Student & Parent/Guardian Handbook
2026-2027



"Educating Tomorrow's Leaders Today, Since 1893"

Grove Elementary School District
2800 North Bryan Avenue
Shawnee, Oklahoma 74804
405.275.7435
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grove.k12.ok.us

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Foreword
The purpose of this handbook is to serve as a guide for students and parents/legal guardians 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/legal guardians.

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/legal guardians 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. If you have questions concerning this document, please contact the school office at 405.275.7435 or email at 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 ensure that all students are provided the educational opportunity to acquire the necessary knowledge and skills to be competent, productive members of a global society. BP 1:4

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 Avenue, 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 5,516
Student Enrollment – Approximately 539
Free/Reduced Lunch Percentage – 31.7%
Ethnic Makeup:

- Asian – 2.6%
- Black – 1.1%
- Caucasian – 63.3%
- Hispanic – 9.5%
- Native American – 8.5%
- Two or More Races – 15%

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 comprising 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 of 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 539 students in prekindergarten through eighth grade, 44 teachers, and 24 support staff.

Grove Board of Education
Katie Ford, President
Jeromy Knapp, Clerk
Joe Vorndran, Vice President

Administration
Mark Bowlan, Superintendent, Director of Transportation (mbowlan@grove.k12.ok.us)
Jenny Affentranger, Principal, Director of Curriculum, Director of Communications, Homeless Liaison (jaffentranger@grove.k12.ok.us)
Heidi Presley, Director of Academic Services (Special Education, Academic Intervention, Section 504, Horizons) (hpresley@grove.k12.ok.us)

Counselors
Angela Underwood, Guidance Counselor, Title IX Coordinator (aunderwood@grove.k12.ok.us)
Beth Richards, Licensed Mental Health Professional (brichards@grove.k12.ok.us)

Office Personnel
Karrie Curl, Registrar/Student Information/Secretary (kcurl@grove.k12.ok.us)
Kelly Smith, Student Information/Attendance/Secretary (ksmith@grove.k12.ok.us)
Glenda Longacre, Finance/Human Resources (glongacre@grove.k12.ok.us)

Cafeteria
Pam Thompson, Child Nutrition Coordinator – pthompson@grove.k12.ok.us)
Danalynn Davis Terri Reser Sheryl Zenon

Maintenance/Transportation
Mike Brittain J.W. Wilson

Nurse
Laura DeGiacomo, RN – ldegiacomo@grove.k12.ok.us

Library Media Specialist
Amber Hembree (Magan Looper, Assistant) – ahembree@grove.k12.ok.us

Teachers and Support Staff
Prekindergarten
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Rachel Schooler (Heather Mullin, Assistant) – rschooler@grove.k12.ok.us

Kindergarten
Cherie Dickerson – cdickerson@grove.k12.ok.us
Keri Vineyard – kvineyard@grove.k12.ok.us
Deanna Wilder – dwilder@grove.k12.ok.us

First Grade
Shelli Hopkins – shopkins@grove.k12.ok.us
Jennifer Meyer – jmeyer@grove.k12.ok.us
Amy Peters (adjunct) – apeters@grove.k12.ok.us

Second Grade
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Brianna Morris – bmorris@grove.k12.ok.us
Dr. Denise Smith – dsmith@grove.k12.ok.us

Third Grade
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Ami Medley – amedley@grove.k12.ok.us
Kelli Plumb – kplumb@grove.k12.ok.us

Fourth Grade
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Hannah Little – hlittle@grove.k12.ok.us
Amy Wiley – awiley@grove.k12.ok.us

Fifth & Sixth Grade
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Kim Flood, Reading – kflood@grove.k12.ok.us
Corene Jackson, Social Studies, NHD – cjackson@grove.k12.ok.us
Ethan Muehlenweg, Math - emuehlenweg@grove.k12.ok.us
Kristen Speer, Science – kspeer@grove.k12.ok.us

Seventh & Eighth Grade
Rebe Beguiristain, Science – rbeguiristain@grove.k12.ok.us
Lindsey Borcherding, Pre-Algebra, Algebra, Academic Team – lborcherding@grove.k12.ok.us
Mark Bowlan, Geometry - mbowlan@grove.k12.ok.us
Traci Brzozowski, English/Language Arts – tbrzozowski@grove.k12.ok.us
Gay La Carmichael, Literature/Reading Specialist – gcarmichael@grove.k12.ok.us
Jenny Carter, 7th Geography – jcarter@grove.k12.ok.us
Chris Dennis, 8th U.S. History – cdennis@grove.k12.ok.us

Specials/Athletics
Greta Lyn Baxter (adjunct), Kdg-2nd Music and 3rd-4th Art – gbaxter@grove.k12.ok.us
Alex Benito, Director of Technology
Sarah Benito, 3rd-4th Music, 5th-8th Band, Yearbook – sbenito@grove.k12.ok.us
Brandon Edwards, Football – bedwards@grove.k12.ok.us
Lori Farris, Robotics – lfarris@grove.k12.ok.us
Heather Harper, RtI Reading Interventions, Horizons – hharper@grove.k12.ok.us
Sara Henley, Cheerleading – shenley@grove.k12.ok.us
Mickey Maynard, Title I Math – mjmaynard@grove.k12.ok.us
Jackson McCormick, Basketball, Computers, Cross Country, Track – jmccormick@grove.k12.ok.us
Ethan Muehlenweg, Archery – emuehlenweg.grove.k12.ok.us
Mereta Newpower, Volleyball, Track – mnewpower@grove.k12.ok.us
Russell Parsons, Boys Basketball, Track, Physical Education – rparsons@grove.k12.ok.us
Chris Pingry (adjunct), Athletic Director, Baseball, Girls Basketball, Softball, Physical Education – cpingry@grove.k12.ok.us
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Special Education
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Chris Dennis - cdennis@grove.k12.ok.us
Lucy King – lking@grove.k12.ok.us
Sarah Nicole – snicole@grove.k12.ok.us
Stephanie Thornburg – sthornburg@grove.k12.ok.us

Special Education Paraprofessionals

Tami Christner	Rebecca Jones	Christina Perry	Amy Scott
Patricia Gomez	Robyn Kipps	Rebecca Rains	Dana Steel

Building Hours
Supervision by the school is not provided until 7:30am. For this reason, students should not arrive at school before 7:30am. Students will report to their 1st period classrooms immediately upon arrival.

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 5:7

Equal Opportunity
Grove School is an equal opportunity institution and follows applicable federal statutes and regulations. Grove School does not discriminate regarding students, parents/legal guardians, 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 complaints regarding this practice, please contact the Superintendent.

Statement of Rights (FERPA)
Grove Elementary School District hereby notifies each student and their parents/legal guardians of their right to inspect and review student educational records under the Family Educational Rights and Privacy Act (FERPA).
Grove Elementary School District is in compliance with the above captioned federal law that provides for privacy of student records including the following rights:

- Student's parents/legal guardians and eligible students have the right to inspect and review the student's educational records.
- It is the intent of the Grove School District to limit the disclosure of information contained in a student's educational records except:
    - by prior written consent of the student's parent or the eligible student
    - as directory information, or,
    - under certain limited circumstances, as permitted by FERPA.
- Any person has the right to file a complaint with the U. S. Department of Education if Grove Elementary School District violates FERPA.
- Student's parents/legal guardians 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/legal guardian or eligible student's request.
- Any parent/legal guardian or eligible student may obtain copies of this entire FERPA policy in the Office of the Superintendent at Grove Elementary School District, 2800 North Bryan Avenue, Shawnee, Oklahoma 74804.
- The district will arrange to provide translation of this notice to non-English speaking parents/legal guardians in their native language.

20 U.S.C. § 1232g; 34 CFR Part 99

The Protection of Pupil Rights Amendment (PPRA)
The Protection of Pupil Rights Amendment affords parents/legal guardians 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 is 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 or beliefs of the student or student's parent/legal guardian,
    - 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/legal guardians; 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/legal guardians, 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.

If a parent/legal guardian of a student, an eligible student, or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5091

BP 9:13

Parents' Bill of Rights

Parents/legal guardians have the right to be involved in their minor child's education, including directing that education. Parents/legal guardians 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/legal guardians also have the right to review school records related to their minor child.

Parents/legal guardians 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/legal guardians 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/legal guardian, 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/legal guardians.

- The district will promote parent/legal guardian participation at the site level with the goal of improving parent/legal guardian and teacher cooperation in areas such as homework, attendance, and discipline. This will be accomplished through activities such as:
    - conferences,
    - Back-to-School/Meet-the-Teacher nights,
    - district-sponsored webpages with class information available to parents/legal guardians,
    - classroom newsletters, and
    - classroom events.
- The district will inform parents/legal guardians about their children's course of study by disseminating this information:
    - during annual enrollment,
    - in student/parent handbooks, and/or
    - on the district's webpage.
- Parents/legal guardians may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the principal.
- Parents/legal guardians 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/legal guardian must submit a written request, signed and dated by a parent/legal guardian, to the principal. Parents/legal guardians 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.
- The district may offer sex education in grades 5, 7, and 8. Parents/legal guardians 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/legal guardian, 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.
- 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/legal guardians 30 days in advance of the presentation. Parents/legal guardians who object to their minor child's participation in such instruction may send a written request to the 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.

- Parents/legal guardians may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student/parent handbooks and the district's website. The district's extracurricular clubs and activities are also published in student/parent handbooks and the district's policy manual.
- Parents/legal guardians have numerous rights and decision-making responsibilities concerning their minor children. To assist parents/legal guardians 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/legal guardians:
- The district may provide sex education to students in grades 5, 7, and 8. Parents/legal guardians may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
- Parents/legal guardians 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.
- The district utilizes several resources to educate students. Parents/legal guardians 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.
- 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/legal guardian completes an immunization exemption via the online portal at imm-public.osdh.immytech.com.
- Students are required to meet certain obligations to be promoted to a subsequent grade, particularly regarding learning to read. Parents/legal guardians can learn about these requirements – including efforts the district will take to help students become successful readers – by reviewing the district's policies on Strong Readers Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- Students are required to meet certain obligations to graduate from high school. Parents/legal guardians can learn about these requirements each year during course enrollment. This information is also available in student/parent handbooks and on the Oklahoma State Department of Education's website (oklahoma.gov/education).
- The district may provide AIDS (Acquired Immunodeficiency Syndrome) education for students in grades 5, 7, and 8. Parents/legal guardians may opt their minor student out of this education by submitting a written request, signed, and dated by a parent/legal guardian, to the 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.
- Parents/legal guardians have the right to review student test results related to their minor student. Parents/legal guardians may review the results of classroom exams by contacting their child's teacher. Parents/legal guardians may review the results of state-wide testing by accessing the online portal at okparentportal.emetric.net/login.
- 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.
- Parents/legal guardians 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. To review these materials, the parent/legal guardians should contact the principal.

