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***STUDENT CODE  
OF CONDUCT  
2020 - 2021***

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It is the policy of the Lawton Independent School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability, or military veteran status.

*Inquires concerning application of this policy may be referred to*

**Lawton Public Schools Compliance Officer**

**753 Fort Sill Boulevard**

**Lawton, Oklahoma 73507**

**(580) 357-6900**

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## **NOTE:**

**Policy updates may be approved by Board of Education  
after publication of this**

**2020-2021 Student Code of Conduct Book.**

Refer to:

**[www.lawtonps.org/MENU/BOARD OF EDUCATION/LPS Policies](http://www.lawtonps.org/MENU/BOARD_OF_EDUCATION/LPS_Policies)**

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## **ABSENCES PROCEDURES – FDC-R3**

### **1. ATTENDANCE:**

It is the responsibility of the parent, guardian, or other person having legal custody to ensure children attend and comply with the rules for the full term that school is in session.

Parents are responsible for ensuring that their children attend school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching children the importance of regular and punctual attendance also helps them mature into responsible adults who will be prepared as “Career Bound Citizens.”

### **2. RECORDS OF ATTENDANCE:**

It is the responsibility of the teacher, attendance office, and principal to keep a full and complete record of student attendance. Absences are recorded by class period in secondary schools and by half-days in elementary schools. For clarification, in B-E below, the UN-VERIFIED absences are accrued in the same hour at secondary schools or in the same half-day at the elementary school.

### **3. REPORTING ABSENCES & ABSENCE PROCEDURES:**

A. Within one (1) hour of the start of the school day, on the day of any absence, it is the responsibility of the student's parent/guardian/legal custodian (hereafter referred to as the parent) to notify the school attendance office regarding the reason for the absence. In the event the school is not contacted, a school official will attempt to contact the parent. This contact in no way excuses the absence. Instead, it informs the school that the student is not skipping. (Skipping/cutting class results in other disciplinary action.)

B. If a student has three (3) UNVERIFIED absences (FDC-E1), a school official will make an oral and documented or written “School Attendance Warning” to the last known address regarding attendance.

C. Following the fourth UNVERIFIED absence, a school official will make an oral and documented or written “Attendance Referral” to the parent. The parent will be required to meet with a school administrator and/or an attendance officer from the District Office of Student Services. The parent will sign an “Affidavit of Understanding” (FDC-E1) regarding Oklahoma school attendance laws.

D. When a child has four (4) or more UNVERIFIED absences within a four-week period or ten (10) or more UNVERIFIED absences within a semester, a school official will send all required documentation to the District Office of Student Services who shall report such absences to the Comanche County District Attorney. The District Attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes and may result in an arrest warrant being issued for the parent.

E. An arrest warrant for a responsible parent and fines may occur when a student has four (4) or more UNVERIFIED absences in four (4) weeks and/or ten (10) or more UNVERIFIED absences in a semester in addition to loss of semester credit.

### **4. ABSENCE AND REMOVAL FROM ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

**REFERENCE: Policies FDC, FDC-R1, and FDC-R2**  
**70 O.S. §10-105**  
**70 O.S. §10-106**



## **TRANSFERS AND ASSIGNMENTS, OPEN TRANSFER POLICY – FE**

### **INTERDISTRICT TRANSFERS:**

Interdistrict transfers are required when public school students from other school districts seek enrollment into the Lawton Public School district and are strictly controlled by statute. Transfers will be approved on a student-by-student basis. Siblings must apply individually.

There are two types of interdistrict transfers:

**Open Transfer:** Applications for an Open Transfer can be submitted between January 1 and May 31 for the following school year. Once approved, Open Transfers are valid for the duration of enrollment into Lawton Public Schools from that initial resident district. If the student/family move to a different neighboring district, a new application will be required. This instance does not require sending district approval. The application form is available at the Oklahoma State Department of Education website under Student Transfers.

**Emergency Transfer:** Application for an Emergency Transfer can be submitted between June 1 and May 31. Once approved, Emergency Transfers are only valid for the duration of the school year for which the application is made. A new application will be required each school year. Requires district approval. The application form is available at the Oklahoma State Department of Education website under Student Transfers.

It is the policy of the board of education that any application for transfer will be submitted to the Student Services Department, reviewed, and considered on a first-come, first-served basis. All transfer applications may be obtained from the Student Services Office, shall be completed by the parent(s) of the student(s), and be filed with the Director of Student Services at the Student Services Office. For purposes of the Education Open Transfer Act, the term “parent” means the parent of the student or person having legal custody of the student.

The board of education, or designee, shall approve or deny the applications for transfer within 30 days from the receipt of the application. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding, the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs – Space, staffing and equipment needs shall be considered.
2. Staffing Availability - If accepting the transfer will require the addition of personnel, the transfer application will be denied. The board shall seek to maintain legislated class-size requirements while allowing space for incoming resident students within the site’s regular attendance area. Availability of staff with a standard certificate or license shall also be considered.
3. Space Limitations - The board shall consider the intended capacity of a building to provide appropriate space for the classrooms and programs provided by the district. The overflow status of a site as a receiving or sending school shall also be considered.
4. Disciplinary, Transcript and Attendance Records – Discipline, transcript and attendance records of students transferring to this district will be requested as part of the student’s records. It shall be within the discretion of the board of education, based upon the student’s disciplinary and attendance records, as to whether a transfer will be approved or denied. As a general rule, students deemed “not in good standing” at their former school will not be approved for transfer to this district.
5. Adjudicated as a Juvenile Sex Offender.

### **Open Transfers:**

By the first Monday in June of the same school year, the receiving school district shall notify the resident school district that a student enrolled in resident school district has filed an application for transfer.

A student who enrolls, pursuant to the Education Open Transfer Act, in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural competitions governed by the Oklahoma Secondary Schools Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue.

On or before September 1, the superintendent shall file a copy of a list of students granted transfers showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A student granted an Open Transfer may continue to attend school in this district unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before July 15, provided the student shall be entitled to continue attending school in this district until the end of the school year.

Except for a child in the custody of the Department of Human Services in foster care, no student shall be permitted an open transfer more than once in any school year.

### **Emergency Transfers:**

On an adequate showing of emergency, the superintendent, or designee, may make and order a transfer subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of school facilities;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of school-provided transportation/bus service facilities;
5. The concurrence of both the sending and receiving school districts with the sending district superintendent signature.
6. The unavailability of remote or on-site internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of specialized Deaf Education Program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, upon verification by the receiving school district that: the student has been the victim of harassment, intimidation, or bullying; and the sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

Emergency transfers previously made may be canceled during the school year with the concurrence of the board of education and the parents.

## **Open and Emergency Transfers:**

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program, may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

Placement of transferred students will be at the discretion of the school district based upon the following criteria:

Students entering the Lawton Public School District from Bishop, Cache, Chattanooga, Indianola or other western communities will attend Eisenhower High School, Eisenhower Middle School, or an Eisenhower feeder elementary school with adequate space available.

Students entering the Lawton Public School District from Central High, Marlow, Elgin, Geronimo, Flower Mound or other communities to the north or east of Lawton will attend MacArthur High School, MacArthur Middle School, or a MacArthur feeder elementary school with adequate space available. Students attending Lawton Public Schools on an interdistrict transfer wishing to attend a school other than their residence school must apply for an intradistrict transfer. (See Board Policy FE-R1)

Prior to the approval of the transfer of a student on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district.

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited, or home schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district (Parents are responsible for transportation.)

