WILDCAT

ACADEMY

HANDBOOK

2020 - 2021

Ponca City Public Schools

**PHONE NUMBERS, LOCATION, PARKING**

**PHONE NUMBERS:**

Wildcat Academy Mrs. Streeter: 718-3850

Attendance/Ms. Fields: 718-3849

Attendance/Ms. Mallory: 718-4909

**LOCATION:**

818 Poplar

**PARKING:**

Students may park in the front of Wildcat Academy in the spots that are not designated faculty parking.

**CALENDAR:**

Wildcat Academy follows the Ponca City Schools’ district calendar for vacation and snow days.

A link to the school year calendar may be found at [www.pcps.us](http://www.pcps.us).

**STAFF:**

Karla Streeter Principal

Steve Harris Teacher

Mark Kimbrell Teacher

Mandy Fields Teacher

Josh Swain Teacher

Lezlie Bintz Teacher

Gary Kirtley Teacher

Jan Mallory Teacher

All teachers are certified and highly qualified in the state of Oklahoma.

**SCHEDULE:**

1st hour – 8:00 to 8:45

2nd hour – 8:50 to 9:35

3rd hour – 9:40 to 10:25

Lunch – 10:25 – 11:00

4th hour – 11:05 to 11:50

5th hour – 11:55 – 12:40

6th hour – 12:45 to 1:40

On Fridays school is in session from 8:00 to 12:00.

**PURPOSE OF WILDCAT ACADEMY**

The purpose of Wildcat Academy is to help students who are struggling in the traditional classroom setting. The goal of the Wildcat Academy staff is to see every student graduate with a high school diploma.

Wildcat Academy offers all the credits required for graduation from Ponca City High School. Students graduating from Wildcat Academy will receive a Ponca City High School diploma and walk across the stage with all the other high school seniors. Wildcat Academy students will be allowed to attend all functions sponsored by Ponca City High School

Acceptance into Wildcat Academy is based on an interview process. A student must show a willingness to attend school and the motivation to complete the required number of credits necessary to graduate.

**GRADUATION REQUIREMENT**

 Seniors must have met all state requirements in order to walk at graduation.

**ATTENDANCE**

School will be in session from 8:00 to 1:45 Monday through Thursday. Fridays are a catch-up day. Class will be from 8 to noon. Students who have good attendance, are passing all of their classes with a C and above, and who are ahead in all of their classes, will not have to attend on Friday. That decision will be made Thursday by their mentor teacher. Parents will be notified if their student needs to attend on Friday. Students may attend on Fridays if they wish to receive extra help, get ahead in their lessons, or want to make-up an absence.

**PROGRESS**

Students will be expected to complete and pass 6 courses per semester. Progress will be monitored daily. Students who are behind will be required to attend school on Friday.

**Continued enrollment**

Students will be expected to complete and pass 6 courses per semester.

Continued enrollment in Wildcat Academy will be based on the student having:

* 9 or fewer absences
* Successful completion of 6 classes
* No discipline issues
* Approval of all Wildcat Academy teachers

Students who do not meet all of these guidelines may be referred to another educational program.

**WILDCAT ACADEMY RULES**

1. There is NO open campus at lunch. Students leaving without permission will be removed from Wildcat Academy.
2. All students under 18, may only be checked out by a parent.
3. Students in teacher taught classes will be removed from the class after 5 absences. Students in teacher taught classes may be removed at any time for being disruptive or inattentive.
4. Students leaving campus without permission will be removed from Wildcat Academy.
5. Bullying is not tolerated. Students will be given one warning. The second offense will result in removal from Wildcat Academy.
6. Students who disrespect or refuse to follow direction from a teacher will be removed from Wildcat Academy. There will be no warning.
7. All students must complete 4 core and 2 elective classes or 6 core classes in order to remain at Wildcat Academy for the following semester.

**STUDENT CONDUCT**

**USE OF TOBACCO, ALCOOL, DRUGS:**

It is unlawful for students to use or possess tobacco products, drugs, or alcohol while attending school or on the school premises. This applies to the Wildcat Academy building and parking lot. Any student who violates this policy will face disciplinary action, including, but not limited to suspension or dismissal from the program.

**VIOLENCE POLICY:**

Physical or verbal violence will not be tolerated in the classroom or on the Wildcat Academy site. Any offense will result in an immediate disciplinary action that may include dismissal from Wildcat Academy.

**DRESS CODE:**

* Shorts, skirts, and dresses must be at least mid-thigh in length
* No exposed midriff, abdomen, cleavage, or full back
* No strapless garments. No spaghetti straps.
* Shoes must be worn at all times
* No pajama pants or house shoes
* No items that carry connotations of immorality, vulgarity, obscenity, nudity, promote violence and/or gang activity

**LEAVING CAMPUS, CELL PHONES, AND EXTRACURRICULAR ACTIVITIES**

**LEAVING CAMPUS:**

After arriving at school, students will not be allowed to leave campus until school is dismissed or unless given permission by the principal. Students who must leave during the day should be signed out by a parent. Any student who leaves without permission, will be removed from Wildcat Academy.