- Parents/legal guardians 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.
- Students are required to attend school regularly, and the district is required to notify parents/legal guardians of any student absence unless the parents/legal guardians have already contacted the school to report the absence. The district will send a written notice to parents/legal guardians 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/legal guardians if a child may be considered truant. Parents/legal guardians may contact the principal for additional information regarding student absences.
- Parents/legal guardians have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the principal.
- Students may be excused from school for religious purposes provided the parent/legal guardian contacts the principal in advance to request such an absence.
- Parents/legal guardians have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- Parents/legal guardians 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/legal guardians who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Parents/legal guardians may opt out of selected district-level data collection related to state longitudinal student data system reporting. Parents/legal guardians may not opt out of necessary and essential record collecting. Parents/legal guardians may file an opt out request through the superintendent's office.
- 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/legal guardian and is currently effective, the health professional shall not be required to verify that the parent/legal guardian is at the school site.
- The district will not procure, solicit to perform, arrange the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent/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/legal guardian and is currently effective, the health professional shall not be required to verify that the parent/legal guardian is at the school site. However, a student shall not be seen without consent.
- 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/legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents/legal guardians 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/legal guardian 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 Grove 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/legal guardian's request.

25 O.S. § 25-2001, 25 O.S. § 25-2004, 70 O.S. § 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 oklaschools.com.

ESSA Parent 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/legal guardian of each student attending any school receiving funds under this part that the parents/legal guardian may request, and the agency will provide the parents/legal guardians on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- 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;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher; and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

- 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
- 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 Grove Board of Education 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. BP 1:6

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the district, with certain exceptions, obtain parent/legal guardian's written consent prior to the disclosure of personally identifiable information from his/her child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless the parent/legal guardian has 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 the child's education records in certain school publications.

Examples include:

- A playbill, showing students' roles 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 phone number listings – unless parents/legal guardians 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 parents/legal guardians do not want the district to disclose directory information from their child's education records without their prior written consent, they 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:

- The student's name,
- The student's address,
- The student's phone number listing,
- The student's date and place of birth,
- The student's dates of attendance,
- The student's grade level (i.e., first grade, tenth grade, etc.),
- The student's participation in officially recognized activities and sports,
- The student's degrees, honors, and awards received,
- The student's weight and height, if a member of an athletic team,
- The most recent educational agency or institution attended,
- The student's photograph, and
- The student's electronic mail address.

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

The district must be notified, in writing, of the parent/legal 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 wireless/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 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 principal or Director of Technology.

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 principal or IT director. No individual is permitted to access, view, or distribute materials that are inappropriate or might create a hostile environment.

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/legal guardians must review this policy with their child and sign the consent form prior to the 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:

- **Appropriate Language:** Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.
- **Content:** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- **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.
- **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.
- **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:
    - install any hardware, software, program, or app without approval from the IT department
    - download or upload large files during peak use hours
    - disable security features
    - create or run a program known or intended to be malicious

  - stream music or video for personal entertainment
- **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. Users agree to ask the Library Media Specialist 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 access the district's electronic resources using another user's or administrator's credentials, or to view restricted material, may result in loss of access for the remainder of the school year and/or other disciplinary consequences.

Vandalism

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

- Obscene to minors, meaning:
  - material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and
  - 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.
- Libelous, meaning a false and unprivileged statement about a specific individual that tends to harm the individual's reputation.
- 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.
- 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.

- Group defamation or hate literature – defined as material that disparages a group, or an individual based on race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, or that promotes illegal conduct, violence, or discrimination against any particular group.
- Disruptive to school operations – referring to material which, based on experience or specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial interference with the proper and orderly conduct of school activities or 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 CIPA. The district's Director of Technology 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 Online Behavior
In compliance with the Protecting Children in the 21st 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, chat sites, and cyber bullying. BP 12:4-8

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 CIPA.

Pub. L. No. 106-554, 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 CIPA, blocking shall be applied to visual depictions of material deemed obscene or child sexual abuse material, 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 CIPA) 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 CIPA. 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 12:1-2

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, Alex Benito, at abenito@grove.k12.ok.us. Any individual who discovers that information has been improperly shared or stored is required to promptly notify the technology director of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies. BP 12:9

Social Media Account Creation and Representation
This social media account creation and representation policy is designed to prevent the creation of social media accounts by students and teachers that could be mistaken for official school changes. It strictly prohibits using Grove School's name, logo, or other identifiers in a manner that suggests an official affiliation on personal social media accounts. The policy clarifies that while personal social media use is allowed, it must be evident that these accounts are personal and do not represent Grove School's views. Violations of this policy can lead to serious consequences, including disciplinary actions for students and staff. The policy also encourages the school community to report any impersonating accounts, ensuring Grove School's online presence remains authentic and trustworthy.

- Purpose and Scope:
    - This policy aims to regulate the creation and use of social media accounts by students, teachers, and staff to prevent confusion with the official school social media presence.
    - This policy applies to all members of the school community, including students, faculty, and staff.
- Prohibition of Mimicry:
    - The creation of social media accounts that could be mistaken for official Grove School accounts is strictly prohibited. This includes, but is not limited to, using the school's name, logo, mascot, or any other identifying marks or languages in a way that suggest official school affiliation.
    - Personal social media accounts must not use Grove School's name or branding in the username or account title.
- Guidelines for Personal Social Media Use:
    - While members of the school community are free to create and maintain personal social media accounts, it must be clear that these accounts are personal and do not represent the official stance or views of the school.
    - Any content shared on personal social media accounts should adhere to the school's code of conduct and respect the confidentiality and privacy of the school community.
- Enforcement and Consequences:
    - Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to, reprimand, suspension, or termination of employment for staff, and suspension or expulsion for students.
    - Any unauthorized account discovered to be impersonating the school must be reported immediately and will be subject to removal and appropriate legal action if necessary.
- Reporting and Oversight:
    - Grove School administration, or designee, will monitor the online presence related to the school and act on any accounts found in violation of this policy.
    - Members of the school community are encouraged to report any accounts or content that appear to violate this policy to the administration.

Personal Wireless Devices

It is the district's policy that students who possess a personal wireless device at school must be powered off and kept out of sight throughout the entire school day. A wireless device is defined as a:

- cell phones,
- smart watches,
- earbuds or headphones,
- iPods or smart glasses, or
- any device that connects to a network.

When devices are away, students stay more focused in class, build stronger relationships, and perform better academically. Therefore, 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/legal guardian's authority until the district returns the student back to the parent/legal guardian. This means from the point where the student boards a school bus or is dropped off by a parent/legal guardian until the student departs the school bus at home or is picked up by the parent/legal guardian when leaving campus. During dismissal, students must continue to keep their personal wireless devices and school-issued iPads powered off and kept out of sight 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:

- explicit staff permission for instructional use;
- emergency situations, such as natural disasters and lockdowns;
- health monitoring for medical needs, such as glucose monitoring; or
- assistive technology outlined in a student's IEP, 504 Plan, or medical plan.

Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or administrator.

Bringing a personal wireless device to school is a personal choice. Grove School is not responsible for lost, stolen, or damaged items.

Violation of Wireless Device Policy

Offense	Action
First	An administrator or the reporting teacher will contact the student's parent/legal guardian.
Second	The student will be assigned one day of In School Suspension (ISS). An administrator or the reporting teacher will contact the student's parent/legal guardian.
Third	The student will be assigned two days of ISS. An administrator or the reporting teacher will contact the student's parent/legal guardian.
Fourth	The student will be assigned three days of ISS. An administrator or the reporting teacher will contact the student's parent/legal guardian.
Continued Violations	Students who continue to violate this policy may face further disciplinary consequences at the administrator's discretion including, but not limited to, increased days of ISS and Out of School Suspension.

District administration has the right to inspect the content of any personal electronic device while on school grounds at any time. The use of these devices as a means of photographing or 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, sexually abusive, 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, sexually abusive, 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 12:11-13

Change of Address or Phone Number
Current phone numbers and email addresses are required of each family in the district. Students and parents/legal guardians 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 oig.hhs.gov/fraud/report-fraud/ or call 1-800-447-8477.

Student Attendance
The Grove 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 receive 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
For any reason a student must miss school, the parent/legal guardian should notify Grove School at his/her earliest convenience by email at attendance@grove.k12.ok.us or calling (405) 275-7435. If a student is absent for only one day, he/she should pick up his/her homework upon returning to school the following day. If a student will be absent for more than one day, parents/legal guardians should contact the teacher(s). Grove School homework policy for illness states that the student has one day for each day absent plus one additional day to make up for absent work due to illness. A doctor's note is required following a medical absence even if just for an office visit.

An absence of two consecutive hours is considered a half-day absence. If students miss one day of school, they will be given make-up assignments by the teacher upon their returning to school.
Excused absence will be granted for the following reasons:

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

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.
It is the responsibility of the parent/legal guardian to notify the school if the child is to be absent. The student must make up all work missed in accordance with 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/legal guardian of a student who exceeds the 90% attendance rule and feels that he/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. At the discretion of the superintendent, this committee may be the same as the Activities Review Committee (ARC). Consideration will be given to the reasons for the absences – such as extended illness of the student or an immediate family member (as documented by a physician), family emergencies, or the death of an immediate family member – as well as to the efforts made by the parent/legal guardian to minimize absenteeism.

School Activities

- 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.
- 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 requesting additional time beyond the one-day rule may be allowed additional time at the teacher's discretion.
- Absences for the following reasons will not be charged against the ten-absence limit:
    - Activities held on campus, sanctioned by the superintendent
    - Serving as a Page in the Legislature
    - On campus visits by college representatives/vocational representatives
    - College entrance exams
    - Field trips in conjunction with a unit being taught in an academic class
    - Students excused to make appearances before local civic groups
    - Grade level field trips to area technology centers
    - Participation in a 4-H program
    - Other reasons as determined by the principal or superintendent.
- Students must assume responsibility for their absences. Student responsibilities include, but are not limited to, notifying teachers of an absence with a reasonable time before it occurs; planning with teachers to complete missed work; and cooperating with teachers and administrators in situations where absences cannot or will not be approved, even if the student's request was otherwise reasonable.
- The principal will maintain, or ensure the maintenance of, a record of all days or class periods missed by students due to school-sponsored activities. These records will be available for inspection by the student, parent/legal guardian, and by sponsors, coaches, and teachers who have a legitimate educational interest in the information.
- 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 (ARC) for Extracurricular Activities

The Grove 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/legal guardian. Members of this committee shall be appointed annually by the Board upon the recommendation of the superintendent. The superintendent may suggest additional

individuals to serve on the committee but shall not have fewer than five (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/her work within a reasonable period designated by the teacher or administrator.

