school.

### **Administration of OTC and Prescription Medications**

Students are not allowed to self-administer prescription medications at school or at school functions. Teachers are not authorized to administer medications. It is the policy of the Board of Education that if a student is required to take a medication during school hours and the parent cannot be at school to administer the medication, or if circumstances exist that indicate it is in the best interest of the student that a medication be dispensed to that student; the administrator or his designee may administer the medication only as follows:

1. Prescription medication must be in a pharmacy container with the original prescription label that indicates the:
  - a. child's name,
  - b. name and strength of the medication,
  - c. dosage and directions for administration,
  - d. name of medical professional making the prescription,
  - e. date and name of the pharmacy.
2. The parent of the student must deliver the medication to the main office in person. The medication will be accompanied by written authorization from the parent, guardian, physician, or dentist that indicates the following:
  - a. purpose of the medication,
  - b. explicit dosing instructions including medication times,

- c. termination date for administering the medication, and
  - d. other pertinent information requested by the principal or his designee.
3. Non-prescription medication may be administered only with the written request and permission of a parent when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication must be in its original bottle with directions clearly visible. The medication will be administered in accordance with label directions or written instruction from the student's physician. The administrator or designee will:
  - a. Inform appropriate school personnel of the medication being administered,
  - b. Keep an accurate record of the administration of the medication,
  - c. Keep all medication in a locked cabinet,
  - d. Keep all medical records confidential,
  - e. Return unused prescription to the parent **only**.

It is the responsibility of the parent or guardian to inform the principal or designee of any change in the student's health or change in medication as well as any allergies (medication of environmental) or routine medication the child is taking at home. The school district retains the discretion to reject request for administration of medicine.

### **Meningococcal Meningitis**

Meningococcal meningitis is a bacterial infection of the fluid surrounding the brain and spinal cord. It is one of the leading causes of bacterial meningitis in children 2-18 years of age in the United States. About 1 out of every 10 persons who get the disease dies even if they receive treatment. Another 10-19% have very serious lifelong problems as a result of having the disease. It is caused by a bacterium called *Neisseria meningitidis*. Signs and symptoms of meningococcal meningitis include high fever, headache, stiff neck, sensitivity to light, and rash or small purplish black-red dots. Meningococcal meningitis is a contagious disease spread from an infected person to other by the exchange of respiratory secretions. That includes coughing or sneezing, kissing, sharing eating and drinking utensils, sharing a water bottle, lipstick, lip balm, or anything an infected person touches with his or her mouth. There are two vaccines that can prevent meningococcal meningitis. The vaccines available protect against four types of the bacteria including two epidemics in Africa. One of the types that cause epidemics in the United States is not covered by any vaccine. Both vaccines protect about 90% of the people who get them. MPSV4 is the vaccine that has been used since the 1970s. A newer vaccine MCV4 was made available in 2005 and is thought to offer longer lasting protection. Both vaccines are judged to be safe and are approved for use by the FDA. These vaccines like all medicines carry some risk such as allergic reactions. This risk is very small. About half of the persons who get the vaccine have redness and or pain where the shot was given. These vaccines are available from your child's doctor or the Pottawatomie County Health Department. The vaccines are produced in limited quantities at this time. You should check with your child's doctor regarding availability. Students living at home are not in a high-risk group for this disease. Persons living in dormitory settings such as military barracks and college dorms and persons traveling to Africa are in the high-risk groups. Medication can be given after a known exposure to prevent the disease. This vaccination is not required for school attendance. It is a serious disease, and we are required by law to give this information (Senate Bill 1467, Nov. 1, 2006). If you have question or for more information you may contact your child's doctor or the Pottawatomie County Health Department or visit these Web sites:

- National Meningitis Association at [www.nmaus.org](http://www.nmaus.org), Immunization Action Coalition at [www.vaccineinformation.org/menin/index.asp](http://www.vaccineinformation.org/menin/index.asp), or
- National Network for Immunization Information at [www.immunizationinfo.org](http://www.immunizationinfo.org).

### **Health Screenings**

Student health screenings will be conducted throughout the school year as students reach certain grade levels or on a referral basis for vision, hearing, and scoliosis. If you wish your child not to be screened, you will need to contact the office.

### **Eating and Drinking in the Building**

Students are prohibited from eating in the buildings except in the cafeteria during lunch periods. All students are encouraged to have water provided it is in a clear, non-glass container, this may include a clear plastic cup with a spill proof lid. Students are not to have coffee, soda, energy drinks, smoothies, or Kool-Aid type drinks in class. Students are not allowed to use the “Staff Workroom” to purchase soft drinks or candy at any time.

Candy, gum, and in the shell sunflower seeds are prohibited in the school building and on school buses.

### **Field Trips**

The purpose of a field trip is to enrich and enhance the approved curriculum. Parents will be given prior notification of field trips and the parent or guardian must sign a permission slip. Students who do not return written permission slips will not be allowed to participate. Children, not enrolled in Grove School, will not be permitted to ride the field trip buses. Siblings and/or students not enrolled in the class taking the field trip will be prohibited from participation in the field trip; this includes athletic events and other types of contests and trip events. Adults attending field trips are limited in number and must be pre-approved by the teacher and the administration.

### **Bus Safety and Transportation**

Rigid standards of discipline must always be maintained. Whenever a driver must direct their attention away from the road, danger exists. Foremost on our minds is the safety of each passenger. The following safety procedures have been established to ensure student safety while being transported to and from school.

#### **Previous to loading**

- A. Be on time at the designated bus stop.
- B. Stay off the road while waiting for the bus.
- C. Wait until the bus comes to a complete stop and the driver motions for you to load before attempting to board.
- D. Follow only the loading directions given by the driver.
- E. Be careful when approaching bus stops.

#### **While on the bus**

- A. Keep hands, head, and all objects inside the bus.
- B. Assist in keeping the bus safe and clean.
- C. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in an accident.
- D. Bus riders should never tamper with the bus or any of its equipment.
- E. Check to ensure you have all your books, clothing, lunch, etc. before departing the bus.
- F. Keep the aisles clear of feet, legs, and all other objects.
- G. Look after the safety and comfort of younger children.
- H. Do not throw, nor mimic throwing, anything out the window, or in the bus.
- I. Bus riders are not permitted to leave their seats for any reason while the bus is in motion.
- J. Horseplay is not permitted around or on the bus.

