

LPS

LAWTON PUBLIC SCHOOLS

STUDENT
HANDBOOK
LIFE READY GRADUATES
2023-24



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LETTER FROM THE SUPERINTENDENT



Welcome to Lawton Public Schools and a new school year! I am so excited to have you in our district. As your superintendent, my commitment is to create opportunities for you and not roadblocks. Our mission is to prepare Life Ready Graduates. From PreK to your senior year, we are creating opportunities for you to explore fields of interest for your post-secondary pathway – college, career, military or technical/trade.

LPS remains vigilant in providing all students and staff with a safe and secure learning environment. Safety for all remains the top priority.

We will do everything we can to provide ensure you have an environment that will allow you to learn the important things you will need to set the course for your life beyond your time with us.

This Student Code of Conduct Handbook provides specific information and policies for student expectations, as well as the disciplinary actions for violations of the policies and procedures set forth in this document. This includes consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records, and the right to appeal, including grievance procedures.

You can find an electronic copy of this handbook on our district website. Students and families should thoroughly read the information together. If you have any questions, you can reach out to your principal.

I want to wish you an incredible, fulfilling and memorable school year! I believe in you. Aspire for greatness and pursue all that life has to offer you. You are a difference maker and we are honored to have you in our LPS family!

Kevin Hime - Superintendent

**This is a living document and may be changed at anytime without notice. Board policy always supercedes this document.*

ATTENDANCE & ABSENCES

The Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature of 100° F or greater should not be at school or school activities.

The Board recognizes, however, that the extracurricular program of the school also has educational benefits. Therefore, it shall be the policy of this Board to minimize absenteeism from regular classes while providing students the opportunity to participate in extracurricular activities.

A verified absence will be granted for the following reasons:

- 1. Personal or illness
- 2. Medical appointments
- 3. Legal matters, including service on a grand, multicounty grand, or petit jury
- 4. Extenuating circumstances deemed necessary by the principal
- 5. Observance of holy days required by student’s religious affiliation

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students’ parents who do not call via notification alert or phone call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district’s medical exemption review committee. The district’s medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE)Office of Accountability.

A student will not be considered absent from school if:

- 1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, video conference, email, text, or phone
 - b. The student is on pace for on-time completion of the course as required by the school district
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- 2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local Board of Education.

School Activity

- 1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per semester to participate in activities sponsored by the school.
- 2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

- 1. A student may take up to ten (10) days of absences by arrangement per semester.
- 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
- 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

ATTENDANCE & ABSENCES

4. Absences by arrangement will count against a student’s exemption from semester tests.

Unverified Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Seventy-five percent of the grade will be counted. Ten (10) unverified absences will result in that student not receiving credit in that class for the semester.

Any student who exceeds the ten (10) day limit for unverified absences may appeal to the Board of Education for reinstatement of credit. Consideration will

be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Students who do not attend the required number of days will be given a “no credit” on the transcript for a course instead of a letter grade of “F.”

Neglect or Refusal to Compel Child to Attend School

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school. 70 O.S. Section 10-105

VIRTUAL INSTRUCTION

Pre-K through 12th grade students have the option of attending school virtually.

Lawton Virtual Academy

ELEMENTARY	SECONDARY
<ul style="list-style-type: none">• Elementary students can enroll in either AM or PM class sessions.• Elementary virtual students are expected to:<ul style="list-style-type: none">• Participate in live Zoom sessions daily (whole group, small group and individual)• Complete their assignments on a daily basis• Come to the building for in person Beginning, Middle and End of the year STAR assessments• 3rd - 5th grade students will take the state test in person in April• Elementary virtual parents are expected to:<ul style="list-style-type: none">• Attend a Virtual Learning Orientation Meeting prior to the start of instruction• Monitor their child to ensure they are turning in completed assignments• Attendance is taken for virtual students. Students must participate in daily Zoom meetings and complete assignments to be present.	<p>6th - 12 grade students are enrolled at Douglass Learning Center</p> <ul style="list-style-type: none">• Secondary virtual students are expected to:<ul style="list-style-type: none">• Actively follow the daily learning schedule• Seek help when needed (teachers, counselors, principals)• Sign into Google Classrooms daily to keep connected• Demonstrate learning with completion of assignments• Collaborate with peers during Zoom meetings• Secondary parents are expected to:<ul style="list-style-type: none">• Attend an orientation with your child to better understand virtual learning• Build a schedule for the student• Get to know the online learning platforms (Google Classroom and Edmentum)• Stay in communication with your child’s teachers• Encourage your child to work hard and complete assignments• Use the parent portal in Infinite Campus to check your child’s grades

Attendance is monitored by completing assignments, communicating with teachers, and/or attending Zoom lessons. Students going fifteen consecutive days without contact or work submission will be dropped for non-attendance. Contact Douglass Learning Center at 580-585-6499 for more information.