Any party who wishes to appeal a decision of the ARC must file a written appeal with the clerk of the Grove Board of Education within five (5) business days of the ARC's written decision and must also provide a copy of the appeal to the Superintendent of Schools.

In addition to its other responsibilities, the ARC shall review and recommend to the Board policy changes or additions to ensure that the district's management of school attendance and opportunities for participation in extracurricular activities comply with applicable laws, board policies and rules, and regulations adopted by the Oklahoma State Board of Education and relevant athletic associations. The Grove 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.

Vacations when school is in session are strongly discouraged. If a vacation during the school year is necessary, parents/legal guardians should notify the office and the teacher(s) at least one week in advance. The office staff is required to document this absence as unexcused. Parents/legal guardians should work with the teacher(s) to plan 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.

Truancy
A student is considered truant when he/she leaves school without permission from the office or if he/she remains away from school without the knowledge and consent of his/her parents/legal guardians. Cutting class for just one period will be considered truancy, even though the student did not leave the school grounds. 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
- A student is considered tardy if he/she is not in the classroom when the bell to begin the period sounds.
- A student who is more than twenty (20) minutes late for the class period will be counted absent for the period. It is up to the discretion of the administration for discipline regarding habitual tardiness.

Tardy Policy for 5th-8th Grade

Students who arrive after the tardy bell has sounded are considered tardy. Between 8:00 am and 8:20 am, the teacher will mark the student as tardy on the attendance slip and record the tardy in Sylogist. For students arriving after 8:20am, the office staff will send a tardy slip with the student and will enter the tardy in Sylogist. Each teacher will keep track of his/her tardies. During the 9-week period on tardy one and two, the student will receive a warning and the teacher will notify the parent/legal guardian on each event. On the third tardy, the student will receive one day of after-school detention and the teacher will alert the parent/legal guardian of the after-school detention. The student may work on homework/missing assignments or read during after-school detention. Habitual tardies will be referred to the principal for further disciplinary consequences.

Tardy Policy at a Glance

Offense	Action
First & Second	Student will receive a warning, and the teacher will notify the parent/legal guardian on each event.
Third	Student will receive one day of after-school detention. The teacher will alert the parent/legal guardian of the after-school detention. Student may use this time to complete missing assignments.
Habitual Tardies	Student will be referred to an administrator 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. All lunch charges, library fines, or book damage fees must be paid. Parent/legal guardian must sign a release form to authorize Grove School to send the student's school records to the new district. Students will be reimbursed for unused lunch tickets.

Appointments and Leaving School

Parents/legal guardians 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 a student needs to be dismissed from school early, the parent/legal guardian must notify the school at least one day in advance. The reason for the early dismissal must be provided, and a parent/legal guardian or designated person must sign the student out. All early dismissals must be processed through the front office. For safety and security reasons, a parent must come into the office to sign out their child. No child may be taken off campus without first being checked out through the attendance secretary. Notes verifying parent/legal guardian permission will be collected when students are picked up. To ensure a smooth process, notes should be brought to the office at the beginning of the school day.

In emergencies, parents/legal guardians may call the school office to notify their child of special arrangements after school. Parents/legal guardians are asked to refrain from calling the office to leave messages for their child unless it is an emergency. The calls should be made before 1:30pm to allow time for the message to be sent. Office staff cannot guarantee messages will reach the student if calls are made after 1:30pm. Parents/legal guardians and students are encouraged to discuss specific arrangements before coming to school each day. When changing transportation arrangements, please be sure to speak directly with one of our school secretaries. Do not leave transportation changes on

voicemail during the school day. A signed note from the parent/legal guardian is required for any special arrangements regarding bus transportation to or from home.

With a teacher's permission, the student may use the phone located within the front office to contact parents/legal guardians. Students are only permitted to use the office phone – not personal cell phones – during the school day. Parents/legal guardians may not go directly to classrooms to pick up their children. All parents/legal guardians must check in through the office, and 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/legal guardian regarding the accident or illness. It is important that parents/legal guardians provide several current emergency numbers so they may be reached during the school day. If emergency contact numbers change during the year, please notify the office to ensure the information remains current. If a child develops a fever over 100°, is vomiting, has diarrhea, or has an unknown rash, the parent/legal guardian will be called to pick their child up from school. Please do not administer a fever-reducing medication to send a student to school. If a child is ill, please keep him/her home to prevent the spread of illness to other children. Students should not return to school until their temperature has remained normal for 24 hours without the use of fever-reducing medication, they have not vomited or have diarrhea for 24 hours prior to returning, or they have a physician's documentation to return to school with diagnosis of the rash. BP 3:82

Head Lice/Bed Bugs

If a student is determined to be afflicted with a contagious health condition, such as head lice or bed bugs (in all stages/forms of the life cycle), shall be prohibited from attending school until a doctor, health department representative, or school nurse has determined that the individual is free of the condition or that there is no danger of the condition spreading to others.

70 O.S. § 1210.198, BP 3:82

Conjunctivitis (Pink Eye)

Conjunctivitis (pink eye) can be contagious prior to the redness in the eyes. The student suspected to have conjunctivitis will be prohibited from attending school until medical care has been received or until symptoms have resolved (the eyes are not weeping). Students who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a doctor's note prior to returning to school. After medical care or resolved symptoms, the redness in the eyes can last a week or longer. BP 3:82

Administration of 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 Grove Board of Education that if a student is required to take a medication during school hours and the parent/legal guardian 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 principal or his/her designee may administer the medication only as follows:

- Prescription medication must be in a pharmacy container with the original prescription label that indicates the:
    - student's name,
    - name and strength of the medication,
    - dosage and directions for administration,

  - name of medical professional making the prescription,
  - date and name of the pharmacy.
- The parent/legal guardian of the student must deliver the medication to the main office in person. The medication will be accompanied by written authorization from the parent/legal guardian, physician, or dentist that indicates the following:
  - purpose of the medication,
  - explicit dosing instructions including medication times,
  - termination date for administering the medication, and
  - other pertinent information requested by the principal or his/her designee.
- Non-prescription medication may be administered only with the written request and permission of a parent/legal guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication must be in its original container with directions clearly visible. The medication will be administered in accordance with label directions or written instruction from the student's physician. The principal or his/her designee will:
  - Inform appropriate school personnel of the medication being administered,
  - Keep an accurate record of the administration of the medication,
  - Keep all medication in a locked cabinet,
  - Keep all medical records confidential,
  - Return unused prescription to the parent/legal guardian only.

  The parent/legal guardian must provide and maintain the supply of nonprescription medication for the student.

It is the responsibility of the parent/legal guardian to inform the principal or his/her 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 student is taking at home. The school district retains the discretion to reject requests for administration of medicine. BP 10:57

Sunscreen

District employees will only assist the student in applying sunscreen with the parent/legal guardian's written authorization and according to label directions, or, if applicable, written instructions from the student's doctor. The sunscreen must be in the original container indicating ingredients and directions for application. 70 O.S. § 1-116.2, BP 10:57

District-Prescribed Epinephrine Injectors (Epi Pens)

Grove School will inform the parent/legal guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an Epinephrine injector (Epi Pen) to a student whom the school nurse or trained employee in good faith believes is having an anaphylactic reaction. District employees are required to call 911 in the event of an emergency, including any time an Epi Pen is used. Parents/legal guardians must give written consent and waive liability related to the good faith use of the injection. No Epi Pen shall be given if the proper written consent is not on file with the district.

In the case of a known diagnosis of anaphylaxis, parent/legal guardians will supply an emergency supply of a student's anaphylaxis medication, as required by state law.

70 O.S. § 1-116.3, BP 10: 56, 59-60

District-Prescribed Inhalers

Grove School will inform the parent/legal guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the

school nurse or trained employee believes, in good faith, is having respiratory distress. A school employee designated by the superintendent will notify the parent/legal guardian of a student after the administration of an inhaler. 70 O.S. § 1-116.3

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 because of having the disease. It is caused by a bacterium called Neisseria meningitides. 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 another 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/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 the student's doctor or the Pottawatomie County Health Department. The vaccines are produced in limited quantities currently. Parents/legal guardians should check with their 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 (70 O.S. § 1210.195). If parents/legal guardians have questions or need more information, they should contact their child's doctor or the Pottawatomie County Health Department or visit these websites:

- National Meningitis Association at www.nmaus.org, Immunization Action Coalition at www.vaccineinformation.org/menin/index.asp, or
- National Network for Immunization Information at www.immunizationinfo.org.

Health Screenings

Student health screenings for vision, hearing, and scoliosis will be conducted throughout the school year as students reach certain grade levels or on a referral basis. Parents/legal guardians who do not wish for their child to participate in these screenings should contact the school office.

Eating and Drinking in the Building

Students are prohibited from eating inside school buildings except in the cafeteria during designated lunch periods. Students may have water in the classroom, provided it is in a non-glass container with a spill-proof lid. Beverages such as coffee, soda, energy drinks, smoothies, Kool-Aid-type drinks, etc. are not permitted in class. Candy, gum, and snacks are prohibited in the classrooms and on school buses. BP 10:97

Field Trips
Field trips are designed to enrich and enhance the approved curriculum. Parents/legal guardians will receive advance notice of all field trips and must sign a permission slip for their child to participate. Students without a signed permission slip will not be allowed to attend.

Only students currently enrolled at Grove School may ride the field trip buses. Siblings and other children not enrolled in the class taking the field trip are not permitted to attend. This includes athletic events, contests, or other trip-related activities.

The number of adult chaperones permitted on each trip may be limited. All attending adults must be pre-approved by the teacher, sponsor, and/or administration.

Bus Safety and Transportation
Maintaining rigid standards of discipline on school buses is essential to ensuring student safety. Any time a driver is distracted from focusing on the road, the risk of danger increases. The safety of each passenger is our top priority. To support this, the following safety procedures have been established to protect students while they are being transported to and from school.

Before Loading the School Bus

- Be on time at the designated bus stop.
- Stay off the road while waiting for the bus.
- Students must wait until the bus comes to a complete stop and the driver motions for them to load before attempting to board.
- Follow only the loading directions given by the driver.
- Be careful when approaching bus stops.