- K. Bus riders are expected to be courteous to fellow students, the driver, and others who may be on the bus.
- L. Students should be especially quiet when the bus is approaching a railroad crossing.
- M. Profane language or insulting remarks will not be used.
- N. In case of a road emergency, students are to remain on the bus unless told by the driver to evacuate.
- O. No food, chewing gum, sunflower seeds, or drinks are permitted on the buses.
- P. Inflated balloons and large posters/signs are not allowed on the buses.
- Q. Students will sit always facing forward in the bus.

**After leaving the bus**

- A. When crossing the road go at least 10 feet in front of the bus, stop, watch for the driver's signal, and cross only when instructed by the driver.
- B. Students living on the right side of the road should walk away from the bus and stay clear of traffic.
- C. Older students should assist younger students.
- D. Students should walk when crossing the road.
- E. Students must never cross behind the bus.

**Extracurricular and field trips**

- A. All above rules for safety will apply to any special bus trip.
- B. Students will show respect for and follow the directions of school personnel or chaperones that travel with the group.

**Discipline and penalties**

Violation of bus rules and regulations will result in disciplinary action.

- A. The riding privilege of a student may be revoked for violation of the rules or the conduct, which is detrimental to the safe operation of the school bus and/or the safety of its passengers.
- B. The driver is in full charge of the bus and the students.
- C. Students shall comply promptly and respectfully with the requests of the driver.
- D. The driver may assign seats to an individual or the entire busload as deemed necessary.
- E. If a student persists in disobeying appropriate bus conduct and safety regulations a written disciplinary report may be given to the principal and appropriate action will be taken which may include expulsion from riding the bus.
- F. The driver has the authority and the responsibility to refuse the privilege of a disruptive student to ride the bus and the bus driver will send a notice of bus suspension to the parent.

**Permission to ride a bus**

Students will normally ride the bus that services their home location. On occasion, they may ride another bus if they have a permission note written by the parent and approved by an administrator. The note should come to the office as soon as the student arrives at school. If a parent requests a permanent change of bus due to a new home location, such request should be in writing from the parent and should include the effective date of the change. At times, there are requests for students to ride home with another student. Such a request will be honored if the student has the proper note from the parent and an administrator approves the note. Bus drivers have been instructed not to allow additional riders unless an approved note is presented when boarding the bus. Bus drivers will not allow students off at stops other than their assigned stop without an approved note from the parent as outlined above. In emergencies the school personnel will assist parents in adjusting the transportation routine of a child once notice by telephone is received.

### **Other transportation**

All auto transportation will be from the designated parking lot. Parents are requested not to expect, nor ask, their children to use another location because of the great danger involved. Bike riders are expected to ride near the edge of the road, ride the same direction as the auto traffic, and obey all applicable traffic laws. Once bike riders arrive at school the bike should be placed in the bike rack and secured. When school is out the bikers are expected to ride directly home. Bikes are not to be ridden around the campus during the day. Students are not to ride skateboards to or from school. Skateboards are not to be on campus at any time.

### **Drills - Fire, Tornado, and Lockdown**

Practice drills for fire evacuation, tornado protection, and school lockdown will be conducted during the school year. Diagrams of fire drill procedures are posted in each room. The master procedure may be found in the office.

### **Wen-GAGE Online iGrade Book**

Wen-GAGE is a safe and easy way for teachers, parents, and students to share information. The faculty will use the online grade book to post assignments, assignment due dates and much more. Student progress may be viewed by both parents and students to check on classroom success. Parents are encouraged to access their child's records at least once a week.

Usernames and passwords will be distributed via Wednesday Folders during the second full week of classes. Once you have your username and password, you may use Wen-GAGE iGrade Book to:

- Check your child's latest grades
- Receive emails with school or class information
- See what homework is not turned in and read notes from your child's teachers
- View teacher and school announcements
- View outstanding lunch account balance
- View lunch account and pay online
- And much more

Wen-GAGE ([www.ok.wengage.com/GroveS](http://www.ok.wengage.com/GroveS)) is a secure online environment for parents, students, and teachers. Privacy and security are our highest priority. Wen-GAGE iGrade Book uses advanced SSL encryption technology to ensure the secure transmission of all sensitive data. User information is never sold or shared with people or organizations outside of Wen-GAGE.

### **Grove School Website/Facebook**

The official Grove School website, [www.grove.k12.ok.us](http://www.grove.k12.ok.us), has been established as an informational portal to easily access the Wen-GAGE iGrade Book to see grades, assignments, check on lunch balance, and other important information. The website allows easy access to the Student Activity Calendar, bus routes and schedules, school supply lists, district map, School Report Cards, contact information, and current, up to date school and class information. "Like Us" on Facebook to receive updates on activities and important announcements.

### **Parent Conferences**

Parents are invited to confer with teachers or administrators on matters relating to the student's educational progress. Each teacher has a daily time set aside for lesson preparation and conferencing. Because of the extent of teacher's duties and their class responsibility, it is important that conferences be scheduled through the office whenever possible to avoid schedule conflicts and class interruptions. Two parent-teacher conference dates are scheduled each year and are indicated on the school calendar. Parents are encouraged to schedule conferences at those times with whichever teachers they choose. Of

course, a conference may be scheduled whenever the parent or the teacher feel the conference is warranted.

Whenever a concern arises, parents are asked to first try to resolve the issue with the classroom teacher. If a resolution is not met with the teacher, the next step is to contact the principal. If a satisfactory resolution cannot be achieved at this level, the next step is to refer the issue to the superintendent for resolution.

### **Use of the Media Center**

Students are encouraged to visit the media center at least once a week. The Media Center is open from 8:00 a.m. until 3:20 p.m. Students may use the media center during regular class periods with the permission of their teacher. Students may check out books for a period of two weeks. No fines will be charged for overdue books, but checkout privileges will be suspended until the book is returned. Lost books will be reported to the office and report cards will be held until the book is found or replacement cost paid.

### **Guidance Counseling**

The purpose of the guidance and counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. The counselor may schedule individual conferences whenever a student, a teacher, an administrator, or the counselor deems it necessary. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. The counselor may conference with a student who has been placed on probation or restriction in grades five through eight, as well as any student involved in the restorative practices portion of the discipline program. Students are encouraged to use the counselor in conflict resolution and mediation whenever a problem may arise between peers or other situations. The counselor will conduct guidance activities in the regular classrooms throughout the school year. Students are encouraged, and should feel free, to come to the administration or counselor with any issues, ideas, or concerns that they may have about any aspect of Grove School.

### **Child Abuse and Neglect Reporting Obligation**

State law requires every health care professional, teacher, and every other person who has reason to believe that a child under 18 years of age is being abused or neglected, or is in danger of being abused or neglected, must report the suspicion of abuse, or neglect promptly to the Oklahoma Department of Human Services (DHS) at 1-800-552-3511.