**CELL PHONES:**

All students will be required to turn in their cell phone before school starts. Cell phones will be returned at lunch and then checked back in after lunch. Failure to follow cell phone policy will result in the student being removed from Wildcat Academy.

**EXTRACURRICULAR ACTIVITIES – DRUG AND ALCOHOL**

Board of Education Policy on Student Discipline states:

“Excellence is an expectation of all students when representing Ponca City Public Schools. Participation in extracurricular activities is a privilege. The use of drugs/alcohol at any time is unacceptable. This or any other inappropriate behavior may result in disciplinary action, suspension, and/or dismissal from the activity.”

Students are expected to follow all policies and procedures as outlined in the Ponca City Public School policy book. You may access the full copy on Ponca City School website [www.pcps.us](http://www.pcps.us), school board tab.

SCHOOL CLOSING

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

• PCPS App push notifications

• PCPS Facebook

• PCPS Website, www.pcps.us

• Local radio stations

• Ponca City News, Ponca City Now

• Oklahoma City & Tulsa area TV stations

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**LEAVING CAMPUS:**

After arriving at school, students will not be allowed to leave campus until school is dismissed or unless given permission by the principal. Students who must leave during the day should be signed out by a parent. Any student who leaves without permission, will be removed from Wildcat Academy.

**CELL PHONES:**

Cell phones should not interfere with the instructional process. Students may use them during lunch, breaks and before classes begin in the morning. Failure to follow cell phone policy will result in the student being returned to the high school.

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ASBESTOS NOTICE

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

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

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

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

CHILD FIND

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

**SMART SNACKS IN SCHOOL**

**USDA’s “All Foods Sold in Schools” Standards**

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

Beverages available to students must be restricted to unflavored low fat milk, 1% flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces.  Only sugar free soft drinks are available at the high school level.

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

**Fundraising**

Fundraising Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the Alliance for a Healthier Generation and the USDA].

**Other Food Items Sold on School Campuses**

1. Ponca City Public Schools will comply with the USDA Smart Snack in Schools rules as they affect all food and beverages sold to children at school during the school day.

 2. Ponca City Public Schools will adhere to the fundraiser exemption policy as set by the Oklahoma State Board of Education.

3. Exempt food fundraisers are prohibited from taking place while meals under the National School Lunch, National School Breakfast, and After School Programs are being served to students.

4. Under USA Smart Snack: Exempt Fundraisers, a school district that wishes to conduct fundraisers that are Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-todate documentation regarding each exempt fundraiser held at the school site.

* A limit of 30 exempt fundraisers per semester may be held at each school site.
* Exempt fundraisers are prohibited from taking place while meals are served to students under the National School Lunch Program (NLSP) or the National School Breakfast Program (NSBP) and while after-school snacks are being served to the students under the After-School Snack Program (ASSP).
* The maximum duration of any individual exempt fundraiser shall be 14 days.
* For each individual exempt fundraiser, documentation must be kept on file at the school site showing:

 a. The school organization, activity, class, or other group that benefits from the fundraiser.

b. The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.

5. A summary of the guidelines can be found at: https://fnsprod.azureedge.net/sites/default/files/allfoods\_fundraisers.pdf

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

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

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

**Policy 2.11-4.0 DISTRICT-WIDE PARENTAL INVOLVEMENT (PARENT BILL OF RIGHTS)**

The school district is in compliance with the Parents’ Bill of Rights. Additional information is available for parents in the school policy book under Section II-Community Relations, policy 2.11-4.0 on this subject. Parents may submit written requests to obtain the specific information listed in the Parents’ Bill of Rights law during regular school hours by contacting the building principal or the superintendent.

**PONCA CITY SCHOOL DISTRICT**

**Notice of Nondiscrimination**

**Section III–Administration, Policy 3.2-1.0**

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

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

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

Mrs. Amy Swartz

Director of Special Services

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

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

Mr. Curtis Layton

Director of Personnel

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

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

Mr. Bret Smith

Director of Operations

613 E. Grand Ave.

Ponca City, OK 74601

Grievance Procedure

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

PONCA CITY SCHOOL DISTRICT

NOTIFICATION OF RIGHTS UNDER FERPA

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

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

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

PONCA CITY SCHOOL DISTRICT

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

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

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

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

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

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

•Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

•Administration of any protected information survey not funded in whole or in part by ED.

•Any non-emergency, invasive physical examination or screening as described above.