On the School Bus

- Keep hands, head, and all objects inside the bus.
- Assist in keeping the bus safe and clean.
- Remember that loud talking, excessive laughter, or unnecessary disruptions can distract the driver and increase the risk of an accident.
- Bus riders should never tamper with the bus or any of its equipment.
- Collect all belongings (books, clothing, lunch, etc.) before departing the bus.
- Keep the aisles clear of feet, legs, and all other objects.
- Look after the safety and comfort of younger children.
- Do not throw, or pretend to throw, any objects out of the window or inside the bus.
- Bus riders are not permitted to leave their seats for any reason while the bus is in motion.
- Horseplay is not permitted around or on the bus.
- Bus riders are expected to be courteous to fellow students, the driver, and others who may be on the bus.
- Students should be especially quiet when the bus is approaching a railroad crossing.
- Profane language or insulting remarks will not be used.
- In case of a road emergency, students are to remain on the bus unless told by the driver to evacuate.
- Students are not allowed to consume food, candy, gum, in-the-shell seeds, or beverages while on the bus.
- Inflated balloons and large posters/signs are not allowed on the buses.
- Students will always sit facing forward in the bus.

Exiting the School Bus

- When crossing the road, students should walk at least ten (10) feet in front of the bus, stop, wait for the driver's signal, and cross only when directed to do so.
- Students who live on the right side of the road should walk away from the bus immediately after exiting and remain clear of traffic.
- Older students should assist younger students.
- Students should walk when crossing the road.
- Students must never cross behind the bus.

Extracurricular Activities and Field Trips

All of the above safety rules apply to any special bus trip. Students are expected to show respect for, and follow the directions of, all school personnel or chaperones accompanying the group.

Bus Rules Violation and Disciplinary Action

Violation of bus rules and regulations will result in disciplinary action as follows:

- A student's riding privileges may be revoked for violating rules or engaging in conduct that endangers the safe operation of the school bus or the safety of its passengers.
- The bus driver has full authority and responsibility over the bus and all students while on board.
- Students must comply promptly and respectfully with all requests made by the bus driver.
- The driver may assign seats to individual students or the entire bus as deemed necessary to maintain order and safety.
- If a student continues to disobey bus conduct and safety regulations, the driver may issue a written disciplinary report to the principal, who will take appropriate action, which may include suspension from bus riding privileges.
- The driver has the authority and responsibility to deny bus riding privileges to any disruptive student and will notify the parent/legal guardian of any bus suspension.

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/legal guardian and approved by an administrator or designee. The note should come to the office as soon as the student arrives at school. If a parent/legal guardian requests a permanent change of bus due to a new home location, such request should be in writing from the parent/legal guardian 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/legal guardian and an administrator or designee approves the note. Bus drivers have been instructed not to allow additional riders unless an approved note is presented when loading the bus. Bus drivers will not allow students off at stops other than their assigned stop without an approved note from the parent/legal guardian as outlined above. In the event of an emergency, school personnel will assist parents/legal guardians in adjusting a child's transportation routine once notification is received by phone.

Other Transportation

All student drop-off and pick-up by automobile must occur in the designated parking lot. For student safety, parents/legal guardians are asked not to request or expect their child to use an alternative pick-up or drop-off location due to the significant danger involved.

Bicycles

- Bike riders must ride near the edge of the road, in the same direction as automobile traffic, and obey all applicable traffic laws.
- Upon arrival at school, bicycles should be placed in the bike rack and securely locked.
- After school, students are expected to ride directly home.
- Bicycles may not be ridden around the school campus during the day.

Skateboards

- Students are not permitted to ride skateboards to or from school.
- Skateboards are not allowed on campus at any time.

Emergency 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.

Online Grade Book

Sylogist is a safe and easy way for teachers, parents/legal guardians, and students to share information. Staff will use the online grade book to post assignments, assignment due dates, and much more. Student progress may be viewed by both parents/legal guardians and students to check on classroom success. Parents/legal guardians 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 parents/guardians have your username and password, they may use Sylogist iGrade Book to:

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

Sylogist (oked.sylogist.com/GroveS) is a secure online environment for parents/legal guardians, students, and teachers. Privacy and security are our highest priority. Sylogist 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 Sylogist.

School Website/Facebook

The official Grove School website, grove.k12.ok.us, has been established as an informational portal to easily access the Sylogist iGrade Book to see grades, assignments, check lunch account 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.

Conferences and Communication Protocol

Parents/legal guardians are encouraged to meet with teachers or school administrators to discuss their child's educational progress. Teachers have designated times each day for lesson preparation and conferencing. Due to the demands of their daily responsibilities, conferences should be scheduled through the school office whenever possible to prevent scheduling conflicts and classroom interruptions.

Two formal conference dates are scheduled each year and are listed on the school calendar. Parents/legal guardians are encouraged to take advantage of these opportunities and may schedule meetings with any of their child's teachers. However, conferences may also be arranged at other times when either the parent/legal guardian, teacher, or administrator feels a discussion is necessary.

When concerns arise, parents/legal guardians are asked to follow the communication chain outlined below:

- Step 1: Attempt to resolve the issue directly with the classroom teacher.
- Step 2: If unresolved, contact the principal for further assistance.
- Step 3: If a satisfactory resolution is still not achieved, the concern may be brought to the superintendent for final review.

This process helps ensure that issues are addressed at the appropriate level and resolved in a timely, respectful manner.

Use of the Media Center

Students are encouraged to visit the James Harvey Grove Media Center at least once a week. The Media Center is open from 8:00am until 3:20pm. 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 (2) 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 school office. Parents/legal guardians are financially responsible for the replacement cost of any lost or damaged books.

Guidance and Counseling Program

The purpose of the guidance and counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. The school counselor may schedule individual conferences as needed, based on the request of a student, teacher, administrator, or at the counselor's own discretion. The counselor welcomes the opportunity to talk things over with any student, parent/legal guardian, or staff member. The counselor may conference with a student who has been placed on probation or restriction in grades 5-8, 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 to speak freely with an administrator or counselor about any issues, ideas, or concerns they may have regarding any aspect of Grove School. Our goal is to foster open communication and provide a safe, supportive environment for all students.

Mandatory Reporting of Child Abuse and Neglect

Oklahoma state law requires that every health care professional, teacher, and any other individual who has reason to believe that a child under 18 years of age is being abused, neglected, or is at risk of abuse or neglect, must report the suspicion promptly. Reports must be made to the Oklahoma Department of Human Services (DHS) at 1-800-522-3511**.**

Adding or Dropping Classes (5th-8th Grade)

At the beginning of each semester, students in grades 5-8 have three (3) school days to request class changes. Class change request forms are available in the office. Schedule changes can be difficult to accommodate and may be denied due to the potential for overloading certain class sections or limitations in course availability. Students wishing to change their schedule must:

- Have their parent/legal guardian sign the form approving of the class change.

- Obtain approval from the new (receiving) teacher and the current (sending) teacher.
- Be approved by an administrator.

A class change is not considered official until it has been processed by the registrar in Sylogist and the student has received a copy of the updated schedule. After the three (3) school days, special circumstances will be considered by an administrator, such as a volleyball-only athlete wishing to change classes after the end of volleyball season or a student-to-student conflict in which both students have most classes together.

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 Sylogist. Parents/legal guardians should review the report card with their children. Parents/legal guardians of students in grades 5-8 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. Parents/legal guardians are financially responsible for the replacement cost of any lost or damaged books.

Lockers (4th-8th Grade)
Lockers will be provided for students in grades 4-8. Gym lockers will be provided for student athlete use only. The school will provide locks for students in grades 5-8 to use on 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 principal. 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 (without notice or reason) as to the contents of assigned lockers. Students will be required to pay a $12.00 replacement fine for missing locks at the end of the year.

Distraction-Free Classrooms
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 students' lockers. Toys, including squishies and fidgets, games, including electronic devices, must be left at home and are not permitted at school.

Items 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 entertainment such as, but not limited to, wireless earbuds, smart watches, e-readers, electronic devices, trading cards, playing cards, games, expensive or sentimental jewelry, blankets (grades Kdg-8th), and cameras. Students are encouraged to leave these items at home to avoid

concerns about their security. The school will not be responsible for loss, damage, or controlling the use of such items.

Show and Tell (PreK–2nd)
Show and Tell activities are limited to grades PreK–2nd and occur at the teacher's discretion. Materials brought from home for Show and Tell should remain in the classroom until they are taken home. Bringing pets or other living creatures to school is strongly discouraged and requires prior approval from both the teacher and principal. Except for approved classroom activities, pets and toys are not permitted at school.

Cafeteria Program
Grove School serves well-balanced and nutritious breakfasts and lunches that meet or exceed all government requirements. Breakfast and lunch is served every day that school is in session. Every student who eats in the cafeteria must have a meal account purchased through the office. Charges are allowed only in emergency situations. Students may be asked to call parents/legal guardians to remind them to bring money. Students will always be allowed to eat breakfast and lunch. The cafeteria manager will record daily student breakfast and lunch participation and maintain individual student accounts using Sylogist. Students who bring lunch from home are strongly encouraged to purchase a carton of milk for $0.75.

Lunch Guidelines and Restrictions

- If a parent/legal guardian plans to bring lunch to his/her child, he/she must ensure his/her child is aware before arriving at school. Office staff will not interrupt classes to notify students of lunch deliveries.
- Parents/legal guardians may not bring food to share with children other than their own during lunch time for celebrations, rewards, or any other reason.
- Energy drinks are not allowed at school due to their high caffeine, sugar content, and other stimulants.
- Canned goods brought from home cannot be opened in the cafeteria or classroom areas.
- Bringing soft drinks or items that require refrigeration is strongly discouraged. Refrigeration space is not available.
- A microwave is not available for student use. Please do not send food that requires heating or cooking.
- Parents/legal guardians are asked not to check students out for lunch. This often results in unexcused tardies and classroom disruption.
- Students may not leave campus for lunch without written permission from their parent/legal guardian.
- Parents/legal guardians are not allowed to take students who are not their own off campus for lunch without prior written permission from that student's parent/legal guardian.

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, and

- 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 medical statement which 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 during the last hour of the day (seventh period) on the following holidays: Halloween, Christmas, and Valentine's Day. Party arrangements will be coordinated by the teacher and homeroom parents. All snacks must be pre-packaged, unopened, and peanut/tree nut free, and must take into account any other known classroom allergies. Any additional parties or celebrations must be pre-approved in writing by the administration**.**

Birthday Parties and Invitations
Individual birthday parties are not permitted at school. Parents/legal guardians may request to distribute birthday party invitations; however, an invitation must be provided for every student in the class to avoid exclusion.

For special birthday snacks, PreK-4th grade students are allowed to bring individual, pre-packaged, unopened, and peanut/tree nut free snacks; individual drinks; and a package of napkins. Snacks and drinks must take into account any other known classroom allergies. Please do not send goodie bags. Balloons may not be sent home on the school bus. Birthday snacks and drinks may be enjoyed at 1:30pm for PreK students, 1:00pm for Kindergarten students, and 2:30pm for 1st-4th grade students. Special birthday snacks and drinks are not allowed for 5th-8th grade students. Thank you for helping us maintain a focused and inclusive learning environment.