### **Adding or Dropping Classes**

Students in grades six through eight will have one week at the beginning of each school year to request class changes. Class change request forms are available in the office. Changes are often difficult to make and may be denied because of the likelihood of overloading some class sections and due to limited class offerings. The parent will be asked to sign the form approving of the class change. Students wishing to change activity classes will need permission from the receiving teacher, sending teacher, principal, and parent. The class change will not be considered official until the registrar completes the change in the student information system (SIS) and hands the student a copy of the new schedule.

### **Student Report Cards**

Reports of student progress are issued at the end of each nine-week grading period for each class in which the student participates. Report cards will be issued on the Wednesday after the end of the nine-week period. Report cards will be emailed to the student's primary contact's email address listed in

Wen-GAGE. Parents are asked to review the report card with their children. Parents of students in grades five through eight may get other notices of progress through the activity participation policy (Probation/Restriction Notice).

### **Textbooks**

All basic hardbound textbooks or district owned software programs are on loan to the student during the school year. The student is responsible to see that the books are kept clean and in good condition. The student will pay for lost, damaged, or destroyed books. Failure to return these items or to replace lost items will result in having grade reports withheld.

### **Lockers**

Lockers will be provided for students in grades four through eight. Gym lockers will be provided for student athlete use only. The school will provide locks for student use on all school lockers. Only school issued locks are allowed on lockers. All property placed in a locker is the responsibility of the student. Therefore, lock combinations are to be kept confidential. Problems with lockers or locks must be reported to the homeroom teacher promptly. Lockers should be kept in proper order. Students are expected to plan their daily schedule and anticipate their supply needs to keep trips to the lockers to a minimum. Safety requires book bags and binders not be left in the halls. Good planning can prevent tardiness during the day. Students are expected to keep school supplies in the lockers rather than on the floor. Students are not to change to a different locker without permission from the homeroom teacher. Random locker checks will be conducted throughout the school year. Lockers provided for student use are the property of Grove School and as such students should not expect any right to privacy as to the contents of assigned lockers.

### **Classroom Environment**

Classrooms are a place for learning. Nothing should be brought to class that might cause a disruption to the learning process or pose a safety issue. Items such as purses, backpacks, and cell phones are to be left in the student's locker. Toys and games (including electronic devices) should be left at home and are not to be brought to school.

### **What to Leave at Home?**

Students should leave all items at home that are not part of the educational experience. This includes items of mischief or items of entertainment including, but not limited to music players, smart watches, e-readers, electronic devices, trading cards, playing cards, games, expensive and/or sentimental jewelry, and cameras. If these items are left at home, the student need not be concerned about their security, nor will the school spend time controlling their use.

### **Show and Tell**

Materials brought from home for show and tell should remain in the classroom until taken home. Bringing of pets or other living creatures is strongly discouraged and must have prior teacher and principal approval. Other than for approved classroom purposes, pets and toys are not to be brought to school.

### **Lunch Program**

Grove School serves hot, well-balanced, nutritious lunches that meet or exceed all government requirements. Lunch is served every day that school is in session. Every student who eats lunch must have a meal account purchased through the office. Lunch charges are allowed only in emergency situations. A maximum of two charges are allowed. Students will be asked to call parents to remind them to bring lunch money. Students will always be allowed to eat lunch. The price for a single student lunch is \$2.75, and an adult meal is \$5.00. Purchasing a student meal account for the entire year is \$?



or \$? per semester. The cafeteria manager will enter data daily regarding which students eat the school lunch and maintain the individual accounts by computer. Students wishing to bring a lunch from home are strongly urged to buy a carton of milk for \$.?.

If you will be bringing lunch to your child, please make sure your child is aware before they arrive at school. Front Office staff will not interrupt class activities to announce that a student has lunch in the office. Parents are not to bring food to share with children that are not their own during lunch time as part of a celebration, reward, or other reason.

Energy drinks contain excessive amounts of caffeine and sugar as well as other stimulants and are not allowed at school.

Canned goods brought from home cannot be opened in the cafeteria or classroom areas. Bringing soft drinks or refrigerated items is strongly discouraged due to health concerns and the fact that refrigeration space cannot be provided.

Parents are asked not to take students “Out to Lunch.” When parents take students out to lunch it is very difficult to get back to class on time. Such a tardy will not be excused. Students may not leave campus at lunch without written permission from their parent. Parents are prohibited from taking children who are not their own without prior written permission from that student’s parent.

#### **Physician’s Statement for Children with Disabilities**

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when a statement signed by a licensed physician supports that need. The physician’s statement must identify:

- the child’s disability;
- an explanation of why the disability restricts the child’s diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child’s diet, and the food or choice of foods that must be substituted.

#### **Medical Statement for Children with Special Dietary Needs**

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. A recognized medical authority must sign the statement.

- The medical statement must include:
- an identification of the medical or other special dietary condition which restricts the child’s diet;
- the food or foods to be omitted from the child’s diet; and
- the food or choice of food to be substituted

#### **Class Parties**

Most classes will celebrate with a party the last hour of the day (seventh period) on the following holidays: Halloween, Christmas, and Valentine’s Day. The teacher, through the homeroom parents, will make arrange the party. Snacks must be pre-packaged, unopened, and peanut/tree nut free and take into consideration all classroom allergies. All other parties/celebrations must be pre-approved, in writing, by the administration.

Individual birthday parties are not permitted. Requests to distribute birthday party invitations may be granted, but parents must provide an invitation for each student in the class.

### **Dress Code: Appropriate Clothing and Grooming for School**

Students at Grove School are expected to dress and be groomed so that credit will accrue to the school and to the students. Clothing guidelines must adhere to age-appropriate standards. The guidelines are listed below:

1. Clothing advertising or displaying violence, violent video games or movies, weapons, alcoholic beverages, tobacco products, containing inappropriate language, or inappropriate messages are not permitted.
2. Clothing items related to gang identification are not permitted. Administration will make the final determination.
3. The following tops/dresses are not permitted: spaghetti strap, strapless, backless, halter, see-through (showing undergarment), racerback, midriff or low-cut.
4. Undergarments must not be visible.
5. Shirts/Dresses without sleeves must be at least three inches wide at the shoulder seam.
6. All shorts/skirts must be an appropriate length: mid-thigh or longer for 4<sup>th</sup> grade and up.
7. Holes/Slits in pants/shorts/skirts must be at the mid-thigh or below.
8. Shoes must be worn throughout the school day; flip-flops, house shoes, and high heels are strongly discouraged out of basic safety concerns.
9. Hats, caps, hoods, and sunglasses are not permitted to be worn inside the building except during preannounced special event days.
10. Shoes with wheels or rollers are not permitted.