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district may, with approval of the Board of Education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

Should the Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district, and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellations is applicable.

Discipline records of students transferring to this school will be requested as part of the student's records.

<b>REFERENCE:</b>	<b>70 O.S. §1-114</b> <b>70 O.S. §1-113</b> <b>70 O.S. §5-117.1</b> <b>70 O.S. §8-101, et seq.</b> <b>70 O.S. §24-101, et seq.</b> <b>Family Education Rights and Privacy Act</b>
<b>CROSS-REFERENCE:</b>	<b>Policy FDA, Students: Enrollment Requirements</b> <b>Policy FOD, Suspension of Students</b>

## **INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENT REGULATIONS - FE-R1**

### **School Assignment**

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian, or such person(s) or institution having legal custody of the student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

If a student has had a legal guardian appointed or has had legal custody placed with an institution or a person who is a resident of the district and has a parent residing in the district, the residence for school purposes shall be the residence of the legal guardian or of the institution or person having legal custody of the student.

Attendance areas have been established for all Lawton Public School sites. Students must attend the designated school which serves their area of residence. (See Board Policy FDA-R1) Students attending Lawton Public Schools on an Interdistrict transfer wishing to attend a school other than their residence school must apply for an Intradistrict transfer. (See Board Policy FE)

#### **Secondary Assignments and Transfer of Attendance Rights with residence change**

A student in middle or high school whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic participation until graduation at the high school which the middle school feeds. If the student remains at the school, parents must provide transportation.

The permanent residence for attendance and athletic eligibility purposes of students moving into the Lawton district from other districts will not be determined until the parent(s) have purchased or rented a bona fide residence within the district.

The permanent residence for attendance and athletic eligibility purposes of students whose parents live in the Lawton district shall be the school attendance area where the parents reside regardless of where the student resides in the school district.

*Interpretation:* In case a student's parents separate and the court does not award custody of the student and parent remains a resident of the attendance area where the student is participating (or has participated as a secondary student), the student is eligible only where he is participating when the separation occurs. If a student has not participated, Rule 8, Section (E) of the Oklahoma Secondary School Activities Association (OSSAA) applies.

Students who received a "health" transfer to transfer from one school to another will be eligible for athletics in the new school of assignment. Once the "health" transfer is approved and the student moves to the new school, the student will remain at that school through 8th grade (middle school) or graduation (senior high). Upon completion of middle school, students must make re-application for a high school Intra-district Health Transfer.

Parent(s) moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school and who do not move into the attendance area to reside permanently; do not establish a bona fide residence in the attendance area for the purpose of attendance or athletic eligibility.

*Interpretation:* Parents or guardians of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parents live outside the Lawton School District shall be required to file a custody affidavit with the Lawton Board of Education. Such student shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student's conduct and attendance in the Lawton Public School District.

## Eligibility Rules for Students Transferring Within the District Due to Residence Change

### 1. Transfer of Secondary School Students

A student in middle school whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic participation until graduation at the high school which the middle school feeds. If the student remains at the school, parents must provide transportation.

A student, who has established athletic eligibility at any Lawton Public School high school and then transfers to another Lawton school, is not eligible for a period of one year from the date of first attendance at the new school. A student who moves out of the Lawton school district and attends one day, or more, of school at a non-Lawton school and then moves back into the Lawton school district, may or may not be eligible at the Lawton school he/she left upon their reentry for a period of one year from the date of first attendance at the non-Lawton school. Eligibility is determined by OSSAA regulations.

#### Exception to transfer rule:

If the principal of the receiving school believes there is a reason for a student to be given an exception to the transfer policy, they can write a letter to the Superintendent explaining the reason an exception should be given. If the Superintendent believes the reasons are valid, an exception can be given.

### 2. Limited Election Time

The election to transfer or remain at the current school must be exercised by the beginning of the school year following the year in which the parents move from the school attendance area. A student who elects to transfer to the school in the new attendance area and who attends the first class at the new school is no longer eligible for attendance or athletic purposes at the former school unless another bona fide move occurs and is not eligible for a period of one year from the date of first attendance at the new school.

### 3. Eligibility when Anticipating Change in Residence

A student may transfer enrollment from his/her school of current residency to a school of future residency only within 5 days of the first day of a semester. The student's parent must move to the new residence no later than 45 calendar days from the first day of a semester. In order to be authorized to make such change, the parent must execute and file with the Student Services Department a 'Statement of Intent to Establish Residency' form for approval.

A student who has established athletic eligibility at the previous school and who obtained a 'Statement of Intent to Establish Residency' will not be eligible for athletic participation for a period of one year from the date of first attendance at the new school.

If the family has not moved into the intended residence within the 45 calendar days specified, the student will lose attendance rights at the new school and must attend the school in the attendance area where his/her parents reside. Extension of the 45 calendar days may be granted after being reviewed by the District Eligibility Committee.

### 4. Under extraordinary circumstances, a parent may appeal to the superintendent or the superintendent's designee for an exception to the transfer policy. The transfer must be in the best interest of the student and Lawton Public Schools. The exception to the transfer policy is intended to be a one time, good faith effort to help a student with unusual circumstances.

The school to which the student has transferred becomes the student's home school and the student will not be permitted to return to the resident area school.

A student, who has established athletic eligibility at any Lawton school and then is given an exemption to the transfer policy, is not eligible for a period of one year from the date of first attendance at the new school.

### 5. Students who are granted exemptions to the attendance residence rule in middle school and establish athletic eligibility at that school and then are granted exemptions to that school's high

school, are not subject to extra-curricular restrictions. (i.e. MMS to MHS or TMS and CMS to LHS or EMS to EHS.)not subject to extra-curricular restrictions. (i.e. MMS to MHS or TMS and CMS to LHS or EMS to EHS.)

#### 6. Revoking an Approved Secondary Transfer

- A. Students should remain at the school to which they transferred.
- B. Violation of any of the following conditions will result in the revocation of transfer and the return to the school of residence:
  - (1) Excessive absences (as determined by principal)
  - (2) Excessive tardiness (as determined by principal)
  - (3) Poor academic performance (as determined by principal)
  - (4) Discipline problem (as determined by principal)
- C. Any student who has had a transfer revoked will not be allowed to participate in OSSAA sanctioned activities for a period of one calendar year beginning on the date the transfer was revoked.

#### *Intradistrict Transfers (transfers between schools within Lawton Public Schools)*

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian(s), or of such person(s) or institution having legal custody of student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

Attendance areas have been established for all Lawton Public School sites, and students must attend the designated school which serves their area of residence unless students qualify for transfers by meeting the required conditions of the Student Intradistrict School Assignment Policy approved by the Lawton Board of Education.

#### 1. Student Intradistrict School Assignment Policy

Students in Lawton Public Schools may be assigned or transferred to a school when an Intradistrict Transfer Application is completed in the Student Services office. Intradistrict transfer applications will be accepted between June 1 and the day prior to the first day of school. Following this timeframe only applications of new enrollment residents will be accepted for the remainder of the semester. Applications for second semester will be accepted during the first 10 days of the second semester. Following this timeframe only applications of new enrollment residents will be accepted for the remainder of the semester.