SUSPENSION OF STUDENTS

- In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of students from school.
- The authority to suspend a student from a school in the school district is delegated to the respective building principals.
- Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (37 O.S. § 163.2) (See policy [FNCE](#))
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two-thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies [FNCE](#) and [FNCGA](#))
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy [FNCGA](#))
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Students in grades six (6) through twelve (12) 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 a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis
 - A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy [FNCGA](#).)
 - Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
 - Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such

- act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
- Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
 - A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.
- Procedural Steps to Suspension**
- Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.
- Probation:** A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 - In-school placement:** In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
 - Out-of-school suspension:**
 - Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan.

SUSPENSION OF STUDENTS

- If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- Appellate Procedures**
- A suspension appeals committee is hereby established which will consist of three (3) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.
- Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - Decisions of the suspension appeals committee may not be appealed to the Board of Education. The decision of the suspension appeals committee shall be final.
 - Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education.
- The following procedures shall govern the appellate process:
- The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of Education. The Board may conduct the hearing or may appoint a hearing officer to conduct the hearing. The Board of Education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

SUSPENSION OF STUDENTS

C. During the hearing of the appeal before the Board of Education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The Board of Education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the terms of the suspension. The Board of Education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Board of Education or hearing officer shall be final.

BULLYING

It is the policy of this school district that 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, 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.

Bullying of students 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 harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" 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. Such behavior is specifically prohibited.

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

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

- 1. Conference with student
- 2. Conference with parents
- 3. In-school suspension
- 4. Detention
- 5. Referral to counselor
- 6. Behavioral contract
- 7. Changing student's seat assignment or class assignment
- 8. Requiring a student to make financial restitution for damaged property
- 9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- 10. Restriction of privileges
- 11. Involvement of local authorities
- 12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
- 13. Suspension
- 14. Performing Campus-site services for the school district
- 15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular

BULLYING

activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

STUDENT DISCIPLINE

The Lawton Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of

the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- 1. The seriousness of the offense
- 2. The effect of the offense on other students
- 3. Whether the offense is physically or mentally injurious to other people
- 4. Whether the incident is isolated or habitual behavior
- 5. The manifestation of a disability
- 6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

- 1. Unexcused lateness to school
- 2. Unexcused lateness to class
- 3. Cutting class
- 4. Leaving school without permission
- 5. Refusing detention/late room
- 6. Smoking
- 7. Truancy
- 8. Possessing or using alcoholic beverages or other mood-altering chemicals
- 9. Stealing
- 10. Forgery, fraud, or embezzlement
- 11. Assault, physical and/or verbal
- 12. Fighting

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13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person’s race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating
20. Bullying/Harassment
21. Defiance of Authority
22. Profanity
- In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.
- In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.
1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student’s behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social

- agency
13. Suspension
14. Other appropriate disciplinary action as required and as 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.
- Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.
- Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion. Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

FERPA DIRECTORY INFO

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Lawton Public Schools designates the following personally identifiable information as directory information:

Name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.

Parents or eligible students have two weeks following the date of enrollment to advise the school district in writing (a letter to the school main office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student’s parent or guardian, and the superintendent or the superintendent’s designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

USE OF TECHNOLOGY

In order for Lawton Public Schools to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. While the school teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the Acceptable Use and Internet Safety Policy form.

Personal Responsibility:

By signing the Acceptable Use and Internet Safety Policy form, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Acceptable Uses:

Educational Purposes Only

The school district is providing access to its computer networks and the internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

Unacceptable Uses of Network:

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

USE OF TECHNOLOGY

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

1. Netiquette:

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

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

2. Cyber Bullying:

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages
- Spreading rumors about others through email, IM, or text messages
- Creating a Website or MySpace (or other social-networking) account that targets another student or other person(s)

- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account

Cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved.

In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

3. Active Restriction Measures

The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. LPS currently uses GoGuardian for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy:

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

Failure To Follow Policy:

The user's use of the computer network and

USE OF TECHNOLOGY

Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user.

Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

HATCH AMENDMENT

Schools are required to obtain written consent from parents before minor students (or from the student if an adult or an emancipated minor) are required to participate in any U.S. Department of Education (USDE) funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations or beliefs of the student or student's parent
- Mental or 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 student's parent; or
- Income, other than as required by law to determine program eligibility

Schools and other recipients of USDE funds under a program administered by the USDE must

obtain written parental consent ("active" consent) before students are required to participate in any survey, analysis, or evaluation that reveals information concerning any of the eight protected areas noted above.