Daily adherence to the dress code is the responsibility of the individual student and parent(s)/guardian(s). Inappropriate dress will be brought to the attention of the administrators, and they will determine action to be taken. An attempt will be made to obtain student and parent cooperation in adjusting the problem.

Any public display of nudity, provocative dress, or any disruptive “flare” in grooming or style, which is offensive to the group, or causes a disruption that interferes with the education of the majority, will be corrected before the student is allowed to attend classes.

Any act, condition, style of dress, or grooming that is disruptive to the learning process of the majority of the students in either the classroom or within the school will not be tolerated. Students are not allowed to wear face paint to school except during the class Halloween Party or as part of a class activity. The above dress code is effective for the regular school day as well as for all school-sponsored activities and field trips. Students are expected to dress appropriately for special events.

### **Closing of School**

The official announcement for not having school due to ice, snow, other weather problems, or emergency will be announced through television stations KOCO TV 5, KWTW 9, KFOR TV 4, the school autodial phone system, the school Facebook page, and posted on the Grove School website. In case of an emergency that would cause the school to close early, attempts will be made to notify the public. In this case those students who ride the bus will be allowed to disembark only at their assigned bus stops. Student safety is always first — during inclement weather conditions when school remains in session, you may choose to keep your child at home or pick them up early from school. Please call and inform the office so that your child’s absence may be excused.

### **Visitors**

Each time you visit school, you must first stop in the office to sign in. The “Sign In” process is required to ensure that we have a record of those people in our building in case of an emergency. Visitors must present their driver’s license for a preliminary background check of felony convictions and sex offenders before entering the student area. If you need to speak with your child’s teacher,

please make an appointment. Teachers will be available during their scheduled Conference/Planning time.

### **Classroom Volunteers**

Parents are encouraged to volunteer but should always sign-in in the office first. All visitors will wear a visitor badge while on campus. Administrator pre-approval is required before a volunteer is allowed to work with students in or out of the classroom. Background checks are required for all classroom volunteers who work with students without teacher supervision. Due to federal privacy laws volunteers are limited in the scope and nature of interaction with students and student information. Volunteers should not be used to instruct students, grade student work, or record student grades. Notification by the teacher in charge of his or her classroom should precede arrival of the parent(s) or volunteer. Administrator pre-approval is also required before any guest speakers are invited to the classroom. All guests must check in at the office upon arrival.

Siblings are not allowed in the classroom or workroom during volunteer time.

### **Authority of Teachers**

The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child attends school, or in transit to or from the school, or any other school function authorized by the school district. Teachers assume the rights and responsibilities of parents in their absence. Teachers will determine necessary classroom disciplinary procedures.

### **Discipline Plan**

Grove School's discipline plan is based on students acknowledging ownership of their actions while taking a restorative approach to resolving conflict and preventing harm. The goals of Grove School's restorative plan are to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior and to keep the student in an educational setting as much as possible. Restorative practices work to build healthy relationships between educators and students; helps to reduce and prevent harmful behavior; strives to resolve conflict while holding individuals and groups accountable; assists in repairing harm and in restoring positive relationships; and provides an approach to address and discuss the needs of the school community.

For the purpose of this discipline plan, behavior is divided into three groups. The groups are **Above the Line**, **Below the Line**, and **Bottom Line**. The three behavior categories with some sample behaviors are listed below.

- |  |   |   |
|--|---|---|
| <p>1. Above the Line</p> <ul style="list-style-type: none"><li>• Be Respectful</li><li>• Be Responsible</li><li>• Be Polite</li><li>• Be Safe</li><li>• Be Cooperative</li><li>• Be A Worker</li></ul> | <p>2. Below the Line</p> <ul style="list-style-type: none"><li>• Swearing</li><li>• Teasing</li><li>• Budging/pushing in Line</li><li>• Hitting/slapping (minor)</li><li>• Uncooperative</li><li>• Wasting Time</li></ul> | <p>3. Bottom Line</p> <ul style="list-style-type: none"><li>• Weapons</li><li>• Vandalism</li><li>• Racial Harassment</li><li>• Punching/fist</li><li>• Assault</li><li>• Use of Drugs</li><li>• Sexual Harassment</li><li>• Causing injury to another student or school property</li><li>• Pornography</li></ul> |
|--|---|---|

Students are expected to demonstrate **Above the Line Behaviors**. If a student makes a bad behavior choice and falls **Below the Line**, the student will be expected to assume responsibility for the behavior.

The teacher in charge will give students who choose a **Below the Line Behavior** a choice. They will be asked if they want to “**Fix It**” or if they want a consequence for going **Below the Line**. If the child selects the “**Fix It**” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her **Below the Line Behavior**. In some cases, the teacher will need to assist the student in developing the Fix-It Plan. When a child requests a consequence for a **Below the Line Behavior**, the consequence will be worked out with the child and the adult in charge. We do not have a standard consequence rubric for every **Below the Line Behavior**. A consequence will be generated for every situation following these guiding principles. The consequence must be Related to the behavior, delivered Respectfully, and it must be Reasonable.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered **Bottom-Line Behaviors**. A **Bottom-Line Behavior** is a violation of state law, school policy, or any totally unacceptable behavior. When a student demonstrates a **Bottom-Line Behavior**, it will require involvement by one or more of the following: the principal, parent(s)/guardian(s) and possibly include legal authority.

While each student infraction is considered on a case-by-case basis, the following is a list of possible consequences (in random order and by no means an exhaustive list) that may be used by the teacher and/or administration when a student disrupts or interrupts the learning process:

- Verbal reprimand or warning
- Reminder of expectations
- Parents contacted
- Ask behavioral values and beliefs questions
- What do we believe about respect?
- Is (stated behavior) above or below the line?
- What kind of behavior do we want at Grove?
- Fix It Plan
- Student explains what they did wrong (Having them do this in writing is best, even if the teacher writes for the student and has the student sign).
- Why the student did what they did?
- How is the student going to fix what they did?
- How will the student keep from doing this again?
- Loss of recess or free time/privileges
- Teacher buddy system
- Citizenship duty
- Written work
- Parent intervention conference
- Time-out
- Community service “The person took from the school community and now has to give back.” Community service must follow the 3 Rs (Respectful, Reasonable, Related).
- Parent requested to “Shadow the Student” for a day
- Referral written and student sent to the principal
- In School Detention
- Out of School Suspension
- Other placement

School conduct may be considered as a whole and when the combined actions of a student become a major problem the student may be suspended from school for up to the total of the current semester and the following semester. The following is a partial listing of offenses for which suspension could be applied for the first occurrence.