Intradistrict Transfers are granted following the 10th day of the first semester based on the following considerations:

- A. Student is currently enrolled in Lawton Public Schools
  - B. Availability of programs, staffing and space
  - C. Disciplinary, transcript and attendance records of the student
  - D. Student/parent considerations
  - E. The parents' commitment to provide transportation for the student.
  - F. The option is exercised only once per school year.
- #### 2. Duration of Approved Intra-district Transfer
- #### 3. Once a transfer to a specific school has been approved and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school is automatic unless revocation or parent cancels to return to resident school.
- #### 4. Canceling or Revoking an Approved Transfer
- A. Parents may cancel an approved transfer (only one transfer can be considered per school year.
  - B. A principal may request that a student's intradistrict transfer be revoked at any time based on 1) excessive absences, 2) excessive tardies, 3) poor academic performance, and/or 4) discipline problems. The principal shall document evidence and hold a conference in person or by conference call with the director of student services or designee, and the parent(s) in the process of reaching a decision to approve or deny the principal's request.
  - C. Failure to comply with designated school hours could result in the transfer being revoked.

The permanent residence for attendance of a student moving to the Lawton School District from another district will not be determined until the parent(s) or guardian(s) have purchased or rented a bona fide residence within the district.

The permanent residence for attendance of students whose parents live in the Lawton School District shall be the school attendance area where the parents reside, regardless of where the student resides in the school district.

Parent(s) or guardian(s) moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school, and who do not move into the attendance area to reside permanently, do not establish a bona fide residence in the attendance area for the purpose of attendance.

*Interpretation:* Parent(s) or guardian(s) of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move their personal property to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parent(s) live outside the Lawton School District shall be required to file a custody affidavit with the Lawton School District. Such students shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student's conduct and attendance in the Lawton Public School District.

If the Individualized Education Program (IEP) of a special education student indicates placement in a special education class, the district will determine the school site for enrollment of such students. Identified transitional first grade students will be assigned to sites determined by the district.

**Cross Reference: Policy FDA-R1, Enrollment, Transfer and Placement of Students**

## **STUDENT RECORDS - FI**

The principal of each school will be the legal custodian of all student records for that school. However, one year after a student has graduated or otherwise left the school district, permanent records shall be maintained in the Office of Student Services.

This section of the student code represents the districts formal policy regarding confidentiality of student information and the annual notification to Parents of such Policy and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights to privacy Act of 1974.

### **1. Definitions**

#### **A. Student Records**

Student records shall be defined as any written material, to include education and cumulative behavior records, concerning individual students maintained by the school board or its employees, except personal notes and Class assignments kept on file by school personnel solely for their own use and not communicated to any other person. The cumulative behavior records shall be in a form approved by the superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition. All student records, with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be available to a student's parent(s) or guardian(s) and to students who are eighteen years of age or older. School Personnel will assist the student's parent(s), or guardian(s) in understanding and interpreting any technical material in the record.

#### **B. FERPA**

The federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

C. Eligible Student

An eligible student is a student who is 18 years of age or older. The statute provides that when the Student becomes 18, all rights under the Act transfer from the parent to the student. However, the parent of an 18-year-old student who is a dependent under IRS regulations may review the student's records without the prior consent of the student.

D. Directory information

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the Lawton Public Schools, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of school attendance, awards received, distinguished academic performance, and most recent school attended. These items so classified as directory information by the district will be released without prior parental consent unless the parent, within 60 days of enrollment each school year, notifies the district in writing of the parent's refusal to let the district designate any or all of such items as directory information for that parent's child.

E. Legitimate Educational interest

Legitimate educational interest is considered to be any matter or reason integrally related to academic Performance, grade-level classification, schedule of subjects, attendance, attitude, behavior, health or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

F. Disclosure

Disclosure means permitting access or the release, transfer or other communication of education records of the student, or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

**Right to Inspect and Review Records**

Parents or eligible students may inspect and review educational records at the office of the principal of the school where enrolled. The principal is the responsible official for records maintained at the school site. Other records and responsible officials are:

For special education record: the Special Education Services Center, 102 E. Gore Blvd., Lawton, Oklahoma. The responsible official is the administrative assistant of special services.

For records of former students: the Student Services Department, 102 E. Gore Blvd., Lawton, Oklahoma. The responsible official is the executive director of student services. Parents should make a request to the appropriate school officials and present adequate identification in order to inspect and review records.

**Right to Request Amendment to Records**

Parents or eligible students may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to amend the student's records should be made to the building principal or administrator. If the request is not granted, the following appeal procedure is provided:

1. The decision of the principal may be appealed to the executive director of elementary or secondary education, as appropriate. The hearing will be scheduled and conducted by the executive director within a reasonable period of time following receipt of the request for an appeal.
2. The parents or eligible students will be afforded the opportunity to present evidence relevant to the issues.
3. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. The decision of the Executive Director of Elementary or Secondary Education will be final.



4. Parents or adult students will be allowed to submit material to be added to the record. Examples of such material are the results of testing and evaluation, medical or psychological reports, and explanations of unfavorable material appearing in the record.

#### **Right to Consent to Release Confidential Information**

The parent or eligible student has the right to authorize the release of personally identifiable information contained in the student's education records. Such information will not be released from an educational record without the prior written consent of the parent or eligible student except for those specific situations in which consent is not required by the Act.

The building principal or the principal's representative is authorized to control and release information from individual schools. The parent should contact the principal for the release or review of information. The proper form (Form C) can be obtained from the principal.

The request to release educational information should be granted by the school within a reasonable period of time, but in no case more than 45 days after it has been made.

#### **Right to File Complaint**

The parent or eligible student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Act and regulations.

#### **Right to Obtain a Copy of District Policy**

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Shoemaker Education Center, 753 NW Fort Hill Boulevard, P. O. Box 1009, Lawton, Oklahoma 73502.

#### **Notification of Right to Confidentiality**

Parents or eligible students are hereby notified of their rights to confidentiality of educational records and their right to file complaints regarding confidentiality. This notification is made through annual distribution of this Student Code to every enrolled student and by annual publication of the contents of this policy in a daily circulation newspaper.

Parents and adult (18 and over) students have a right to be provided translation if primary or home language is other than English.

#### **Fee Schedule for Copies of Records**

The initial copy of education records will be provided without charge. Additional copies will be furnished at the rate of five cents per page.

#### **When Consent Not Required**

The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

1. School personnel who have a legitimate educational interest in a student.
2. Officials of another school or school system in which the student intends to enroll.
3. Officials of the U.S. General Accounting Office, U. S. Department of Education, and state departments of education who need specific data to evaluate federal programs or to enforce federal laws.
4. Anyone to whom the student has applied for financial aid or from whom such aid has been received.
5. Accrediting institutions.
6. Testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records destroyed when no longer needed.
7. Valid search warrants, court orders, or subpoenas, provided that a reasonable effort is made to notify the parent(s) or eligible student in advance of compliance by the educational institution.

8. Statistical data that does not identify any student.
9. Medical personnel or city, county, state, and federal agencies in an emergency situation when common sense indicates release of the information is necessary for health or safety reasons.
10. Information defined in these policies under the category of 'Directory Information.'

### **Record of Disclosures Required**

Each school or department responsible for educational records shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:

1. Who has requested or obtained personally identifiable information from the education records, and
2. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:

1. Disclosures to a parent or eligible student.
2. Disclosures pursuant to written consent of a parent or eligible student.
3. Disclosures to school officials as described in this policy.
4. Disclosures of directory information described in this policy.

### **Custodial Parent and Access to Records**

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent provides a certified copy of a court order denying the non-custodial parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless a certified copy of a court order vesting custody in the other parent is supplied.

In instances where the parents of the child are not available or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child's guardian.