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

 Family Policy Compliance Office

 U.S. Department of Education

 400 Maryland Avenue, SW

Washington, D.C. 20202

PONCA CITY SCHOOL DISTRICT

DIRECTORY INFORMATION NOTICE

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

 • A playbill, showing your student’s role in a drama production;

 • The annual yearbook;

 • Honor roll or other recognition lists;

 • Graduation programs; and

 • Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

 1. The student's name;

 2. The student's address;

 3. The student's telephone listing;

 4. The student's date and place of birth;

 5. The student’s dates of attendance;

 6. The student's grade level (i.e., first grade, tenth grade, etc.);

 7. The student's participation in officially recognized activities and sports;

 8. The student's degrees, honors and awards received;

 9. The student's weight and height, if a member of an athletic team;

 10. The most recent educational agency or institution attended;

 11. The student’s photograph; and

 12. The student’s electronic mail address.

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

3.22 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

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

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

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

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

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

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

3.22-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE

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

Definition:

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

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

Inappropriate Network Usage

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

Supervision and Monitoring

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

Personal Safety

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

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

Introduction

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

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

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

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

Promotion/Retention and Failing Courses

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

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

1. Testing which actually covers the subject matter presented to the student.

2. Assignments directly related to the subject matter being taught.

3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

4. Consideration will also be given to the student’s level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for 4-19 a decision to retain or promote a student.

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

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

Retention Based on the Reading Sufficiency Act

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

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

7.09 – 1.0 STUDENT SEARCH AND SEIZURE

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

1. Reasonableness.

 a. The decision to search must be based upon a reasonable suspicion that

 (1) a violation of the law or school rules has occurred or is occurring;

 (2) the student to be searched has committed the violation; and

 (3) particular evidence of the violation will be discovered in the search.

 b. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

 (1) the student's age, history, and record in school;

 (2) the prevalence and seriousness of the suspected violation;

 (3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;

 (4) the need to make a search without delay and further investigation;

 (5) the specificity and source of the information used as justification for the search; and

 (6) the particular teacher or school official's experience with the student.

2. Scope.

 a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

 b. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

3. Discovered items.

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

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

4. Refusal to submit to search. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

5. Reports. The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.

6. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

7.09 – 2.0 LOCKER SEARCH AND SEIZURE

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

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

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

**Policy 7.4-1.0 SCHOOL ATTENDANCE POLICY**

It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) and under the age of eighteen (18) years, and who has not completed four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the attendance rules of Ponca City Public Schools. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the attendance rules of Ponca City Public Schools or receive an education for the full term that school is in session except under the following conditions:

1. If a child is prevented from attending school by reason of mental or physical disability as determined by a qualified physician.

2. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between the school district administrator and the parent, guardian or custodian of the child.

All absences excused or unexcused count toward chronic absenteeism with the exception of approved school-related activities.

It shall be the duty of the attendance office or principal to enforce all provisions of the Compulsory Attendance Law. Any parent, guardian, custodian, child or other person violating any of the provisions of the Compulsory Attendance Law shall be guilty of a misdemeanor and be fined according to the City of Ponca City Ordinance 7-2D-3.

In order to approach each child’s individual situation in the most appropriate manner, the following procedures are to be followed when a student’s attendance record indicates a pattern of absences that may be detrimental to his/her educational progress. The principal may determine extenuating circumstances. However, for reasons limited exclusively to medical or other extenuating circumstances, parents may appeal to a committee chaired by the appropriate principal or grade level assistant principal.

1. On the occasion of the 4th absence, the building principal or designee will notify the parent/guardian in writing.
2. On the occasion of the 6th absence, the building principal or designee will notify the parent/guardian with another letter along with a copy of the City of Ponca City’s Truancy Ordinance.
3. On the occasion of the 8th absence, the building principal or designee will schedule a conference with the parent/guardian and student to compile/complete an attendance contract and may report absences to DHS, the SRO, and/or DA office.

On occasion of the 12th absence, the building principal or designee will arrange a parent/guardian meeting with the SRO, parent, and student to review the contract along with the city ordinance. At this time, the SRO may issue a warning to parents/guardians for failure to comply with the city ordinance.

**Policy 4.3-1.0 90% STUDENT ATTENDANCE POLICY FOR SENIOR HIGH SCHOOL**

In an effort to promote excellence in the high school and to meet course requirements, all high school students must be in attendance 90% of each semester to receive course credit. For reasons limited exclusively to medical or extenuating circumstances, parents may appeal an attendance-based denial of course credit to a committee chaired by the appropriate principal or grade level assistant principal. The committee’s decision is final.