Dress Code
Students at Grove School are expected to dress and maintain their personal appearance in a manner that reflects positively on themselves and the school. Clothing guidelines must adhere to age-appropriate standards. The guidelines are listed below:

- Clothing advertising or displaying violence, violent video games or movies, weapons, alcoholic beverages, tobacco products, containing inappropriate language, or inappropriate messages are not permitted.
- Clothing items related to gang identification are not permitted. Administration will make the final determination.
- The following shirts/dresses are not permitted: spaghetti strap, one-shoulder, strapless, backless, halter, see-through (showing undergarment), racerback, midriff, or low-cut. Tops must reach the top of the pants, without midriff exposed when arms are raised above the head.
- Undergarments must not be visible.
- The top garment must be at least two inches wide at the shoulder seam.
- All shorts/skirts/dresses must be an appropriate length: mid-thigh or longer for 4th grade and up.
- Holes/slits in jeans/pants/shorts must be at the mid-thigh or below.

- For safety reasons, flip-flops, house shoes, and high heels are strongly discouraged. Students should wear shoes that are secure and appropriate for daily school activities, including recess and physical education.
- Except for religious reasons and on special occasions, students will not wear hats, caps, hoods, or other head coverings inside the building.
- Shoes with wheels or rollers are not permitted.

Daily adherence to the dress code is the responsibility of each student and their parents/legal guardians. Inappropriate dress will be brought to the attention of the principal, and they will determine action to be taken. An attempt will be made to obtain student and parent/legal guardian cooperation in adjusting the problem.

Dress Code Policy at a Glance

Offense	Action
First	Student will receive a warning, and the principal will notify the parent/legal guardian.
Second	Student will receive one day of after-school detention. The principal will alert the parent/legal guardian of the after-school detention. Student may use this time to complete missing assignments.
Habitual Offenses	Student will be referred to the principal for further disciplinary consequences.

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 public display of nudity, provocative or inappropriate attire, or any disruptive or extreme grooming or style choices that are deemed offensive, distracting, or that interfere with the educational environment of the majority will be addressed. Students will be required to make appropriate corrections before being allowed to return to class.

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.

School Closures and Other Emergencies

Official announcements regarding school closures due to ice, snow, severe weather, or other emergencies will be made through the following sources:

- KOCO TV (Channel 5)
- KWTV (Channel 9)
- KFOR TV (Channel 4)
- School Messenger
- Grove School Facebook page
- Grove School website

Please check these sources for the most up-to-date information during inclement weather or emergency situations.

Early Dismissals Due to Inclement Weather or Emergencies
In the event of an emergency requiring early school closure, every effort will be made to notify parents/legal guardians through the school's established communication channels listed above. Bus riders will be transported only to their assigned bus stops.

Student safety is our top priority. During inclement weather or emergency conditions, if school remains in session and you feel it is safer to keep your child at home or pick them up early, you are encouraged to do so. Please notify the office so your child's absence can be properly recorded and excused.

Visitors
For the safety of all students and staff, all visitors must check in at the front office upon entering the school building. A valid driver's license is required for a preliminary background check against felony and sex offender registries before access to student areas is granted. This sign-in process helps maintain accurate records of individuals in the building, particularly in case of an emergency.
If parents/legal guardians wish to speak with their child's teacher, please schedule an appointment in advance. Teachers are available during their designated planning times for conferences.

Classroom Volunteers and Guest Speakers
Parents are encouraged to volunteer and support school activities. However, all volunteers must sign in at the front office upon arrival and wear a visitor badge while on campus. Volunteers working with students—whether inside or outside the classroom—must receive prior approval from an administrator. Additionally, background checks are required for all classroom volunteers who may work with students without direct teacher supervision. Due to federal privacy laws, volunteers are limited in their access to student information and the scope of their interactions. Volunteers may not instruct students, grade student work, or record student grades. For safety and to minimize distractions, siblings are not permitted in the classroom or workroom during volunteer time. Volunteers should make alternate arrangements for childcare when assisting at school.

Teachers should notify the office in advance of any expected volunteers. Administrator pre-approval is also required for any guest speakers invited to speak in classrooms. All guests must check in at the office upon arrival.

Authority of Teachers
According to Oklahoma state law, the teacher of a child attending a public school has the same right as a parent/legal 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. This concept is known as *In Loco Parentis*, meaning "in the place of a parent." Teachers assume the rights and responsibilities of parents/legal guardians in their absence. Teachers will determine necessary classroom disciplinary procedures.

Behavior Expectations and Discipline
Playground Expectations
- Students will ask for permission from teachers on duty before leaving the playground area.
- Students may not bring lunch boxes or eat on the playground.
- Students will not throw sticks, stones, dirt, or other objects at others.
- Students will avoid digging holes in the dirt and woodchips.
- Students will not jump on/off or hang from playground equipment.
- Students will keep hands, feet, and other objects to themselves.

- Students will respect others. Play fighting is not allowed. No name calling or inappropriate language.
- Students will keep personal items such backpacks/bags and electronic devices safely in lockers. Students required to carry a bag outside will be asked to leave the bag in the designed area by the building.
- Students will immediately report any problems to the duty teachers.
- Students will not play with balls on the turf section of the playground.
- Students will use all playground equipment as intended:
    - Swings: Students should remain seated at all times while using the swings. Jumping out of swings or pushing others on the swings is not allowed. Only one student may occupy a swing at a time.
    - Slides: Students should slide feet first only. Students should not run up the slide or jump off the slide.
    - Horizontal Ladder (Monkey Bars): Students should not stand or sit on the horizontal ladder.
    - Zip Line: Students should not push others riding the zip line.
- Students will follow game rules:
    - All games must be played using PE rules.
    - Playground materials will be provided by the school. Students are required to keep toys, balls, and similar items at home.
    - Tag may only be played in the field. Tag games are prohibited on or near playground equipment, walkways, or around the building.
    - Soccer/Football/Basketball/Baseball/Etc.: Tackling, pushing, shoving, pulling on clothing, unnecessary roughness, and unsportsmanlike conduct are not allowed. Soccer balls may only be used on the fields.
- When the whistle blows, students must immediately stop play, return all equipment to its proper location, and quickly line up.

Cafeteria Expectations

- Students will follow directions of lunchroom supervisors.
- Students will respect others and school property.
- Students will use good manners.
- Students will remain seated.
- Students will always walk in the cafeteria.
- Students will only touch and eat food that belongs to them.
- Students will clean up after themselves.
- Food and beverages cannot be consumed in the hallways as students return to class.

Restroom Expectations

Students should only go into the restroom when they need to use the restroom. They should not socialize in the restrooms. Only six (6) students are allowed in the restroom at one time. Students messing around or taking too long in the restroom will be reported to administration. Middle school students overcrowding restrooms will result in after-school detention.

All students will follow these expectations:

- Students are expected to use the restroom, flush, wash their hands, leave promptly, and keep the area clean by throwing away trash.
- Students will respect the privacy of others.

- Students will keep voices low.
- Students will treat others with kindness.
- Students will always walk.
- Students will keep their hands and feet to themselves.
- Students will use all items as intended.

Hallway Expectations

Middle school students should not be in the 2nd/3rd grade hallway or in the early-childhood area (PreK and Kindergarten). This includes not using the two elementary restrooms or the elementary water bottle filling station. The only exceptions to this rule are if a middle school student is walking a younger sibling to class or visiting a parent/guardian's classroom. They may also walk through the 2nd/3rd grade hallway during dismissal when coming from their 7th grade lockers, the band room, or the Old Gym. Middle school students in the elementary hallways without permission will receive after-school detention.

All students will follow these expectations:

- Students will follow directions of teachers and staff.
- Students will respect others and school property.
- Students will keep voices low.
- Students will walk.
- Students will keep their hands and feet to themselves.

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

Above-the-Line Behaviors

- Be Respectful
- Be Responsible
- Be Polite
- Be Safe
- Be Cooperative
- Be a Worker

Below-the-Line Behaviors

- Cursing/Inappropriate Language
- Minor Hitting/Slapping
- Violating Classroom Expectations/Rules
- Teasing
- Uncooperative
- Cutting/Pushing in Line
- Off-Task Behavior
- Use of Personal Wireless Device

Bottom-Line Behaviors

- Weapons
- Bullying/Harassment
- Physical Altercation/ Fighting/Assault
- Use of Alcohol/Drugs/ Tobacco
- Causing Injury to Student/School Property
- Sexual Abuse Material
- Inappropriate Use of Electronic Device

- Making Threats

Students are expected to demonstrate above-the-line behaviors. If a student makes a behavior choice that falls below the line, he/she will be expected to assume responsibility for the behavior.
In the classroom, consequences for below-the-line behaviors will vary depending on the situation and may include, but are not limited to, a verbal warning, a teacher-student conference, a phone call or conference with a parent/legal guardian, and/or other classroom interventions that serve as natural consequences for the specific behavior. For example, a student who does not complete an assignment may be required to finish the work during freetime/centers, or a student who is disruptive may have their seat moved to minimize further disruption.

Below-the-Line Behaviors

- Step 1: The teacher will counsel the student and ask whether he/she would like to correct the behavior or accept the consequence for going Below-the-Line. *The student may receive a verbal reprimand or warning.*
- Step 2: The teacher will assign a natural consequence for the specific behavior.
- Step 3: The teacher will communicate with the student's parent/legal guardian to correct the problem.
- Step 4: Continued Below-the-Line behavior will result in the student being referred to an administrator for future intervention. *The teacher will complete an office referral and provide documentation of interventions attempted with the student and documentation of parent/legal guardian contact.*

When a teacher refers a student to an administrator, the administrator will proceed through the following steps **unless** a more severe consequence is deemed necessary. It is important to remember that there is not just one way to address Below-the-Line behavior in that the circumstances, frequency, complexity, and special needs are all considerations when determining appropriate consequences.

- Step 1: The administrator will counsel the student and contact his/her parent/legal guardian.
- Step 2: The student will be assigned after-school detention or community service days.
- Step 3: At the administrator's discretion, the student may be assigned In-School Suspension (ISS). ISS will be assigned progressively – beginning with a minimum of one day, followed by three days, and, if necessary, up to five days.
- Step 4: Continued infractions may result in additional days of ISS or Out-of-School Suspension (OSS).

A student's overall conduct may be taken into account; and when repeated or combined behaviors become a significant concern, the student may be suspended from school for up to the remainder of the current semester and the entirety of the succeeding semester. The following is a partial list of offenses that may warrant **suspension** upon 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

Bottom-Line Behaviors

- Step 1: The teacher will counsel the student and write an office referral.