### **Release of Directory Information**

Directory information relating to student participation in officially recognized activities and sports will be released. In addition, directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies. The procedures for releasing this information will be as follows:

1. Information will be released through the office of Student Services, Douglass Learning Center.
2. Representatives desiring information must personally request and pick up information.
3. Representatives must sign a written statement of assurance that the information provided will be strictly confidential.
4. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the discretion of the Student Services Administrative Assistant.
5. No building principal or other school employee will be permitted to release any form of directory information.

In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must sign the appropriate form which states it is understood that the party to whom these records are transferred will not permit any other party to have access to such information without the written consent of the parent(s) or of students eighteen years of age or older.

Parent and student access to information contained in the psychological evaluation will be as follows: Upon request from parents or from students eighteen years of age or older for inspection of psychological evaluations, the appropriate school official (principal, counselor, or teacher) will refer

said parties to an EXAMINING AGENCY (Regional Guidance Center, Child and Family Service Center, RESC, etc.) for interpretation of the evaluation by a professional examiner (psychologist, psychiatrist, psychometrist).

To eliminate obsolete or outdated information, all student records will be reviewed from time to time by school officials. At a minimum, this should be done when the student moves from elementary to junior high, from junior high to senior high, and finally, when the student graduates.

REFERENCE: 34 CFR 99.1  
20 USC 1232

## **STUDENT DISCIPLINE - FO**

The board of education is deeply interested in creating the best learning atmosphere possible in every school. The board appreciates the cooperative attitude of the vast majority of students. It is important that our school atmosphere allow cooperative students to pursue their education free from disruption or distractions. Maintaining order necessitates regulations relating to school discipline.

In order to maintain a safe and orderly school environment, each building principal in conjunction with his building staff will develop a disciplinary plan setting forth the building organization for presenting and resolving disciplinary incidents. Key components of the disciplinary plan should include parental and staff in-service training. The disciplinary process should include:

*Level I* Teacher

Counselor

Assistant principal

Principal

*Level II* Appeal process

Executive director of elementary education or the executive director of secondary education and student services

*Level III* Board of education

It is recommended that parents be involved at each level.

(Assignments made to the B.R.I.D.G.E. Academy are not appealable.)

The following are specific examples of unacceptable behavior necessitating optional disciplinary action, including suspension or long-term suspension from school or assignment to the B.R.I.D.G.E. Academy: Violent behavior will result in an immediate emergency suspension. See BOE Policy FOD (Emergency Suspension).

1. Open or persistent defiance of authority
2. Physical or verbal assault upon student(s) or school personnel
3. Creating or attempting to create a disturbance
4. Unauthorized or excessive absences from class
5. Excessive tardies
6. Willful disobedience
7. Profanity or vulgarity (clothing, books or any other possession containing any form of vulgarity, profanity or obscenity)
8. Disrespect for school property or damage to school property
9. Stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property
10. Hazing by any group in the Lawton Public School System
11. Dress -It is expectation of the board of education that as career bound citizens, all students shall dress conservatively and appropriately during school hours and activities. All clothing, visible images, and text must be appropriate for school setting, free of vulgarity and cannot promote anything illegal or age-inappropriate. Body piercing jewelry or adornment is not allowed except in the ears. Clothing must be free of holes which expose undergarments or skin above fingertip length when standing. Clothing must fit appropriately. General dress or appearance must not disrupt the educational process. Exceptions may be made for Spirit Week on a school-wide basis.

### Allowable Dress

- Jeans, slacks, wind pants, capris, and overalls which rest at the waist and cover all undergarments above fingertip length when standing
- Dresses, shorts, and skirts which extend to fingertip length when standing
- T-shirts, shirts, blouses, sweaters, and pullovers with fitted armholes which cover cleavage, undergarments, underarms, and midriff when sitting or standing
- Shoes designed to be worn outdoors and which do not pose possible damage to flooring
- Head gear for religious or medical purposes
- All student backpacks and book bags must be clear plastic or mesh (Effective July 1. 2019)

### Central and Tomlinson Middle School Modified Dress

All LPS dress code policies apply to CMS and TMS students with the following modifications:

- No logos, graphics, designs, or texts may be on clothing
- Knit polo type shirt or crew neck t-shirt of any solid color
- Sweaters, cardigans, jackets, and hoodies of any solid color
- Pants, shorts, skirts, and capris: black, gray, navy blue, and khaki of a twill like material, no denim or athletic material
- Shorts and skirts must be knee-length in both front and back

### Elementary School Modified Dress

All LPS dress code policies apply to elementary students with the following modifications:

- Polo style shirt of any solid color with no emblem
- Slacks, shorts, capris, shirts, and jumpers black, navy blue or khaki, no denim
- Sweat shirt, hoodie, or sweater of any solid color with no emblem

12. Any violation of federal, state, local law or ordinance
13. Participation in any meeting, assembly or demonstration not authorized or conducted in accordance with provisions of Board Policy FNA.
14. Participation in the publication or distribution of any printed material in violation of Board Policy GIA.
15. Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210.191, as amended June 1976
16. Use or possession of tobacco or electronic cigarettes on school premises (elementary, middle and senior high schools)
17. Fighting
18. Verbal or implied threats or threatening gestures by an individual or group

REFERENCE: 10 O.S. §7115  
70 O.S. §6-114

## **STUDENT DISCIPLINE - FO-R1**

A student will be subject to disciplinary action, including suspension or long term suspension from school, when charges are filed in any state or federal court accusing the student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring either on or off school premises at any time if it is determined that the filing of such charges causes an adverse effect on the discipline, operation, general welfare, educational environment, or safety of the school.

Any student that is charged with a felony or a misdemeanor may not represent LPS or any of its schools in any extracurricular activities, athletic games, contests, competitions or events. The student should not be allowed to practice or participate in any manner until final disposition of the charge(s).

If the charge filed is a misdemeanor, a committee consisting of the coach/sponsor, principal, and site athletic director/activities director (whichever is appropriate), will determine the student's eligibility based on the seriousness of the misdemeanor charge. The committee must meet within 10 days of the filing of charges or notification of charges to district. The committee recommendation will be reported to the District Athletic Director or other appropriate Director for final approval.

Students who have been suspended or long term suspended will not be allowed to ride school buses, to be present at any school sponsored activities, or to be on the premises of the Lawton Public Schools.

The following is a list of optional disciplinary actions which school administrators may impose for violations of the Student Code of the Lawton Public Schools. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. Principals may therefore use any disciplinary action appropriate to a specific case.

1. In-school detention (before school, noon, after school)
2. Remove from class or group (temporary or permanent)
3. Verbal or documented warning to students
4. Faculty consultation concerning student
5. Contract or action plan
6. Activity suspension
7. Transportation suspension
8. Advise parents
9. Parental conferences
10. Confiscation or temporary holding of personal items
11. Probationary period
12. In-school suspension
13. Corporal punishment
14. Financial restitution
15. Refer to other social or educational agencies
16. Suspension
17. Long Term Suspension
18. Involve law enforcement
19. Deny privilege to drive any vehicle on school premises
20. Parent shadowing
21. Assignment to the B.R.I.D.G.E. Academy
22. Any other disciplinary action deemed appropriate under the circumstance

### **STUDENT ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES - FNG**

The board of education establishes and implements rules regarding student possession of a wireless telecommunication device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent and also specifies the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules.

For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, iPad, ereaders or tablets, laptop computers and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

#### **Student Rights and Responsibilities**

Student(s):

1. Who possesses a personal electronic device shall be solely responsible for its care.
2. Possession of personal electronic devices shall be permitted on all school campuses, athletic fields, school buses, school-sponsored activities and while the student is under the supervision and control of school district employees. All students may use these devices on campus before school begins

and after school ends as determined by the school administration. In addition, students may use such devices during their lunch period as determined by the school administration.