- Causing a major disruption to the educational process.
- Repeated use of profanity or derogatory language toward others.
- Making threats or using intimidating action toward others.
- Stealing property of the school, other students, or school personnel.

- Vandalism or destruction of school property or other personal property.
- Use of or possession of illegal items such as dangerous weapons, guns, alcohol, drugs or tobacco.
- Fighting or engaging in violent or dangerous behavior toward others at school, on the way to school, at the bus stop, or at school activities.

### **Discipline Code**

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing, or distributing or causing or allowing to be broadcast, published, or distributed any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class, sleeping, eating, or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary
12. assignment without approval
13. Failure to comply with state immunization records
14. False reports or false calls
15. Fighting
16. Forgery, fraud, or embezzlement
17. Gambling
18. Gang related activity or action
19. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
20. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
21. Immorality
22. Inappropriate attire, including violation of dress code
23. Inappropriate behavior or gestures
24. Indecent exposure
25. Intimidation or harassment because of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to:
  - a. assault and battery;

- b. damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
- 26. Obscene language
- 27. Physical or verbal abuse
- 28. Plagiarism
- 29. Possession or distribution of a caustic substance
- 30. Possessing, distributing, or viewing obscene or pornographic materials, including electronic possession, distribution or viewing (sexting)
- 31. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
- 32. Possession, without prior authorization, of a wireless telecommunication device
- 33. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- 34. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of
  - a. alcoholic beverages, including low point beer (as defined by Oklahoma law, i.e., 3.2 beer),
  - b. any mind-altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose,
  - c. paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance, or
  - d. any substance believed or represented to be a prohibited substance, regardless of its actual content.
- 35. Possession or claimed possession of illegal and/or drug related paraphernalia
- 36. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
- 37. Profanity
- 38. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
- 39. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited:
  - a. throwing any object;
  - b. placing any part of one’s body out of window (bus moving or stationary);
  - c. eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus);
  - d. failure to remain seated (feet on floor, facing front);
  - e. disrespectful words, comments or actions toward the driver or other passengers;
  - f. blocking the aisle;
  - g. pushing while loading/unloading or while bus is approaching;
  - h. transporting unauthorized items;
  - i. any type of harassment;
  - j. excessive noise; and
  - k. improper street crossing during loading or unloading.

40. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
41. Theft
42. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
43. Truancy
44. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on Medical Marijuana.
45. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
46. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
47. Using racial, religious, ethnic, sexual, gender or disability-related epithets or slurs
48. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
49. Vandalism
50. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing school property
51. Vulgarity
52. Willful damage to school property
53. Willful disobedience of a directive of any school official

### **Disciplinary Options**

- Instructor or Administrator Intervention – May include but is not limited to warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- Detention or In-School Suspension – Detention is a correctional measure used when it is deemed appropriate by administration. Students are to report to the appropriate location at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.
- Alternative In-School Placement – Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a

school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

- **Out-of-School Alternative Placement** – Out-of-school alternative placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.
- **School Service** – School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.
- **Out of School Student Suspension** – Students may be suspended out of school pursuant to the district's policy regarding student suspension.
- **Corporal punishment** will not be utilized.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

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

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

#### **Bullying/Harassment Policy**

It is the policy of Grove School District that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment intimidation or bullying at school.

Grove School believes respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs on school property or a school sponsored activity or event; or going to or from school or school activity.



**Bullying** means the recurring intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public-school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

1. Physical harm to a public-school employee or student or damage to the public-school employee's or student's property
2. Substantial interference with a student's education or with a public-school employee's role in education
3. A hostile educational environment for one or more students or public-school employees due to the severity, persistence, or pervasiveness of the act.
4. Substantial disruption of the orderly operation of the school or educational environment.
5. Examples of "bullying" may include (but are not limited to) a pattern of behavior involving one or more of the following:
  - a. Sarcasm about another student's personal appearance
  - b. Pointed questions intended to embarrass or humiliate
  - c. Mocking, taunting or belittling or name-calling
  - d. Non-verbal threats and/or intimidation such as "flexing," "fronting," or "chesting" a person
  - e. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics
  - f. Blackmail or extortion
  - g. Blocking access to school property or facilities
  - h. Deliberate physical contact or injury to person or property
  - i. Stealing or hiding books or belongings
  - j. Threats of harm to others and/or their possessions

Students are encouraged to report behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, to their teacher, counselor, or administration. Parents or legal guardians may submit to the principal written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. We will listen to, treat seriously and act upon all reports of bullying. The person(s) reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook that may have simultaneously occurred. Combating bullying is the shared responsibility of the whole school community; students, staff, parents, and patrons working together in partnership. Grove School's administration, faculty, and staff are empowered to deal with bullying by the Board, to corrective or remedial action. Grove School provides a caring partnership where it is the responsibility of everyone, adults, and pupils, to respond positively to all incidents of bullying. Bullying will be addressed, and its unacceptability reinforced within academic and classroom guidance curricula and by the structures that support them.

**Harassment** is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm

another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- In-school restriction
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency
- Out of School Suspension
- Other appropriate disciplinary action as required and indicated by the circumstances which may include, but is not limited to,
  - removal from eligibility to participate or attend extracurricular activities as well as
  - removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

Upon a report of harassment procedures will be followed which provide the following:

- Prompt investigation of allegations of harassment;
- The expeditious correction of the conditions causing such harassment;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to prevent reoccurrence of the harassment; and

- A process where the provisions of this policy are disseminated in writing annually to all staff and students.
- A copy of this policy will be furnished to each student and teacher in this school district

REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2 Prohibiting Harassment, Intimidation and Bullying

### **Investigation Procedures**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district to determine the severity of the incident and the potential to result in future violence.

### **Definitions**

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student's person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

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

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

### **Procedures**

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is

made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

### **Prohibiting Harassment, Intimidation and Bullying Investigation Procedures**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district to determine the severity of the incident and the potential to result in future violence.