For surveys that students are not required, as part of a program administered by the Department, to participate in but that are administered by a school or school district that is the recipient of Department funds, PPRA requires that the school "directly" notify parents of students who are scheduled to participate in a survey that asks questions about one or more of the eight protected areas listed above in order to provide them with an opportunity to opt their children out of participation ("passive" consent).

Regarding those surveys that ask questions concerning one or more of the eight protected areas listed above but that do not require students to participate or are not part of a program administered by the Department, the school should utilize the "passive" consent requirement.

In addition to written consent, schools and contractors must make instructional materials (includes teacher's manuals, films, tapes, or other supplementary material) available for inspection by parents if those materials will be used in connection with an USDE-funded survey, analysis, or evaluation in which their children participate.

PARENT’S RIGHTS

The Board of Education, in consultation with parents, teachers, and administrators,would like to promote and encourage the involvement of parents and guardians of children within the school district.

Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance, and discipline.

Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child’s parent provides written objection to the child’s participation in the sex education curricula.

Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.

Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the Board of Education is available from the administration upon request.

Specific parent rights and responsibilities provided under the laws of this state, include the following:

A. the right to opt out of a sex education curriculum if one is provided by the school district

B. open enrollment rights

C. the right to opt out of assignments

D. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes

E. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues

F. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes

G. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes

H. the right to review test results

I. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes

J. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes

K. the right to receive a school report card

L. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes

M. the right to public review of courses of study and textbooks

N. the right to be excused from school attendance for religious purposes

O. policies related to parental involvement pursuant to this section

P. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of a school district, and

Q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student’s public school record

PARENT’S RIGHTS

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information.

If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the Board of Education. The Board of Education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the Board of Education shall formally consider the request at the next subsequent meeting of the Board of Education.

RESIDENCY

The residence of any child for school purposes is the legal residence of the parents, guardian, or person having legal custody and contributing to a major degree to the support of the student within the district. Any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes

2. Title to residential property in the district, or a

valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides

3. Proof of provisions of utilities

4. A valid, unexpired motor vehicle operator’s permit or motor vehicle registration

5. Maintenance of voter registration

6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

INCLEMENT WEATHER

Announcements of school closures due to inclement weather will be made using traditional and social media resources to specify school closures. The Lawton Public Schools notification system will be utilized as the first point of information and other broadcast outlets (radio and television) will be notified when school closures occur.

On occasions, students may be required to remain in buildings, delaying dismissal, because of severe weather conditions. The Central Office will notify school administrators when the “all clear” signal is given and students are dismissed for the day.

STUDENT TRANSFERS

With the enactment of Senate Bill 783 (2021), the Legislature made comprehensive reforms to Oklahoma’s school transfer laws, namely revising the requirements for accepting and denying student transfers and requiring school districts to set and list enrollment capacities on their websites. These changes, among others, go into effect January 1, 2022, and make students eligible to request a transfer to any district in the state, regardless of where they live.

For more information, follow the link below to the states board policy.
<https://sde.ok.gov/student-transfers>

CONTRABAND

Administrators, teachers, and security personnel are authorized to detain and search a student or a student’s vehicle when the school official has reasonable suspicion that the student is in possession of:

- Contraband and nuisance items
- Dangerous weapons
- Beverages containing alcohol
- Missing or stolen property

Authority to search applies while a student is on school premises, while being transported by the school, or while attending any function sponsored/ authorized by the school.

Student searches shall be conducted by a person of the same sex as the student, and witnessed by a certified person of the same sex as the student, if practical. The search shall be conducted outside the presence of other students and the public.

The extent of the search shall be reasonable and related to the objective of the search. No strip search of a student is permitted. No clothing of a student will be removed prior to or during the search, except for cold weather wear.

Students do not have an expectation of privacy towards school officials regarding the contents of school lockers, desks, or other school property. School lockers, desks and other school facilities may be opened and searched by school officials, and no reason shall be necessary for such search.

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or disciplinary action. Contraband or unlawful items shall not be returned to the student or to any representative of the student. Such items shall be turned over to law enforcement officials or, if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school.

70 O.S. Section 24-102

GRADUATION

The Lawton Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the Board of Education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option.

The “college preparatory/work ready curriculum” will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements
 - 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math, Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements
 - 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements
 - 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements
 - 2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses
 - 1 additional unit selected from the above categories or career and technology education
- In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

GRADUATION

courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Science

- 3 units or sets of competencies of laboratory science approved for college admission requirements
- 1 unit or set of competencies of life science, meeting the standards for Biology I
- 1 unit or set of competencies of Physical Science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of Physical Science, Life Science or Earth and space science such that content and rigor is above Biology I or Physical Science.