3. Understand that personal electronic devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity, meeting, or practice held on Lawton Public Schools property. The requirement that personal electronic devices be turned off or silenced may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
  - A. The student has a special medical circumstance for self or family member.
  - B. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
4. Understand that personal electronic devices shall be permitted on school buses unless use of the personal electronic device causes a disruption on the school bus.
5. Use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, restrooms, and shower areas.
6. Shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.
7. Use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. It is the responsibility of the parent/legal guardian to retrieve the device according to school procedures.

#### **Unauthorized Use**

Unauthorized use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. It is the responsibility of the parent/legal guardian to retrieve the device according to school procedures.

1. Students are not permitted to use video recordings of any event taken on any personal device while on school property, to include Lawton Public Schools vehicles and school sponsored events that interferes with the operation of school or misrepresents Lawton Public Schools.
2. Possessing, viewing, sending or sharing digital information containing sexual, violent or threatening content on school grounds, on school buses, or at school events shall be prohibited. Transmitting school materials for unethical purposes such as cheating.
3. Any activity which may be in violation with the Lawton Public Schools Bullying Prevention policy and procedural directive.
4. Possession and/or use of electronic devices during standardized tests.

#### **District Staff Rights and Responsibilities**

District Staff:

1. Shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.
2. May confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes. The school where the personal electronic device is confiscated shall be responsible for the theft, loss or damage of personal electronic devices if the district employee demonstrated reckless disregard for internal procedures developed by the school. The school shall be responsible for the theft loss or damage of personal electronic devices confiscated by district staff if the school has not developed internal procedures.
3. Shall develop internal procedures for staff concerning confiscation of personal electronic devices. These procedures shall include, but are not limited to, expectations that the staff will immediately secure the device and turn the device in to the designated location, develop a process for parents/legal guardians to retrieve devices, and record when the device was confiscated and why.

4. May search confiscated personal electronic devices and examine the content of such when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:
  - A. The search is reasonable at its inception. That is, when the context is such that it is clear that the student(s) are clearly misusing the device and that the search of content would turn up evidence of the violation.
  - B. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

#### **Corrective Action**

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from confiscation of device, to in-school detention, assignment at the B.R.I.D.G.E. Academy, out of school suspension, and expulsion for repeated and/or severity of the violations.

REFERENCE: 70 O. S. §24-101.1, et seq.  
70 O. S. §24-102

#### **DISTRACTING DEVICES - FNH**

Students in the Lawton Public Schools are not permitted at any time to have any recording devices, tape players, radios, Walkmans, laser pointer pens, televisions, replica or toy weapons, including guns and knives, or any other device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses. Recording devices required for classroom purposes by the teacher and found to contain music tapes will be considered prohibited under this policy. Electronic devices may be excluded from this policy on activity trips at the discretion of the sponsor and principal.

#### **Policy Violations**

Any student who violates this policy shall be subject to disciplinary action, including the confiscation of the device. Confiscated devices will be taken to the building principal's office. The device shall not be returned to the student and shall be returned to the student's parents after a conference among the student, the student's parents, and a school administrator.

CROSS-REFERENCE: Policy FNG, Electronic Telecommunications Devices

#### **GANG ACTIVITY - FMCAA**

The Lawton Board of Education recognizes that the presence of the emerging gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous. It is, therefore, the policy of the Lawton Board of Education that gangs and gang-related behavior or incidents are prohibited in the Lawton Public Schools.

Definitions and Descriptions of What is Prohibited:

1. **Gangs** - Any assembly of three or more individuals who gather together on a continuing basis whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
2. **Gang-Related Behavior or Incidents** - Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the Lawton Public Schools:
  - A. Possession, wearing, use, distribution or display of any sign, symbol, badge, color or other item that is evidence of affiliation with or membership in a gang. Students will not be permitted to wear pants below the waistline (sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
  - B. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with or membership in a gang.

- C. Participation in any act that may further the interest in gang affiliation or gang membership.
- D. Participation in any act that may be evidence of intimidation, threats, “pay for protection” or any other behavior of potential violence.
- E. Participation in the writing, painting or inscribing of gang-related graffiti to include messages, symbols or signs on school premises.
- F. To assemble or congregate as a gang or members of a gang for any purpose.

## **DRUG FREE SCHOOLS - FNCE**

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Lawton Public Schools has a fundamental legal, ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive use of alcohol, tobacco, and drugs and their continuous promotion in our society, the Lawton Public Schools provides drug and character education units which are integrated within the standard curriculum at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the LPS Student Code and Administrative Handbook. Some possible actions include parental contact, suspension, expulsion, and assignment to the B.R.I.D.G.E. Academy.

Every student of the Lawton Public Schools will receive a copy of the Drug-Free Schools Policy and the Student Code. Continual education will be provided by parent seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

Selling, possessing, or using (or having used before arriving at school or a school activity) a narcotic or dangerous drug, including, but not limited to marijuana, LSD, heroin, and barbiturates; or non-narcotic intoxicants such as unprescribed cough medicine, glue, gasoline, beer (including 3.2 beer), or any form of intoxicating liquor or alcohol. The possession of drug paraphernalia.

### **Violation of Policy:**

Students who violate this policy shall be subject to disciplinary action as provided in the Student Code or may be subject to the filing of criminal charges depending upon the severity of the infraction.

Students who violate this section of the Student Code may be provided the opportunity to correct unacceptable behavior while remaining enrolled in school. If behavior is not corrected, students may be suspended or long term suspended and not permitted to return unless accompanied by a parent or legal guardian.

These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school-sponsored activity, in transit to and from school, or attending the Great Plains Area Vocational-Technical School.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

**REFERENCE:** Public Law 101-226  
70 O.S. §1210.221, et seq.

**CROSS-REFERENCE:** Policy DCC, Drug-Free Workplace  
Policy DCCA, Use of Illegal Chemical Substances by Employees  
Policy FFB, Teaching about Drugs, Alcohol, and Tobacco  
Policy FFBA, Drug and Alcohol Use by Students  
Policy FNCE, Reporting Students Under the Influence



## **DRUG, MOOD OR PHYSICAL ALTERING SUBSTANCES - FNCF-R**

### **Use, Possession, Distribution, Sale of Drugs/Alcohol**

The purpose of this policy is to provide a clear and concise message to students, parents, and the school population as a whole, that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses.

#### **Definitions**

**Alcohol-Drug-Mood-altering Substances** - shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue, look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.

**Drug Paraphernalia** - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, and rolling papers, etc.

**Distribution** - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another, or to aide herein.

**Possession** - possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.

**Medical Emergency** - a student demonstrates symptoms of possible alcohol-drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.

**Days** - will refer specifically to school days.

**School Premises** - shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property additionally includes student travel to and from school or school activities.

**Extracurricular Activity** - shall include any school-sponsored activity such as sports, band, cheer leading, trips, school clubs, and social activities regardless of the time frame of the activity.

## **REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES - FNCF**

It will be the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession:

1. Nonnarcotic intoxicants beverages,
2. Alcoholic beverages,
3. Controlled dangerous substances, as the above are now defined by state law or as such definitions are hereafter modified, shall immediately notify the principal or principal's representative of such suspicions. The principal or principal's representative will immediately notify the superintendent of schools and the parent(s) or legal guardian(s) of the student regarding this matter.