#### **Definitions**

1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student's person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
2. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
3. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the

administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

### **Detention and Search of Students**

A school administrator, teacher, or security personnel of this school may detain and search or authorize the search of any student or students on the premises of the public school, or while attending or in transit to any event or function sponsored or authorized by the school. In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

- A. The person authorizing the search has reasonable suspicion that the student may have on his or her person or property alcohol, dangerous substances as defined by law, stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school district during school activities, or any other items which have been or may reasonably be expected to be disruptive of school operations or in violation of student discipline rules.
- B. School lockers and school desks are the property of the school district, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to conceal any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the staff without permission from an administrator.
- C. A student may be searched whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
- D. An administrator conducting or authorizing a search shall have authority to detain the student or students and preserve any contraband seized.
- E. An authorized person who is of the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched as outlined herein will conduct any searches of students.
- F. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
- G. Items that may be seized during a lawful search, in addition to those mentioned in paragraph 1 above, shall include items recognized as unlawful or prohibited. For example: switchblade knives, brass knuckles, Billy clubs, illegal drugs, and pornographic literature are recognized as unlawful or prohibited items. Such items, or any other items which in the opinion of the administrator may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
- H. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by an administrator for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
- I. A student suspended because of this regulation may appeal the suspension to the Grove Board of Education.

### **Out of School Suspension**

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to “suspension” in this policy mean out-of-school suspension. References to “parent” in this policy means a student’s parent(s) or legal guardian(s). References to “principal” means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

1. Violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. Possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or
3. Missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
4. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
5. Possession of a firearm shall result in suspension as provided in the district’s policy related to firearms;

Students who are suspended under categories 1, 2, or 3 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 4 or 5.

### **Violent Acts Toward School Personnel**

Any student in grades 6 through 8 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district’s superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

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

### **District's Obligations Prior to Suspension**

Before the district recommends suspension, other disciplinary options will be considered, including but not limited to:

- placement in an alternative school setting,
- reassignment to another classroom, or
- detention

The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

### **Pre-Suspension Conference**

When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student. At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent. A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

### **Conferences with Parents**

The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours (8:00am through 4:30pm), Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent agrees with the principal's decision, he/she will be requested to sign a waiver of review.

### **Individualized Plans**

Suspensions in exceeding of five (5) days shall include an Individualized Plan (Plan) that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight.

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

## **Records**

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

## **Suspension Terms**

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

**Long-term suspensions** are those suspensions in exceeding of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

**Short-term suspensions** are those suspensions of ten (10) or fewer school days.

## **Long-Term Suspension Appeals**

A parent/student may appeal the suspension to the superintendent and board of education, or a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

## **Appeals to the Superintendent or Designee**

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events. At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board appointed hearing officer. If the parent agrees with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

## **Appeals to the Board of Education or Designated Hearing Officer**

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final. If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and non-appealable.



The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an “open” or “closed” hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
  - a. Announce that the next agenda item is a suspension review hearing.
  - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
  - a. That they are entitled to legal counsel if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration’s legal counsel.
  - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student’s closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:
  - a. affirm the suspension;
  - b. modify the suspension (increase or decrease severity of the suspension); or
  - c. revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

### **Attendance at School Pending Appeal Hearing**

Pending an appeal of the student suspension, the student will have the right to attend school under such “in-house” restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student’s continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

### **Short-Term Suspension Appeals**

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

### **Hearing the Appeal**

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday (8:00am through 4:00pm). Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time, and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the principal, and the superintendent.
5. The decision of the committee shall be final and non-appealable.

### **Student Privileges While Under Suspension**

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal.

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

Reference: OKLA. STAT. tit. 70 § 24-101.3

### **Drug Free School Policy**

1. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and community, the Grove Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades Prekindergarten through Eighth Grade.

2. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
3. Standards of conduct that are applicable to all Grove School students prohibit the unlawful possession, use, or distribution of illicit drugs, and alcohol by students on school premises or as part of any of its activities.
4. Disciplinary sanctions will be imposed on students who violate standards of conduct required by Paragraph Three (3) above, will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
5. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office or through the local Gateway Office (405-273-1170).
6. Standards of conduct as outlined in Paragraph Three (3) and disciplinary sanctions in Paragraph Four (4) will be part of Notification to parents and students.
7. “The Drug Free Schools and Communities Act Amendments P.L. 101-226 requires that State, as well as local educational agencies, must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office).
8. Parent/Guardian signature certifies receipt of Handbook of Guidelines and Policies for Students and Parents, which includes the Grove School policy relating to adoption and implementation of a drug prevention program for students.

#### **Use or Possession of Alcohol, Drugs, and Tobacco**

Grove School officials and teachers will not tolerate the possession, use, sale, or being under the influence of any illegal drugs or alcohol by any student or guest of any student on the Grove campus, at any school sponsored event, or in any vehicle owned by the school district. Students should be aware that involvement with drugs and alcohol will result in severe penalties, which may include suspension from school and/or legal actions. Any use or possession of tobacco on the school campus by a minor will also be considered a breach of conduct. The school administrators, teachers, or any security personnel shall have the authority to search a student and a student’s property when there is reasonable suspicion the student has possession of any illegal items. Grove School is a “24/7 Tobacco Free” environment for adults and children. School personnel will not permit tobacco use and will see that tobacco is not used on school property. The use of any form of tobacco is not permitted by any child or adult while on Grove School property, during any school sponsored activity, or in any school-owned vehicle.

#### **24/7 Tobacco Free Policy**

The Grove School Board of Education is committed to providing a healthy, safe, and productive environment for all students, patrons, staff and visitors of the facilities. The Board also recognizes that tobacco smoking and the environmental tobacco (secondhand smoke) has been shown to be linked to illnesses and disability and federal law prohibits smoking in and on the grounds and/or facilities of the school district. This policy is intended to improve the health and safety of all individuals using the school.

Smoking, chewing or any other use of tobacco, including electronic cigarettes (vaping), by staff, students, patrons, or visitors is prohibited on, in or upon any school property 24 hours a day, seven days a week, no questions, exceptions or exclusions. This policy applies to all school sponsored events held on or off campus.

“**School property**” is defined as all property owned, leased, rented, or otherwise used by the school district including but not limited to the following:

- All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This also includes but not limited to areas normally reserved for the exclusive use of the faculty and support staff.
- All school grounds and buildings over which the school exercises control including areas surrounding any buildings, playgrounds, athletic fields, recreational areas, and parking areas.
- All vehicles used by the district for transporting students, staff, visitors, and patrons.

“**Tobacco**” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include cloves or any other product packaged for smoking.

“**Electronic Cigarette**” is defined as an electronic inhaler whose use simulates and substitutes for some aspect of actual tobacco smoking. Electronic cigarettes may also be known as e-cig, e-cigar, PV (personal vaporizer), and/or ENDS (electronic nicotine delivery system).

“**Use**” is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

All students, faculty and staff are responsible for adhering to this policy. Employees are warned that violations of this policy may lead to dismissal. Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to guidelines established by the administration of Grove School.