7.16 – 1.0 STUDENT BEHAVIOR

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

7.16 – 1.2 POLICY PROHIBITING STUDENT BULLYING

Statement of Legislative Mandate and Purpose

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

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

Definition of Terms

A. Statutory definition of terms:

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

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

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

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

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

B. The “Reasonable Person” Standard

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

C. Types of Bullying

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

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

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

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

Understanding and Preventing Bullying

A. Student and Staff Education and Training

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

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

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

strategy for counseling and referral for those affected by bullying.

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

B. Safe School Committees

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

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

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

Student Reporting

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

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

Staff Reporting

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

Bullying Investigators

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

Investigating Bullying Reports

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

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

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

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

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

Parental Notification

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

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

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

Parental Responsibilities

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

to:

▪ Report bullying when it occurs;

▪ Take advantage of opportunities to talk to their children about bullying;

▪ Inform the school immediately if they think their child is being bullied or is bullying other students;

▪ Watch for symptoms that their child may be a target of bullying and report those symptoms; and

▪ Cooperate fully with school personnel in identifying and resolving incidents.

Anonymous reports will be investigated to the best of the district’s ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

**Individual Making the Report**

Name: Report Date:

School: Grade / Job Title:

Contact Numbers:

**Incident Information:**

Date of Incident: Time:

Location of Incident:

Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

Other Witnesses:

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

Reporter’s Signature Date

Student Transfers

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

Monitoring and Compliance

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

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

7.16 – 3.0 HAZING

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

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

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

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

7.17 - 1.0 ALCOHOL, DRUGS, TOBACCO AND ILLICIT DRUGS

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

(1) 3.2 beer

(2) alcoholic beverages

(3) controlled dangerous substance

(4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)

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

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

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

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

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

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

Medical Marijuana

1. Pursuant to Okla. Stat. tit. 63, § 420 *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student’s status as a medical marijuana holder.

The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.

1. 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:
2. Observation of any of the conduct or phenomenon described below:
3. the smell of marijuana on around the individual;
4. Disorganized thinking;
5. Paranoia and/or confusion;
6. Bloodshot eyes;
7. Increased heart rate;
8. Increased appetite; or
9. Loss of Coordination and

B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.

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

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

**Policy 3.26 MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)**

"Regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances.  While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

This policy may be viewed in its entirety on the district website, [www.pcps.us](http://www.pcps.us/), under the Board of Education/Policy Book.

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

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

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

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

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

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

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

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

7.17 - 4.0 POSSESSION AND USE OF TOBACCO POLICY FOR STUDENTS

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

The disciplinary actions to be taken are:

First offense – five days in In-School Detention.

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

7.23 - 1.0 IMMUNIZATIONS

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

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

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

Availability of Policy

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

Accident Insurance

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

**06/23/16**

**Policies contained within can be changed or amended at any time with school board approval.**

**DISTRICT VISION OF THE PONCA CITY PUBLIC SCHOOLS**

**The vision of the Ponca City Public Schools is to be a community of learners building futures.**

**DISTRICT MISSION STATEMENT OF THE PONCA CITY PUBLIC SCHOOLS**

**Our mission is to ensure that all students are prepared to live and work successfully in a global society.**

**DISTRICT BELIEF STATEMENTS**

We believe...

1. Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happens;

2. Our students can achieve beyond expectations;

3. Students learn and achieve at different rates and in different ways;

4. All students have value and a natural desire to learn;

5. Self-esteem and performance are interdependent;

6. ―Parental‖ involvement is vital in the education of children;

7. The entire school community must model life-long learning, open communication, high standards, and ethical behavior;

8. Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

**DISTRICT GOALS FOR THE PONCA CITY PUBLIC SCHOOL**

1. All students will learn a rigorous content-based curriculum within a 21st Century framework of collaboration, communication, critical thinking, and creativity;

2. All students entering Ponca City Public Schools will leave only by transfer or graduation;

3. A continuing commitment to excellence in our extracurricular programs will be maintained;

4. Parents’ input and participation in their own child’s education is actively sought and encouraged by the school;

5. A high level of retention of trained and dedicated employees will be sustained;

6. Effective teaching practices will be used by all teachers to ensure student learning;

7. The district will provide and sustain a technology enriched environment that is necessary to support student learning within a 21st Century framework; and

8. There will be a commitment to excellence through ongoing capital improvement.

**Ponca City School District Notice of Nondiscrimination**

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

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

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

Director of Special Services

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

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

Director of Personnel

613 E. Grand Ave

Ponca City, OK 74601

(580) 767-8000

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

Director of Operations

613 E. Grand Ave

Ponca City, OK 74601

(580) 767-8000

1010 Walnut Street, Suite 320

Kansas City, MO 64106

(816) 268-0550

(816) 268-0599 (Fax)

(877) 521-2172 (TTY)

E-mail: OCR.KansasCity@ed.gov

Grievance Procedure

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