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

Every administrator, teacher, or counselor employed by the Board of Education, who has reasonable cause to suspect that a student under the influence of or has in his or her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

**This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.**

Note: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only teachers report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.

**REFERENCE: 70 O.S. §24-138**

**63 O.S. §2-101, et seq.**

**70 O.S. §24-102**

**37 O.S. §163.2**

## **DISCIPLINARY PROCEDURES FOR ALCOHOL AND DRUG OFFENSES - FNCE-R**

Student distribution, use or possession, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the United States, State of Oklahoma, and the City of Lawton. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be reported to the police. When any of the conduct described in Board Policy FNCE-R occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action and could result in suspension, long-term suspension, denial of privilege to drive any vehicle on school premises or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens, inhalants, or drug paraphernalia. Thereupon, the administrator will contact the parents or legal guardian. Circumstances may require the assistance of law enforcement agencies.

**The following disciplinary action will apply except in exceptional circumstances:**

**Use, Possession, Under the Influence, and Possession of Drug Paraphernalia:** Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens, and inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

### **A. *First Offense***

The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia. The administrator may recommend or permit the student to receive urinalysis or blood testing, at student's expense, and provide the results to the school prior to disciplinary actions being imposed. The administrator will not be bound by the results of the urinalysis or blood tests. The student will receive one of the following disciplinary options:

The student will be assigned to the B.R.I.D.G.E. Academy for a minimum of 30 days. A portion of the suspension may be modified if the student furnishes proof of completing an assessment at a licensed treatment agency.

## **B. *Second Offense***

1. The appropriate administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances, and/or drug paraphernalia.
2. The student will be long-term suspended for a minimum of the remaining semester and up to the next full semester. At the long-term suspension hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency, a second formal hearing will be held to consider the disposition of the student's long-term suspension if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.
3. During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

## **C. *Third and Subsequent Offenses***

1. The student will be long-term suspended for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.
2. During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

## **Distribution**

Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, inhalants or items that purpose to be any of the foregoing to other students or persons during school time, on school premises, on school buses, or during school sponsored activities are subject to long-term suspension and will be referred to law enforcement authorities.

### *First and Subsequent Offenses*

1. The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
2. The student will be long-term suspended for the remainder of the current semester and up to the next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

Any student suspended or long-term suspended under the provisions of Board Policy FNCE-R may be prohibited from driving a vehicle on school property for any reason for a period of one (1) calendar year from the date the student returns to school from the suspension or expulsion.

## **TOBACCO USE - FNCF**

The Board of Education recognizes that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children.

No tobacco or electronic cigarettes shall be used or possessed by any student on school premises. All district buildings are designated as nonsmoking or non-tobacco use facilities.

Electronic cigarette (e-cigarette) means any oral device that provides a vapor of liquid nicotine, loba, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include but not limited to any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, vapor pipes or any other product name or descriptor.

The tobacco use/possession warning shall be given to all students at the start-of-year class orientation meetings, at the time enrollment for new students throughout the school year, and via the PA system periodically during the school year.

When the PA system and/or start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco use/possession is to serve as their first warning and that any violation will cause a penalty. New enrollees must be given the same warning.

Offense

Penalty

1st	In-School Suspension
2nd	Three (3) day suspension
3rd	Student is now subject to long term suspension for the remainder of the semester or remainder of the school year.

REFERENCE: 63 O.S. §1-1522, et seq.  
20 U.S.C. §6083

CROSS REFERENCE: Policy FO, Student Discipline  
Policy FOD, Student Suspension

**STUDENT DRUG TESTING POLICY - FNCFD**

The Lawton Public Schools, in an effort to protect the health and safety of its co-curricular and extra-curricular 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 co-curricular and 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.

*“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 co-curricular and 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 prepar-

ing 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.

All aspects of the drug use testing program, including the taking of specimens, will be conducted 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 (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 co-curriculars and 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) 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) 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*

## **WEAPONS-FREE SCHOOLS - FNCGA**

It is the policy of Lawton Public Schools to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Replica and look-a-like firearms will be treated the same as actual firearms.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the IEP team finds that the student's behavior was not a manifestation of the student's disability, the same disciplinary actions can be implemented for the student with a disability as are implemented for any student except that the student is still entitled to a FAPE. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.



An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

**REFERENCE:** 18 U.S.C. §921  
21 O.S. §1271.1, §1280.1

**CROSS-REFERENCE:** Policy FNCG, Weapons  
Policy FOD, Suspension of Students  
Policy FOD-R, Suspension of Students, Regulation  
Policy FODEA, Student Discipline Procedures for Handicapped Students  
Policy FODEB, Suspension of Disabled Students

**NOTE 1:** The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

**NOTE 2:** A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-defense Act, shall not be in violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety, or firearms training courses, the principal or chief administrator of any public or private school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course.

## **ASSAULT ON STUDENT(S) OR SCHOOL PERSONNEL - FNCH**

Students who maliciously injure another person are subject to long-term suspension and will be referred to law enforcement authorities. Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

1. The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
2. The student will be long-term suspended for the remainder of the current semester and up to the next full semester.
3. During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

Upon readmission to school, the student will receive appropriate guidance services through Lawton Public Schools counselors at the school site. Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension. This policy shall be interpreted by principals and their designees in a just manner given the circumstances of each individual case.

At the conclusion of any suspension or long-term suspension, the building principal or designee may require the student and his/her parent or legal guardian to have a conference with Student Services of the Lawton Public Schools as a condition for reentry to school.

**Cross Reference:** Policy FNCC, Hazing  
Policy FNCD, Harassment  
Policy FO, Student Discipline  
Policy FOD, Student Suspension

## **BULLYING - FNCD**

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

“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results 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.

“Electronic communications” 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 cellular telephone or other wireless communication device, or a computer.

“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.

In administering discipline, consideration will be given to alternative methods of punishment to insure 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 action, 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 direction 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 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.

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;
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students;

A copy of this policy will be furnished to each student and teacher in this school district.

**REFERENCE:** 21 O.S. §850.0  
70 O.S. §24-100.2

**CROSS-REFERENCE:** Policy FB, Sexual Harassment of Students  
Policy FBA, Grievance Procedure, Sex Discrimination/Harassment  
Policy FBB, Student Complaints and Grievances  
Policy FNCC, Hazing

## **SEXUAL HARASSMENT OF STUDENTS - FB**

The Lawton Board Of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of Lawton Public School District employees and students is prohibited.

The following sexual harassment reporting procedure/investigation will be communicated:

1. The board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment the principal will conference with the student within five school days, and the principal will complete an investigation into the complaint within ten school days.
5. Verbal reports of sexual harassment will be put in writing by the student or the person who receives the complaint and will be signed by the student.

Each principal has the responsibility of maintaining an educational environment free of sexual harassment. Principals shall take appropriate actions to reinforce the Lawton Public School District sexual harassment policy. These actions will include:

1. Prompt removal of vulgar or sexually offensive graffiti.
2. Providing staff in-service within two weeks of the adoption of this policy and at the time of employment.
3. Taking appropriate disciplinary action as needed including contacting the parents and recording the incident as part of the student's disciplinary file.
4. All homeroom teachers shall discuss this policy with their students within one month after its adoption by the board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student as part of these discussions. Discussions shall be carried out in age appropriate ways and should assure students that they need not endure any form of sexual harassment.

5. In addition, all teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as-needed basis.

The following complaint process will be utilized in dealing with allegations of sexual harassment.