- Step 2: The administrator will investigate the Bottom-Line behavior, and assign a consequence based on the circumstance, frequency, complexity, and special needs of the student involved.
- Step 3: The administrator will contact the parent/legal guardian concerning the student's Bottom-Line behavior and the assigned consequence.
- Step 4: Continued Bottom-Line behavior will result in escalating consequences, which may include additional days of ISS, OSS, or, if warranted, expulsion.

Consequences for Bottom-Line Behavior at a Glance

The following guide provides a starting point for determining a suitable consequence to stop Bottom-Line behavior, encourage Above-the- Line behavior, and provide an appropriate consequence.

Behavior	**Offense**	**Consequence**
Weapon	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on severity of the offense, the consequence may include OSS up to the remainder of the current school semester and the entirety of the succeeding semester. **A police report will be filed, and the conduct will initiate an automatic student safety assessment.*
Vandalism	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on the severity of the offense, the consequence may include school service and up to 45 days of OSS. **A police report may be filed.*
Fighting	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on the severity of the offense and the student's past behavior, the consequence will include a minimum of 10 days of ISS and up to 45 or more days of OSS. Example: First Offense: Minimum of 10 days ISS Second Offense: Minimum 15 days ISS Third Offense: Minimum 20 days ISS Fourth Offense: Minimum 10 days OSS Fifth Offense: Minimum 15 days OSS Sixth Offense: Minimum 20 days OSS **A police report will be filed, and the conduct will initiate an automatic student safety assessment.*
Alcohol & Drugs	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on the severity of the offense, the student's intent, and the student's past behavior, the consequence may include ISS of 45 days and up to OSS for the remainder of the current school semester and the entirety of the succeeding semester. **A police report will be filed.*
Tobacco	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on the severity of the offense, the student's intent, and the student's past behavior, the consequence may include a minimum of 10 days of ISS and up to 45 days of ISS. *Offenses could result in additional days of ISS or possible OSS.*
Threat	Each offense will be considered based on student intent and severity of action. Previous student behavior may be considered when determining consequences.	Based on the severity of the offense, the student's intent, and the student's past behavior, the consequence may include a minimum of 1 day of ISS and up to 45 or more days of OSS. *Offenses may result in additional days of ISS or possible OSS.* **A police report will be filed.*

Discipline Code

The following behaviors—whether occurring at school, on school transportation, or while traveling to, from, or attending school events—will result in disciplinary action. Consequences may include ISS, OSS, and possible involvement of law enforcement.

- Arson
- Altering or attempting to alter another individual's food or beverage
- Assault (whether physical or verbal) and/or battery
- 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
- 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
- Cheating
- Conduct that threatens or jeopardizes the safety of others
- Cutting class, sleeping, eating, or refusing to work in class
- Disruption of the educational process or operation of the school
- Extortion
- Failure to attend assigned detention, alternative school, or other disciplinary
- assignment without approval
- Failure to comply with state immunization records
- False reports or false calls
- Fighting
- Forgery, fraud, or embezzlement
- Gambling
- Gang-related activity or action
- Harassment, intimidation, and bullying, including gestures, written, or verbal expression, electronic communication, or physical acts
- Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
- Immorality
- Inappropriate attire, including violation of dress code
- Inappropriate behavior or gestures
- Indecent exposure
- 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:
    - assault and battery,
    - damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act.
- Obscene language
- Physical or verbal abuse
- Plagiarism
- Possession or distribution of a caustic substance

- Possessing, distributing, or viewing obscene or sexual abuse materials, including electronic possession, distribution or viewing (sexting)
- 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
- Possession, without prior authorization, of a personal electronic device
- Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- 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
    - alcoholic beverages, including low-point beer (as defined by Oklahoma law, i.e., 3.2 beer),
    - 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,
    - paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance, or
    - any substance believed or represented to be a prohibited substance, regardless of its actual content.
- Possession or claimed possession of illegal and/or drug-related paraphernalia
- 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
- Profanity
- Purchasing, selling, and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school-related functions
- 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:
    - throwing any object,
    - placing any part of one's body out of window (whether the bus is moving or stationary),
    - 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),
    - failure to remain seated (feet on floor, facing front),
    - disrespectful words, comments, or actions toward the driver or other passengers,
    - blocking the aisle,
    - pushing while loading/unloading or while bus is approaching,
    - transporting unauthorized items,
    - any type of harassment,
    - excessive noise, and
    - improper street crossing during loading or unloading.
- Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
- Theft

- Threatening behavior, including but not limited to, gestures, written, verbal, or physical acts, or electronic communications
- Truancy
- 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.
- Use, possession, claimed possession, distribution, or selling tobacco, or tobacco-related products in any form, including but not limited to, cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
- 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
- Using racial, religious, ethnic, sexual, gender or disability-related epithets or slurs
- 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
- Vandalism
- Violation of Grove 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 cell phones or other electronic media, name calling, destroying, or defacing school property
- Vulgarity
- Willful damage to school property
- Willful disobedience of a directive of any school official

<u>Disciplinary Options</u>

- Teacher or Administrator Intervention – Consequences may include, but is not limited to, warning conference with student, conference with parent/legal guardian, 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.
- After-School Detention or ISS – After-school detention and ISS are corrective measures assigned during the week and 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.
- In-School Alternative Placement – Alternative in-school placement is an optional corrective 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 corrective 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.
- OSS – 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 OSS. This includes, but is not limited to, electronic communication – regardless of 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.

Public Displays of Affection

Public displays of affection **(PDA)** will not be permitted at school. Student relationships, while under the supervision of the school, are expected to be in good taste. Holding hands, hugging, kissing, or putting an arm around another student are not permitted anywhere on school grounds.

- Step 1: The students will be referred to the counselor for a conference.
- Step 2: The administrator will conference with the students and contact the parent/legal guardian.
- Step 3: At the administrator's discretion, the students may be assigned 1-3 days of ISS.
- Step 4: Continued infractions may result in 3-5 days of ISS or OSS.

School Safety and Bullying Prevention Act

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. O.S. 70 § 24-100.2

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

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:

- Physical harm to a public-school employee or student or damage to the public-school employee's or student's property
- Substantial interference with a student's education or with a public-school employee's role in education
- A hostile educational environment for one or more students or public-school employees due to the severity, persistence, or pervasiveness of the act.
- Substantial disruption of the orderly operation of the school or educational environment.
- Examples of bullying may include, but are not limited to, a pattern of behavior involving one or more of the following:
    - Sarcasm about another student's personal appearance
    - Pointed questions intended to embarrass or humiliate
    - Mocking, taunting, belittling, or name-calling
    - Non-verbal threats and/or intimidation such as flexing, fronting, or "chesting" a person
    - Demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics
    - Blackmail or extortion
    - Blocking access to school property or facilities
    - Deliberate physical contact or injury to person or property
    - Stealing or hiding books or belongings
    - 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/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 he/she considers 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/legal guardians, and patrons working together in partnership. Grove School's administration, teachers, and staff are empowered to deal with bullying by

the Board, to correct 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

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/legal guardians 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/legal guardians
- After-school detention
- ISS
- 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
- OSS
- 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:

- Verbal, physical, or written harassment or abuse,
- Repeated remarks of a demeaning nature,
- Implied or explicit threats concerning one's grades, achievements, etc.,
- Demeaning jokes, stories, or activities directed at the student,
- 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. 21 O.S. § 850.0, 70 O.S. § 24-100.2

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.

Other Definitions

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device including, but is not limited to, a phone, a cell phone, a computer, or other electronic communication devices.

“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.

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.

- The matter should immediately be reported to the principal. If the bullying involves 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 principal. As much detailed information as possible should be provided to the principal in written form to allow for a thorough investigation of the matter.
- Upon receipt of a written report, the principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- If, during the course of the investigation, it appears that a crime may have been committed the 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.
- If it is determined that the school district’s discipline code has been violated, the principal shall follow district policies regarding the discipline of the student.

- 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, 12 O.S. § 2503, 59 O.S. § 1376, or any other state or federal laws relating to the disclosure of confidential information.

Detention and Search of Students

The superintendent, principal, teacher, or security personnel may detain and search or authorize the search of any student or students on the premises of the public school, in transit under the authority of the school, or while attending any school-sponsored or authorized function. In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

- The person authorizing the search has reasonable suspicion that the student may have on his/her person or property:
    - dangerous weapons,
    - controlled substances (drugs) as defined by Uniform Controlled Dangerous Substances Act,
    - alcoholic beverages as defined by 37 O.S. § 163.2, or
    - stolen property if the property is reasonably suspected to have been taken from another student, a school employee, or the school during school activities.
- 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.
- 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.
- An administrator conducting or authorizing a search shall have authority to detain the student or students and preserve any contraband seized.
- 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.
- Strip searches are forbidden. No clothing except cold-weather outerwear, head coverings (religious exceptions), hand coverings, and shoes will be removed before or during a search except in accordance with a properly authorized search warrant.
- Items that may be seized during a lawful search, in addition to those mentioned in the first bullet point above, shall include items recognized as unlawful or prohibited, such as switchblade knives, brass knuckles, Billy clubs, illegal drugs, and sexual abuse material 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.
- Any student found to be in possession of dangerous weapons, illegal chemical substances, or other unlawful or prohibited items may be suspended by an administrator for a period not to exceed the remainder of the current semester and the entirety of the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
- A student suspended because of this regulation may appeal the suspension to the Grove Board of Education.

After-School Detention (1st-8th Grade)
The best way to avoid after-school detention is to follow school policies and expectations. After-school detention can be assigned by a teacher and/or administrator for behaviors such as excessive tardies, disruptive behavior, dress-code violations, cursing, PDA, repeated failure/refusal to complete assignments, or other school violations. All detention assignments will be served the following school day. Parents/legal guardians will be contacted the day before students serve detention to allow them ample time to make transportation arrangements to pick up students at 3:35pm.

Students will be expected to comply with the following expectations:
- Students assigned to after-school detention will report to the designated room at 3:05pm. After-school detention tardies will follow the tardy policy listed in this handbook.
- Students will be given an assigned seat and are expected to remain in that seat until the end of the detention at 3:35pm.
- Students will remain quiet and respectful.
- Students will work on homework/missing assignments or read.
- Students will clean up their area and throw away trash at the end of the detention.
- Students are not allowed to consume food or drink (other than water) while in detention.
- Students will remain in the designated room for the entire detention period (3:05-3:35pm).