### **Background**

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer. Thousands of Oklahoma adolescents begin smoking each year. The majority goes on to become regular, adult smokers.

### **Purpose**

The School Board provides a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use. The School Board is concerned about the health of its employees and recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall discourage the use of tobacco products by its staff and students. This policy is adopted pursuant to the Pro-Children Act of 1994.

### **Policy**

Smoking and the use of tobacco products in any form, including simulated tobacco products, is always prohibited on School District property and at all school-sponsored events. Tobacco products include cigarettes, cigars, snuff, chewing tobacco or any other form of tobacco product. This prohibition includes school buildings and grounds, school-owned vehicles and all other property owned or leased by the School District. This prohibition shall remain in effect twenty-four hours per day, seven days per week, regardless of whether school is in session.

### **Enforcement**

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

### **Students**

Any violation of this policy by students will be referred to the building principal. Students who violate provisions of this policy will be subject to student discipline procedures.

### **Staff**

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

### **Citizens**

Citizens who are observed smoking using tobacco products or electronic cigarettes on School District property will be asked to refrain from using the product on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall decide on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a specified period. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

### **Testing Students Regarding the Use of Alcohol and Illegal Chemical Substances**

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale, or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

### **Statement of Purpose and Intent**

1. The safety of students and employees of the district is of paramount concern to the board.
2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.
3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.
5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
6. This policy will apply to all students of the district.

7. Violations of this policy will subject the student to disciplinary action, including out of- school suspension from school.

### **Definitions**

1. “Illegal chemical substance” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal chemical substance” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. “Alcohol” means ethyl alcohol or ethanol and includes “low point” beer.
3. “Under the influence” means any student of the district who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be “positive” for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol, or drug use confirm test.
4. “Positive” when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. “School property” means any property owned, leased or rented by the district, including but not limited to school buildings, parking lots and motor vehicles.
6. “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
7. “Reasonable suspicion” means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
  - a. Observable phenomena, such as:
    - i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or
    - ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
  - b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources.
  - c. Evidence that a student has tampered with an alcohol or drug test; or
  - d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

### **Procedures for Alcohol or Illegal Chemical Substance Testing**

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.
4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.
5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical

substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

### **Student Alcohol and Drug Use Tests - When Required**

1. Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol, or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.
2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

### **Medical Marijuana**

1. Pursuant to OKLA. STAT. tit. 63, § 420 et. seq., unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely based on the student's status as a medical marijuana holder.
2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
  - a. Observation of any of the conduct or phenomenon described below:
    - i. the smell of marijuana on around the individual;
    - ii. Disorganized thinking;
    - iii. Paranoia and/or confusion;
    - iv. Bloodshot eyes;
    - v. Increased heart rate;
    - vi. Increased appetite; or
    - vii. Loss of Coordination and
  - b. Any circumstance that would permit the school district to engage in "reasonable suspicion" drug or alcohol testing of the student under this policy.



### **Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out of school suspension from school.

### **Persons Authorized to Order Alcohol or Drug Testing**

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent.
2. Any employee designated for such purposes by the superintendent or the board.

### **Out-of-School Suspension Due Process Procedures**

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.

### **Grove Curriculum**

Grove Elementary School District curriculum follows current Oklahoma Academic Standards, which serve as expectations for what students should know and be able to do by the end of the school year. These standards are considered the minimum requirements for students to be successful, and at Grove School we expect our students to exceed these minimal expectations.

Grove Elementary School District has a written program description, content, and an evaluation process for all elements of its curriculum. Faculty members review and update these annually in the basic subjects.

The following basic subjects are required in prekindergarten through third grade and are taught by the homeroom teacher in a self-contained classroom or in a team-teaching situation: mathematics, English, penmanship, reading, science, social studies, art, and spelling. Drug education, Horizons (with special permission), and library skills are integrated into the curriculum during the instructional day. In addition, all students in the lower grades may receive regular instruction in music, physical education, music, health, guidance, and computer.

The subjects taught in grades four through eight require students to move from class to class. Faculty members are assigned to teach in areas in which they are certified and qualified. All students in grades four through eight will experience a seven-period day. Each period is 50 minutes in length with 5 minutes allowed as travel time between classes.

Students in grades four through eight have the following required subjects: English (English, language arts, literature, grammar, and composition), math, science (Earth, life, and physical), and social studies (Eastern geography, western geography, U.S. History). The math curriculum is designed to best fit the student's needs. Courses offered in math consist of 4th Grade math, 5th Grade math 6th Grade math, 7th grade math and pre-algebra, and 8th grade Algebra I for high school credit. Fourth grade social studies curriculum examines the physical, cultural, political, economic, and historic development of the United States, fifth grade social studies curriculum examines the foundation and formation of the United States from 1607 through 1806, sixth grade social studies curriculum consists of world geography–Western Hemisphere, seventh grade social studies curriculum consists of world geography–Eastern Hemisphere, and the eighth grade social studies curriculum consists of American

History from 1763 through 1865. The English classes involve all areas of language arts including penmanship, reading, speaking skills, writing skills, grammar, and spelling.

Girls' and boys' sports and PE classes can choose competitive or non-competitive activities on a season-by-season basis as well as study personal health. Elective classes for fifth through eighth grade include: Band, Computers, Art, Horizons (special requirements must be met), STEM, and 8th Yearbook (special permission only).

### **Honor Roll**

Students will be selected for the Grove School Honor Rolls at the end of the third nine-week period. Honor rolls are determined by nine-week grades for students in grades four through eight. To qualify for the Superintendent's Honor Roll a student must have all "As" on the grade card, considering each subject. To qualify for the Principal's Honor Roll a student must have any combination of "As" and "Bs", with no grade of "C" or lower, considering each subject. There are no semester honor rolls determined.

### **End of the Year Awards**

The following criteria for the annual end-of-the-year awards assemblies as determined by the faculty are as follows:

- Prekindergarten through grade 3 teachers determine within their grade level what awards and certificates will be given.
- Grades 4 through 8 will be given awards for the top three students in each grade level for all core subjects.
- Grades 4 through 8 will receive certificates for Superintendent's Academic All Stars (As all year), and Principal's Academic All Stars, (only As and Bs all year).
- Perfect Attendance will be awarded to those students present all day every day of the school year.