1. A student or parent who has a complaint alleging sexual harassment by another student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, designee, or the Title IX coordinator. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student shall be held with a person who is the same gender as the student, when possible. The conference shall be scheduled and held as soon as possible, but in any event within five school days.
2. The principal, designee, or the Title IX coordinator shall coordinate an appropriate investigation to be completed within ten school days. The student or parent shall be informed if extenuating circumstances delay the investigation.
3. If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has ten school days to request a conference with the superintendent or designee, who shall schedule and hold a conference. Prior to the conference, the student or parent will submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or the parent's signature, and the date of the conference with the principal, designee, or Title IX coordinator.
4. If the resolution of the complaint at Level Two is not to the student or parent's satisfaction, the student may present the complaint to the board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Lack of official action by the board upholds the administrative decision at Level Two. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

The board shall hear complaints alleging sexual harassment by students or sexual harassment by employees in closed meeting, unless otherwise required by the Open Meeting Act.

**REFERENCE: Title VII of the Civil Rights Act of 1964  
42 U. S. C §2000e-2  
29 C.F.R. §1604.1, et seq.**

## **LASER PENS**

Laser pens can be very harmful to the human eye. Laser pens are not allowed at school or school activities. Possession of a laser pen or other laser-light emitting device may result in disciplinary action.

## **SUSPENSION OF STUDENTS - FOD**

### **Short-Term Suspension**

A student may be short-term suspended (excluded from classroom instruction) by the principal or the principal's representative for a period not to exceed three (3) days under the procedure which follows.

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code which could justify a short-term suspension, an informal conference will be held between the student and the principal.

At this conference the student will be informed of the provisions of Board Policy FO which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges; and if this is so determined, the principal or principal's representative will administer a short-term suspension

based upon the severity of the violation for whatever time period is necessary, not to exceed three (3) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

1. If a student is suspended, the student will not be released from the school premises until a parent has been contacted and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) will be required to discuss the reason(s) for the suspension with school officials. The parent is responsible for transporting the student home.

If at the end of the school day, the parents have not been contacted, then the principal or the principal's representative will mail a notice giving all pertinent information and require the parent(s) to contact the principal to discuss the matter.

2. If the act(s) is (are) committed while the student is in attendance at the Great Plains Area Vocational-Technical School and suspension is being considered, the initial informal conference required by Board Policy FO will be conducted at the home school.

A short-term suspension of three (3) days or less may be appealed to the supervisor of secondary education for the secondary students or the supervisor of elementary schools for elementary students. There will be an informal hearing before one of the above school officials.

Information about a short-term suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

Students who are suspended from school will be allowed to make up work missed under suspension. The homework must be turned in the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

The same procedure will be followed for in-house as out-of-school suspensions.

## **Suspension**

A school must provide an education plan for students suspended for six days or more unless the student is suspended for possession of a dangerous weapon, a controlled dangerous substance (as defined in the Uniform Controlled Dangerous Substances Act), or a firearm. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.

A student may be suspended (excluded from classroom instruction) by the principal or the principal's representative for a period of more than three (3) days but not to exceed ten (10) days under the procedure which follows.

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the principal.

At this conference the student will be informed of the provisions of Board Policy FO which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges, and if this is so determined, the principal or principal's representative will administer a temporary suspension based upon the severity of the violation for whatever time period is necessary, not to exceed ten (10) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

1. If a student is suspended, the student will not be released from the school premises until a parent has been contacted and specific acts(s) for which the temporary suspension was ordered and the

length of the suspension explained to the parent. The parent(s) will be required to discuss the reason(s) for the suspension with school officials. The parent is responsible for transporting the student home.

If at the end of the school day the parents have not been contacted, then the principal or the principal's representative will mail notice giving all pertinent information and requiring the parent(s) to contact the principal to discuss the matter.

2. If the act(s) in violation of Board Policy FO is committed while the student is in attendance at the Great Plains Area Vocational Technical School and suspension is being considered, the initial informal conference required by Board Policy FOD will be conducted at the home school.

The student will be informed of the right to appeal the decision. The student will continue to participate in regular classroom instruction pending the hearing, unless the suspension is for three (3) days or less. At the conclusion of the informal hearing, if suspension is imposed, the student will be informed of the right to request an appeal review committee. This should be arranged through the executive director of elementary education or the executive director of secondary education. This committee will consist of at least three (3) members of the administrative staff. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or long-term suspended. The decision of the hearing committee will be final.

Information about a suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

Students who are suspended from school will be allowed to make up work missed under suspension. The same procedure will be followed for in-house as out-of-school suspensions.

1. Elementary students may make up work within a time frame determined by the teacher.
2. Secondary students must turn in all homework the day the student returns from suspension.

All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive credit for work made up on this time schedule.

### **Long Term Suspension**

When a student violates one or more parts of Board Policy FO, the principal may recommend long-term suspension (exclusion from regular classroom instruction) for any period exceeding ten (10) days.

A school must provide an education plan for students suspended for six days or more, unless the student is suspended for possession of a dangerous weapon, a controlled dangerous substance (as defined in the Uniform Controlled Dangerous Substances Act), or a firearms. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.

Directive for long-term suspension educational plan:

1. Provide lessons for two weeks without books (books optional)
2. If assignments are returned at the end of two weeks, provide two more weeks of assignments and issue books (issuance of books is at the discretion of the principal)
3. Continue assignments in two week increments
4. Students will receive credit if all assignments are completed satisfactorily.

When long-term suspension of a student is being considered, the principal should mail a notice of an informal hearing to the parents/guardian(s) of the student. This notice should include:

1. Time and place of the hearing.
2. Description of the proposed action.
3. Description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student.
4. Name of witnesses who will be present.

Form FOD-E1 may be used as a guide.

The informal hearing shall take place no sooner than five (5) days from the date the notice is post-marked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) should be encouraged to participate in this hearing.

When a student enrolled at the Great Plains Area Vocational-Technical School has allegedly committed certain acts, either while in attendance at the home school or at the vocational-technical school, in violation of Board Policy FO, and long-term suspension is being considered, the hearing required by Board Policy FOD will be by a joint committee composed of one representative from the Great Plains Area Vocational-Technical School and one from the home school.

The right to appeal is explained in Board Policy FOD. If the alleged violation of the Student Code is such that long-term suspension is contemplated, the informal conference set forth in Board Policy FOD is not required.

Unless the student is suspended under the provisions of Board Policy FOD or Board Policy FO for three (3) days or less, he/she will continue to participate in regular classroom instruction pending the hearing.

The principal should try to contact the parent(s) of the student by telephone to communicate directly the information in the written notice. A tape recording or verbatim transcript of the hearing will be made.

No long-term suspension will extend beyond the current school semester and the succeeding semester.

At the conclusion of the informal hearing, if long-term suspension is imposed, the student will be informed of the right to request an appeal review of the disciplinary action before an appeal review committee. This should be arranged through the executive director of elementary education or the executive director of secondary education. This committee will consist of at least three (3) members of the administrative staff. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or expelled.

The committee conducting the appeal review will determine if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed is appropriate for the violation(s). A tape recording or verbatim transcript will be made of any new evidence presented to the committee.

If the long-term suspension is upheld by the committee, the student will be advised of the right to request a hearing before the board of education. This hearing will be scheduled through the superintendent of schools.

The hearing will be held at the next regularly scheduled meeting of the board of education or at a special meeting called for the hearing after written notice of appeal by the student, parent(s), or guardian(s) has been received by the superintendent.

The parent(s) or guardian(s) will be informed of the time and place of the hearing, as well as of the witnesses against the student who will be present. The decision of the board of education will be final.