Language Arts

- 4 units or sets of competencies
- 1 unit of Grammar and Composition and
- 3 units which may include:
 - American Literature
 - English Literature
 - World Literature
 - Advanced English Courses
 - Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

- 3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
 - World History
 - Geography
 - Economics
 - Anthropology
 - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History

All students who have earned the 23 required credits and have not been removed from the school setting for disciplinary reasons at the time of graduation can participate in the graduation ceremony.

EXTRACURRICULARS

The Lawton Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The Board shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district’s internet website.

The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name
2. Mission or purpose and
3. Name of the faculty advisor, if known

Participation in extracurricular activities is a privilege. Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district’s website.

STUDENT DRUG TESTING POLICY

Lawton Public Schools, in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students in Lawton Public Schools, proposes to adopt the following policy for drug testing of students participating in any extracurricular activities governed by the rules and regulations of the Oklahoma Secondary Schools Athletic Association (OSSAA).

PURPOSE AND INTENT

Although the coaches, sponsors, administration, and staff desire that every student in Lawton Public Schools refrain from using or possessing illegal drugs, school officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extracurricular activities. The sanctions imposed for violations of this policy will be based solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of Lawton Public Schools regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities in Lawton Public Schools is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

- 1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
- 2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-

being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school extracurricular activities free of the effects of illegal and performance-enhancing drug use. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of Lawton Public Schools. For the safety, health and well-being of students in extracurricular activities in Lawton Public Schools has adopted this policy for use by all participants in extracurricular activities in grades 9-12.

The administration may adopt regulations to implement this policy.

I. Definitions

"Extracurricular Activity Student" means a member of any Lawton Public School sponsored organization

connected to the school but are not a part of the course of study such as athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting extracurricular students for drug testing that:

- A. results in an equal probability that any extracurricular student from a group of extracurricular students subject to the selection mechanism will be selected, and
- B. does not give the school district discretion to waive the selection of any extracurricular student selected under the mechanism.

All aspects of the drug use testing program, including the taking of specimens, will be conducted

STUDENT DRUG TESTING POLICY

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other extracurricular ability. The term "Performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an extracurricular student; the reasonable inferences that are drawn from those observations; and/ or information of illegal or performance-enhancing drug use by an extracurricular student supplied to school officials by other students, staff members, or patrons.

II. Procedures

Students participating in extracurricular activities shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample: (a) when the extracurricular student is selected by the random selection basis to provide a urine sample; and (b) at any time when

there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity involving competition unless the student has returned the properly signed "Student Drug Testing Consent Form".

Prior to the commencement of drug testing each year an orientation session will be held with each extracurricular student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the extracurricular student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each extracurricular student shall receive a copy of the Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for extracurricular students will be chosen on a random selection basis monthly from a list of all students who are involved in off-season or in-season activities.

The district will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. The number will be equal to or at least 5% of the total population but not less than 20 students involved in school sponsored activities as of the first school day of the month.

In addition to the drug tests required above, any extracurricular student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by Lawton Public Schools. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/extracurricular director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind

a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/extracurricular director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty {30} days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four {24} hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique.

A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the principal/activities director or designee of any positive test. To keep the positive test results confidential, the principal/activities director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results.

The principal/activities director or designee will schedule a conference with the student and parent or guardian and explain the student’s opportunity to submit additional information to the principal/extracurricular director or to the lab.

The Lawton Public Schools Extracurricular Program will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student’s other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An extracurricular student who has been determined by the principal/activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent’s decision will be provided and his/her decision shall be conclusive in all respects.

Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any extracurricular student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, extracurricular director, and principal concerning the positive drug test.

In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received or has an appointment to receive drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must

voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. The cost of the second test will be the responsibility of the parent/guardian.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense:

Suspension from participation in all activities covered under this policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling. The student may not participate in any meetings, practices, scrimmages or competitions during this period.

The student will be tested monthly at random times for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/activities director or designee. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the activities director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all extracurriculars covered under this policy. Such a student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

C. For the Third Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, and competition for the remainder of the school year, or eighty-eight school days (1 semester) (88) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any extracurricular activities covered under this policy including all meetings, practices, and competitions for the remainder of the school year, or eighty-eight school days (1 semester) (88) whichever is the longer.

Additionally, such student shall not be considered for any extracurricular activity honors or awards given by the school.

Lawton Public Schools is committed to cooperating with parents/guardians in an effort to

help students avoid illegal drug use. Lawton Public Schools believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.