If a student fails to attend detention, is habitually tardy, is disrespectful to the detention monitor, or violates the detention expectations, further disciplinary action will be taken:

- Step 1: One additional (1) day of after-school detention
- Step 2: Two additional (2) days of after-school detention
- Step 3: A discipline referral which may result in ISS or OSS

Students are allowed up to 5 days of after-school detention each semester. Students who are approaching 5 days of after-school detention will conference with the principal and parents/legal guardians will be notified. If a student receives excessive detention assignments in one semester, further disciplinary action will be taken:

- Six (6) detention assignments = one (1) day of ISS
- Eleven (11) detention assignments = two (2) days of ISS
- If a student receives ISS due to excessive detention assignments in the first semester, he/she will receive two (2) days of ISS with six (6) detention assignments and three (3) days of ISS with eleven (11) detention assignments in the second semester.

Teachers who find themselves repeatedly assigning after-school detention to the same student should refer that student to the principal with a discipline referral to help address and correct the behavior more effectively.

In-School Suspension

This policy applies only to In-School Suspension (ISS). Students will be expected to comply with the following expectations:

- Students assigned to ISS are required to report to the office each morning. They will be escorted by the ISS teacher to the ISS location.
- If a student is absent, refuses to complete assigned work, is disrespectful, or causes disruption while in ISS, additional day(s) may be assigned at the discretion of the administrator.
- Students will not be allowed to have lunch deliveries from outside businesses, such as DoorDash, Grubhub, pizza delivery, etc. They may bring lunch from home or have lunch delivered from the cafeteria.
- Continued refusal to complete assigned work in ISS may result in loss of credit or OSS.
- Sports and Extracurricular Activities:
    - During the ISS period, the student ***may*** attend practices after 3:00pm, such as sports, band, etc.
    - During the ISS period, the student ***may not*** participate in competition or ride the team bus to competition. If the student attends a competition, he/she must sit in the stands as a spectator.
    - The ISS period concludes at 3:00pm on the final day of assigned ISS. Students may then be allowed to participate in competitions, at the discretion of the coach or sponsor. If the ISS period extends from one week into the next, the student will not be permitted to participate in any weekend competitions.

Out-of-School Suspension

This policy applies exclusively to out-of-school suspensions (OSS). Unless otherwise stated, all references to "suspension" in this policy refer specifically to out-of-school suspension.

Behavior or Conduct that May Result in Suspension:

- Category 1: Violation of a school regulation which includes, but is not limited to, any policy, rule, regulation, directive, etc.
- Category 2: Possession of an intoxicating beverage or low-point beer as defined by 37 O.S. § 163.2
- Category 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
- Category 4: Possession a dangerous weapon or an illegal chemical substance (drugs), as defined in the Uniform Controlled Dangerous Substances Act, while on public school property, within two thousand (2,000) feet of public-school property, or at any school-sponsored event
- Category 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 listed as "Individualized Plan" on page 48. No education plan will be required for students who are suspended under Category 4 or 5.

<u>Violent Acts Toward School Personnel</u>

Any student in grades 6-8 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 entirety of the succeeding 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 Grove 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 are not limited to, placement in an alternative school setting, reassignment to another classroom, after-school detention, or ISS.

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/legal guardian 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/legal guardian. 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/legal guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents/Legal Guardians
The principal will seek to hold a conference with the parent/legal guardian as soon as possible after the suspension has been imposed. The parent/legal guardian 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. Conferences will be scheduled during regular school hours (8:00 a.m. to 4:30 p.m.), Monday through Friday. When possible, consideration will be given to accommodate the schedules of working parents or legal guardians.

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 principal should ask the parent/legal guardian if he/she understands the regulation and the charges being brought 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/legal guardian will be advised of the right to have the suspension reviewed by the superintendent, Grove Board of Education, a hearing officer appointed by the Board, or the suspension committee as provided by this policy. If the parent/legal guardian agrees with the principal's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions exceeding five (5) days shall include an Individualized Plan that outlines either a home-based schoolwork setting or another 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 K-8.

A copy of the Plan shall be provided to the student and parent/legal guardian. The parent/legal guardian 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/legal guardian'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 excess of ten (10) school days. Suspensions will not extend beyond the remainder of the current semester and the entirety of the 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/legal guardian and student may appeal the suspension to the superintendent and Grove Board of Education or a hearing officer appointed by the Board. The principal shall inform the parent/legal guardian and student of the right to appeal the suspension and the method for appealing. At the

parent/legal guardian and student's option, the appeal may be made directly to the Grove Board of Education or to a hearing officer appointed by the Board.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/legal guardian and 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/legal 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/legal guardians 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/legal guardian will be asked if he/she understands the regulation and the charges against the student. The student and parent/legal guardian will be given an opportunity to provide their 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/legal guardian shall be advised of the right to have the suspension reviewed by the Grove Board of Education or a board-appointed hearing officer. If the parent/legal guardian agrees with the superintendent's decision, he/she shall be requested to sign a waiver of review by the Board.

Appeals to the Grove 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/legal guardian and 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/legal guardian and 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/legal guardians. The following procedures will be followed:

- The board president or the appointed hearing officer should:
    - Announce that the next agenda item is a suspension review hearing.
    - Ask whether the parent/legal guardian and student wants the hearing to be open to the public or to be closed 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/legal guardian and student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
- The board president or hearing officer should advise the parent/legal guardian and student:
    - That they are entitled to legal counsel if they desire it.
    - That the administration will present its witnesses first and that after each witness the parent/legal guardian or his/her legal counsel will be given an opportunity to cross-examine.

  - 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.
  - 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.
  - That the parent/legal guardian and student may ask any questions about the procedure.
- Administration may call witnesses and present documents subject to cross-examination.
- Parent/legal guardian and student may call any witnesses and present documents subject to cross-examination.
- After each witness is presented, board members or the hearing officer may ask the witness questions.
- Parent/legal guardian and student will give their closing statement.
- Administration will give their closing statement.
- The Board will 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/legal guardian and student.
- The Board will return to open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to:
  - affirm the suspension;
  - modify the suspension by either increasing or decreasing the severity of the suspension; or
  - revoke the suspension. If the hearing is held before a hearing officer, no formal motions will be required as a part of the hearing process. The hearing officer will have the same responsibilities and authority as the Board when rendering a decision.

Attendance at School Pending Appeal Hearing

While a suspension is under appeal, the student has the right to attend school under in-school restrictions as determined appropriate by the principal. However, the principal may prohibit the student from attending school during the appeal process if, in the judgement of the principal, the student's continued presence is deemed an immediate danger to the health or safety of students, school employees, school property, or if it would cause a significant disruption to the educational process.

Short-Term Suspension Appeals

A parent/legal guardian or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/legal guardian or 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/legal guardian and student receive 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 the suspension to be long-term, or if the original short-term suspension is extended beyond ten (10) school days before a hearing takes place, the procedures for long-term suspensions must be followed. In such cases, the student must be given the opportunity to appeal any adverse decision to the Grove Board of Education.

Hearing the Appeal

- The superintendent shall appoint a review committee consisting of not less than three (3) 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.
- The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Reasonable consideration shall be given to accommodate the work schedules of the parent/legal guardian whenever possible. The parent/legal guardian and 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.
- 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/legal guardian and student will be asked by the committee if they understand the regulation and charges against the student. The parent/legal guardian and student will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
- 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 given to the parent/legal guardian, the principal, and the superintendent.
- 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. 70 O.S. § 24-101.3

Drug-Free School Policy

- 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 PreK-8.
- Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.
- 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.

- Disciplinary sanctions will be imposed on students who violate standards of conduct and 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.
- 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).
- Standards of conduct and disciplinary sanctions will be part of notification to parents/legal guardians and students.
- "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).
- Parent/legal 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 school property, at any school-sponsored event, or in any school-owned vehicle. 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 both 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 school property, at any school-sponsored event, or in any school-owned vehicle.

24/7 Tobacco-Free Policy

The Grove Board of Education is committed to providing a healthy, safe, and productive environment for all students, staff, patrons, 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 tobacco usage 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, vaping, chewing, dipping, or any other use of tobacco, or vaping products in any form by staff, students, patrons, or visitors is strictly prohibited on, in, or upon any school property 24 hours a day, seven days a week. No questions, exceptions, or exclusions will be permitted. This policy applies to all school-sponsored events, whether held on or off campus, including but not limited to, field trips and athletic events.

Definitions

"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 is 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, patrons, and visitors.

"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 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 Grove Board of Education provides a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use. The Grove Board of Education 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 district. This shall remain in effect twenty-four (24) hours per day, seven (7) 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 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 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/her violation of policy may be referred to the principal or other 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 Grove 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 Grove Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy. BP 3:94-96

Testing Students Regarding the Use of Alcohol and Illegal Chemical Substances
The Grove 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
- The Board places the highest priority on the safety of all students and employees within the district.
- 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.
- 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.
- 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.
- Due to the serious risks posed by student use of alcohol and illegal chemical substances – including the threat to student and staff safety and the negative impact on academic performance – the Board strictly prohibits students from using, possessing, distributing,

purchasing, selling, or being under the influence (as defined in this policy) of alcohol or illegal chemical substances while on school property, at a school-sponsored event, in school vehicles, or while traveling to or from a school-sponsored activity.

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

Definitions

- "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 substances include, but are 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.
- "Alcohol" means ethyl alcohol or ethanol and includes low-point beer.
- "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.
- "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.
- "School property" means any property owned, leased, or rented by the district, including, but is not limited to, school buildings, parking lots, and motor vehicles.
- "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.
- "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:
    - Observable phenomena, such as:
        - 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 while traveling to or from a school-sponsored activity; or
        - the direct observation of alcohol or drug use while on school property, at a school-sponsored event, in school vehicles, or while traveling to or from a school-sponsored activity.
    - A report of drug or alcohol use while on school property, at a school-sponsored event, in school vehicles, or while traveling to or from a school-sponsored activity, provided by reliable and credible sources.
    - Evidence that a student has tampered with an alcohol or drug test; or

- 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 while traveling to or from a school-sponsored activity.

Procedures for Alcohol or Illegal Chemical Substance Testing

- 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/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.
- 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.
- 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.
- 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.

- 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 while traveling to or from a school-sponsored activity 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 something 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 something 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.
- 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

- Any student whose behavior while on school property, at a school-sponsored event, in school vehicles, or while traveling to or from a school-sponsored activity 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.
- 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 OSS from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Medical Marijuana

- Pursuant to 63 O.S. § 420 et. seq., unless failure to do so would cause the district to imminently lose a monetary or licensing-related benefit under Federal law or regulations, the 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.
- The 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.
- 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:
    - Observation of any of the conduct or phenomenon described below:
        - the smell of marijuana on around the individual,
        - Disorganized thinking,

        - Paranoia and/or confusion,
        - Bloodshot eyes,
        - Increased heart rate,
        - Increased appetite, or
        - Loss of Coordination and
    - 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 while traveling to or from a school-sponsored activity or as a result of alcohol or drug-use tests conducted under this policy will be subject to disciplinary action, including OSS from school.