### **National Junior Honor Society**

Grove School participates in the National Junior Honor Society (NJHS) program that is sponsored by the National Association of Secondary School Principals. Grove School's Peter J. Hess Chapter of the NJHS follows the guidelines set forth in the National Constitution of the NJHS. Students qualify for this honor in either seventh or eighth grade using the following procedure:

Students must have, and maintain, a minimum GPA of 3.0 on a 4.0 scale. Student GPA will be calculated beginning with the student's 6<sup>th</sup> grade year and running through the most recent grading period. Students may not have any nine-weeks grade below a "C" during the current school year.

Students who receive 3 or more behavior referrals during any school year in grade 6, 7, or 8 will not be considered for NJHS admittance for that school year. A member will be placed on probation and face possible dismissal from the Grove NJHS if he or she receives 1 or more behavior referrals within a school year.

Students who meet the scholarship and behavioral requirement will have the opportunity to complete an application detailing their commitment to service, leadership, character, and citizenship.

Members are required to participate in service projects, attend occasional meetings, and complete assignments. The service projects will be devoted to service within our school, and service to our community.

Members who do not fully participate and/or fail to complete the required assignments/projects will be placed on probation and face possible dismissal from NJHS.

## **Valedictorian & Salutatorian**

### **Selection Policy**

The following criteria for the selection of valedictorian and salutatorian from the graduating eighth grade class is as follows:

1. The valedictorian(s) and salutatorians(s) will be chosen after the third nine weeks grades have been turned in to the office.
2. Based on nine weeks grades from sixth grade, seventh grade, and the first three nine-weeks grades of the students eighth grade year the valedictorian(s) will be the student(s) with an A in every class every nine weeks.
3. Salutatorian(s) will be the student(s) with a B in ONLY one class for one nine weeks.
4. If a salutatorian cannot be chosen based on the above criteria as described in number three, then it will be a student with a B in ONLY two total classes for the nine weeks.
5. If a salutatorian cannot be chosen based on the above criteria as described in number four, then it will be a student with a B in ONLY three total classes for the nine weeks.
6. If the criteria as described in items three, four, or five is not met then no salutatorian(s) will be chosen.

### **Activity Participation Policy**

It is the goal of Grove School that all students make good progress toward academic growth and achievement. It is the policy of the school that those who are not making academic progress should concentrate on their studies. It is the responsibility of the student to work with his or her teachers to assure he or she is making satisfactory progress in all subjects. Any student in grades five through eight who is not making satisfactory progress may be placed on probation for one week. During this time of probation, the student should work with his or her teachers to see that the problems are corrected. Grades will be checked after noon each Friday. Fifth through eighth grade students with a grade average of 59% or lower will be placed on the Probation/Restriction List. The principal will notify the parents (in writing) of the probation/restriction; the subject for which the student is placed on probation/restriction; and what the student needs to do to be removed from the Probation/Restriction List. The teacher will meet with the student and inform him/her that they are being placed on probationary/restriction status. The first week a student is placed on the Probation/Restriction List the student is on Probation. During this time the student is expected to work with his/her teacher to correct the stated deficiencies. The probation/restriction period will begin on Monday and will last until the next Sunday. If the student does not correct the deficiency during the probationary period, he/she will be deemed ineligible and placed on restriction for the following week. While on restriction the student will not attend or participate in any extracurricular activities including pep assemblies, sports events, dances, music, band, talent shows, or other competitions, and class parties. If participation the event results in a grade the instructor will give an alternative assignment. The student will be removed from the list when his/her grade average reaches 60% or higher on a consequent probation/restriction list.

If a student is not doing satisfactory in a class or not working up to expectations, the teacher, parent, or student may request said student to refrain from participating in extracurricular activities.

### **Academic Competition**

During each school year there are opportunities to participate in many types of academic competition. Some of the competitions involve just particular grade levels and particular subject areas. Other competition events involve many grade levels and most subjects. Grove School appreciates the opportunity to participate in competitions of many types. Teachers and administrators serve as evaluators to select competitions that best meet the needs of the students; and serve as coaches and promoters to encourage participation and success. Grove attempts to balance participation to be

successful as a school entity in the competition and to also allow many students the opportunity to compete. Grove School will be selective of what competitions to enter so that such outside competition will be appropriate to the best needs of students.

### **Athletic & Extracurricular Activities**

The Grove School competitive athletic programs are limited to football (grades 6-8), baseball, basketball, track, cross country, archery, softball, and volleyball for grades 5-8. Grove students are encouraged to participate in outside extracurricular activities but may not participate in competitive outside activities under the Grove School name.

### **Horizons (Gifted and Talented)**

The Horizons program at Grove School provides a quality program for students who are identified as gifted and talented. Once students are identified, they will be given the opportunity to participate in some special class activities. Once a student is declared eligible, the parent has the right to determine whether the student will be placed in the program. The Horizons program is for those students who score in the top three per-cent of any national standardized test of intellectual ability or achievement, or for those students who have been nominated in areas of creative ability or specific academic ability and have approval of the placement committee. Special educational opportunities will be made available to selected gifted and talented children as follows:

- A. Programs for Horizons will be recommended by the faculty to the administration.
- B. The administration will recommend programs to the Board of Education.
- C. The selection of students to participate will be made by a committee established for that purpose using the criteria set forth above.
- D. Approval or disapproval of the programs will be made by the Board of Education.
- E. The parents or guardians of children identified as gifted will be notified in writing.
- F. Appointments to this program based on standardized testing shall be made for a term of 3 years. Other appointments shall be made for a term of 1 year and will be subject to renewal on the above criteria and appropriate performance in the program.

### **COVID-19 Protocols**

Grove School is working in collaboration with the State Department of Education, the State Department of Health, local healthcare providers, and other stakeholders to develop protocols for maintaining the safest school operations possible. District leadership will continue to collaborate with the above-mentioned groups, and protocols may be adjusted throughout the school year due to local mandates, state mandates, or other circumstances surrounding COVID-19.

### **Health Screening**

All visitors will be subject to the following health screening and have their temperature checked before being allowed to enter the building. Parents are encouraged to conduct business with the school through email or via telephone.

1. Do you currently have a fever of more than 100° degrees?
2. Have you experienced symptoms of COVID 19 in the past 14 days, including:
  - a. fever or chills,
  - b. persistent coughing,
  - c. shortness of breath or difficulty breathing, sore throat, congestion, or runny nose,
  - d. new loss of taste or smell,
  - e. head or muscle aches,
  - f. nausea, diarrhea, or vomiting?
3. In the last 14 days, have you lived with someone in your household, cared for someone, or had close contact with anyone demonstrating the above symptoms or currently diagnosed? (Close contact defined as proximity within six feet of an infected individual for more than 15 minutes)

If you can answer “yes” to any of the above questions, you should not enter the building.