Persons Authorized to Order Alcohol or Drug-Use Testing

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

- The superintendent.
- 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 OSS for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.

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, health, guidance, and computers.

The subjects taught in grades 4-8 require students to move from class to class. Teachers are assigned to teach in areas in which they are certified and qualified. All students in grades 4-8 will experience a seven-period day. Each period is fifty (50) minutes in length with five (5) minutes allowed as travel time between classes.

Core Academic Subjects for 4th-8th Grade:

- English Language Arts
  - Includes English, language arts, literature, grammar, and composition.
  - Instruction covers all areas of language arts, including penmanship, reading, speaking skills, writing skills, grammar, and spelling.
- Mathematics
  - 4th–7th Grade Math
  - Pre-Algebra
  - Algebra I (offered for high school credit)
- Science
  - Includes units in Earth science, life science, and physical science.
- Social Studies
  - 4th Grade**:** Focuses on the physical, cultural, political, economic, and historical development of the United States.
  - 5th Grade**:** Examines the foundation and formation of the United States from 1607 through 1806.
  - 6th Grade**:** Covers world geography with a focus on the Western Hemisphere.
  - 7th Grade**:** Covers world geography with a focus on the Eastern Hemisphere.
  - 8th Grade: Focuses on American History from 1763 through 1865.

Elective Courses for 5th-8th Grade:

- Art
- Athletics: Archery, Baseball, Basketball, Cheerleading, Cross Country, Football, Softball, Track, Volleyball
- Band
- Computer Applications
- Computers
- Horizons (students must meet specific eligibility requirements)
- Physical Education (P.E.)
- Yearbook (available by special permission only for 8th grade)

Curriculum Prohibition Policy

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.

- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance

Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course[1] that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.
- Require students to complete surveys, or use the results from surveys, to teach discriminatory concepts identified in this policy.

- Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violates state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional materials used by the district as part of the educational curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (51 O.S. § 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of 70 O.S. § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- be submitted in writing;
- be dated;
- contain the handwritten or electronic signature of the complainant;
- identify the date(s) the alleged discriminatory act occurred; and
- explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.
- Identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual to receive reports of alleged violation(s)/discriminatory conduct (referred to as the "Section 24-157 Coordinator"): Angela Underwood, School Counselor, Grove School, 2800 North Bryan Avenue, Shawnee, OK 74804

The Section 24-157 Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

Investigation and Determination of Complaint

Within forty-five (45) days of receipt of a Complaint accepted for investigation, the Section 24-157 Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an

incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Coordinator is required to report each Complaint to the State Department of Education within ten (10) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) exercising any right or privilege conferred by Section 24-157 or any regulation related to it (3)exercising any right or privilege secured by a law referenced in Section 24-157 or any regulation related to it . The district shall be prohibited from retaliating against any student, parent, district employee or any other individual for filing a complaint of exercising any right conferred by or referenced in Section 24-157 or any regulation related to it. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education. The State Department of Education shall be authorized to investigate complaints or retaliation filed pursuant to Section 24-157 or any regulation related to it.

Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at 70 O.S. § 6-101.6b.

False Reporting

Any teacher or other school employee who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement. BP 11:23-26

Honor Roll

Honor rolls are determined by nine-week grades for students in grades 4-8. They are determined at the end of the third-nine weeks grading period; semester honor rolls are not awarded. 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.

- To qualify for the Superintendent's Honor Roll, a student must earn an "A" in every subject on their report card.
- To qualify for the Principal's Honor Roll, a student must have a combination of A's and B's**,** with no grade lower than a "B" in any subject.

End-of-the-Year Awards
The following guidelines, determined by teachers, outline the criteria for annual end-of-year awards:

- PreK-4th Grade: Teachers will determine awards and certificates to be presented within their respective grade levels. Awards will be based on academics, citizenship and/or character.
- 5th-8th Grade:
    - Awards will be presented to the top 10% students in each grade level for all subject areas.
    - Wildcat Award - Recognizes students who consistently embody all characteristics of the Wildcat Way in their daily actions.
    - Claws-Out Award - Recognizes students who actively participate in school events and extracurricular activities, demonstrate school pride in traditions and our community, and encourage peers and staff through a consistently positive attitude.
    - Roaring Wildcat Award - Recognizes students who overcome challenges through effort and persistence, demonstrate resilience in the face of setbacks, maintain a strong work ethic, and encourage others to keep striving.
- 4th-8th Grade: Honor rolls are determined by nine-week grades at the end of the 3rd nine weeks grading period.
    - Superintendent's Academic All-Stars: Students who earn all A's throughout the entire school year will receive this certificate.
    - Principal's Academic All-Stars: Students who earn only A's and B's for the entire school year will receive this certificate.
- Perfect Attendance: Recognized for students who are present all day, every day for the entire school year.

National Junior Honor Society (7th-8th Grade)
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 7th or 8th 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 6th grade year and run 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 two (2) or more discipline referrals for behavior-related issues during any school year in grade 6-8 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/she receives one (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 and service projects will be placed on probation and face possible dismissal from NJHS.

Valedictorian(s) & Salutatorian(s) Selection Policy (8th Grade)
The valedictorian(s) and salutatorians(s) will be selected after the third nine-weeks grading period. The following criteria for the selection of valedictorian(s) and salutatorian(s) from the graduating eighth grade class is as follows:

- Valedictorian(s):
    - The valedictorian(s) will be determined based on nine-week grades from sixth grade, seventh grade, and the first three nine weeks of eighth grade. To qualify, a student must have earned an A in every class for every nine-week grading period during that time.
- Salutatorian(s):
    - Salutatorian(s) will be the student(s) who earned a B in only one (1) class during one (1) nine-week grading period.
- If no student qualifies under this criterion, the designation may go to a student who earned a B in only two (2) classes across all nine-week periods.
- If no student qualifies under that criterion, a student who earned a B in only three (3) classes across all nine-week periods may be considered.
- If no student meets any of the above criteria, a salutatorian will not be named.

Athletic and Activity Eligibility Policy (5th-8th Grade)
Grove School is committed to ensuring that all students make meaningful progress toward academic growth and achievement. Students who are not meeting academic expectations are expected to prioritize their studies. It is the student's responsibility to work with his/her teachers to ensure satisfactory progress in all subjects.

Any student in grades 5–8 who is not making satisfactory academic progress may be placed on probation for one week. During this probationary period, the student is expected to work closely with his/her teachers to address and resolve any academic concerns. Each Friday at noon or later, we run an **Eligibility List** for all 5th–8th grade students to ensure they are meeting academic standards and eligibility requirements for participation in all extracurricular activities including but not limited to:

- Athletic competitions
- Activity competitions including, but not limited to:
    - Band
    - Robotics
    - National History Day
    - Academic Bowl
    - Archery
- When Eligibility Checks Begin:
    - **Weekly eligibility checks begin at the end of the third full week** of each nine-week period. This gives students time to settle into their classes before monitoring begins.
- Weekly Monitoring:
    - Academic Probation:

        - If a student's grade in *any subject* falls below **60%**, he/she is placed on *Academic Probation* for an entire week. The principal will notify the parent/legal guardian in writing by email when a student is placed on probation
    - Academic Restriction:
        - If the student still has a grade below 60% in *any subject* the following week, he/she moves to *Academic Restriction* and is **ineligible** to participate in extracurricular activities for that entire week. The principal will notify the parent/legal guardian in writing by email when a student is placed on Academic Restriction.
    - Continued Monitoring:
        - Students remain on the list weekly until their average in *all subjects* is at or above **60%** on a subsequent Academic Probation/Restriction List. A student can be placed on Academic Probation for one subject and on Academic Restriction the next week for another subject, even if the original grade has improved.
    - Important Note:
        - The Academic Probation/Restriction period will begin on **Monday and continue through the following Sunday**. Therefore, students remain on the Academic Probation/Restriction List for the **entire week**, even if their grades improve midweek. Removal from the list only occurs when the **next weekly list** is published.
- End-of-Nine-Week Rule:
    - At the **conclusion of each nine-week period**, any student with a **final grade of 59% or lower** in any subject will be **ineligible** for the **first three (3) weeks** of the following nine-week period.
    - **Nine-week grades**, not semester grades, are used for determining eligibility.

Study Hall (6th-8th Grade)
Study Hall is designed to help motivate middle school students to turn in assignments more consistently. Students placed on Academic Restriction will go to the designated classroom for Study Hall. They may exit Study Hall once the teacher has received all missing assignments for the class(es) causing ineligibility are submitted or they have come off the Academic Restriction list. Students who remain on Academic Restriction after two (2) weeks in Study Hall will be assigned ISS until all missing assignments have been submitted or they have come off Academic Restriction.

Study Hall Expectations:
- Students assigned to Study Hall will report to the designated classroom with their missing work at the start of lunch/recess (11:35am).
- Once assignments for the class(es) causing ineligibility are submitted, the teacher must notify the Study Hall monitor so the student can be released.
- It is possible for students to be assigned to Study Hall on Monday, and teachers releasing them before lunch/recess on Tuesday if assignments are submitted.

Athletic and Extracurricular Activities (5th-8th Grade)
Grove School offers competitive athletic programs:
- Archery: Grades 7-8
- Baseball: Grades 6-8

- Basketball: Grades 5-8
- Cheerleading: Grades 6-8
- Cross Country: Grades 5-8
- Football: Grades 6-8
- Softball: Grades 5-8
- Track: Grades 5-8
- Volleyball: Grades 6-8

While students are encouraged to take part in extracurricular activities outside of school, they may not represent Grove School in any competitive outside activities not organized or sanctioned by the school.

Horizons (2nd-8th Grade)
The Horizons program at Grove School offers enriched educational opportunities for students identified as gifted and talented. Once a student is identified, he/she may participate in some special class activities designed to challenge and engage him/her beyond the regular curriculum. Participation is voluntary, and parents/legal guardians have the right to decide whether their child will be placed in the program. Eligibility is based on scoring in the top three (3) percent on a nationally standardized test of intellectual ability or achievement, or through nomination in areas such as creative or specific academic abilities with placement committee approval.

Special educational opportunities will be provided to selected gifted and talented students through the following procedures:

- Teachers will recommend Horizons program opportunities to the administration.
- The administration will review these recommendations and present proposed programs to the Grove Board of Education.
- A designated committee will select students for participation based on the established eligibility criteria listed above.
- The Grove Board of Education will approve or disapprove recommended programs.
- Parents/legal guardians of identified gifted students will be notified in writing.
- Students identified through standardized testing shall be appointed to the program for a term of three (3) years. Students identified through other means shall be appointed for a one-year term, with eligibility for renewal based on established criteria and demonstrated performance in the program.