The board of education will determine specifically if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed was appropriate.

1. The student and parent(s) or guardian(s) should be present; in addition, the student may have a representative or an attorney attend.
2. The student, parent(s), guardian(s), or the student's attorney will be allowed to cross-examine witnesses presenting testimony against the student as well as to offer witnesses as evidence in the student's behalf.
3. In the event of the board of education hearing the appeal of a suspension of ten (10) days or less, the testimony of student witnesses, on behalf of both the school and the student, may be presented in written form.

4. The school will present evidence and witnesses first. The presentation of evidence by the parent(s), student, and their representative will follow.
5. The decision of the board of education will be based solely upon the evidence presented at the hearing.
6. Written notice of the decision of the board of education will be mailed to the parent(s) or guardian(s) by certified mail in a timely manner.

### **Emergency Suspension**

The building principal or principal's representative may, in an emergency, suspend a student without a hearing if reasonable cause exists to indicate:

1. The physical safety of the accused student or of others is endangered.
2. The school is in the midst of a violent upheaval.
3. The student is causing substantial interference with the operation of the school.

An emergency suspension will terminate when it is determined that the student's presence at school will not result in a situation warranting emergency suspension under Board Policy FOD. This suspension should not exceed three (3) days unless the principal commences the notice and hearing procedure provided in Board Policy FOD for long-term suspension, or unless an informal hearing is held for temporary suspension under the provisions of Board Policy FOD.

The principal or principal's representative will make a reasonable effort to contact the parents by telephone, stating the act(s) for which the suspension was ordered, and the parents will be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice shall be mailed.

NOTE: 2HB 2130 (1997) and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 O.S. §7005-1.2  
10 O.S. §7303-5.3  
10 O.S. §7307-1.2  
37 O.S. §163.2  
70 O.S. §24-101,et seq.; §24-102

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY - EFBCA**

The Lawton Public School district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district 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. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the schools' 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.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student, and staff member, or patron agrees to follow the policy. He or she will be given the opportunity to enjoy Internet access at school and entrusted in good faith to abide by the acceptable uses of network, code of conduct and all related policies. If a student is under 18 years of age, he/she must have his/her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed, or if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian, or to a staff member who refuses to sign the policy.



Listed below are the provisions of the agreement regarding computer network and Internet use. The District has designated the Instructional Media and Technology department to be the department which helps users with this policy. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, 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/her property.

### **Term of the Permitted Use**

A student or staff member, or patron authorized by the Superintendent who submits to the school, as directed, a properly signed policy and follows the policy to which she/he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **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 or district 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:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offering for sale or use any substance, of which, the possession or use 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.
2. 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.
3. 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.
4. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

### **Code of Conduct for Internet and Other Computer Network Access (EFBCA-R1)**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide

to the acceptable use of the technology provided by Lawton Public Schools. All network use must be consistent with the policies and goals of this school district.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The District may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures. 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.
2. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
3. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
4. E-Mail: Do not disguise the point of origin or transmission of electronic mail. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or person's property. Do not assume that a sender of e-mail is giving his/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. 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. Check with the district Technology Director for the current limits set for the District.
5. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance, of which, the possession or use is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
6. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
7. No charges for services, products, or information are to be incurred without appropriate permission.
8. Do not use the network in such a way that you would disrupt the use of the network by other users.
9. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
10. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Report security problems to the supervising teacher or system administrator.
12. Violators of this policy shall hold the District, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

**Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology which is a punishable offense whether or not the offender committed this bullying at school or with school equipment. This includes, but is not limited to, the following:

1. Sending mean or threatening messages via e-mail, IM (instant messaging), or text messages or posting such messages to “walls”, “threads”, or personal pages or public forums online in the forms of statement or hash tag.
2. Spreading rumors about others through e-mail, IM, or text messages; or doing so via posts to “walls”, “threads”, personal pages or public forums online either through statement or hash tag
3. Creating a Web site or any social-networking account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
5. Stealing another person’s login and password to send mean or embarrassing messages from his/her account.

It shall be the policy of Lawton Public Schools that 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.

### **Internet Safety**

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he/she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user’s home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if the user is under 18). Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **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. We are using 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.

Internet filtering software or other technology based protection systems, may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. 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.

### **Computer Use (Regulation) –EFBC-R**

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district.

Personal computers and peripherals not owned by the school district shall not be brought to school or used in school except with permission of the Superintendent or the Director of Technology.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/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/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/she permits another to use his/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.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or soft copy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used, will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the District or outside the District, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user’s responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the Superintendent or the Superintendent’s designee.

Computer software will be installed into, or removed from, school district computers only by the Media Technology Center computer techs or a person designated by the Director of Technology. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized district staff. Personally owned diskettes, or tape cartridges or any other removable media will not be used in school computers except as authorized by a designated representative of the District.

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, e-mail, 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.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his/her parents/guardians) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s)/guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s)/guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### **Updates**

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents/guardians) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE:** 21 O.S. §1040.75, §1040.76  
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F) 15 O.S. §776.1

**CROSS-REFERENCE:** Policy DOBC, Disciplinary Procedures, Certified Employees  
Policy EFBC, Computer Use  
Policy EFEA, Using Copyrighted Materials  
Policy EFBCA-R1, Code of Conduct for Internet and Other  
Computer Network Access  
Policy EFBC-R, Computer Use, Regulation

## **INTERSCHOLASTIC ATHLETICS - FMFD**

### **In-District Athletic Eligibility for Grades 9 through 12**

This policy establishes the athletic eligibility rules and procedures, including transfer between schools within the Lawton School District, to be followed for students in grades 6 through 12.

The district subscribes to and enforces all athletic eligibility rules and regulations of the Oklahoma Secondary Schools Activities Association (OSSAA) including residence and migration rules as they relate to athletics in the middle and senior high schools. These state rules and regulations are published in the OSSAA Annual Yearbook and are not repeated here.

### **Definition of Terms as Used in This Policy**

*Establishing Athletic Eligibility.* A student shall be deemed athletically eligible after attending all or part of fifteen separate days at that grade level at any school, or after participating in an interscholastic contest, including an interschool scrimmage, while at that grade level.

*Recruiting.* Means offering any inducement, directly or indirectly, to a prospective athlete or his/her parents to enroll in a given school. An inducement may be actual or any other beneficial consideration. Charges of recruiting and other policy violations must be made in writing, with substantial documented proof, and be submitted to the sending and receiving principal and the District Athletic Director of the student allegedly being recruited. Proof of charges or policy violations will result in the student being ineligible for one calendar year. Hearsay evidence will not be accepted.

*Bona Fide Move.* The prior residence has been sold or leased at market value, or has been closed and emptied of personal property.

The prior residence is not being used by any family member.

All resident family members have moved out of the prior residence, and personal property associated with permanent, long-term occupancy is located in the new residence. Requires that parent(s) actually live and sleep in the house, move or purchase furniture for the house, receive their mail at that address, and plan to continue to live there.

All claims of a Bona Fide Move may be subject to an inspection (ie: contract, utility bills, site visits, etc.) Of the prior and present residence by the Lawton Public Schools Athletic Department.

*Intradistrict Transfer.* A request for a student to attend a Lawton Public Schools in an area outside of their residence attendance area. Per Board Policy FE-RI

### **Eligibility Rules**

#### **Transfer of Students in Grades 9 through 12**

A student who has established athletic eligibility at any Lawton Public School high school and then exercises their right for an intradistrict transfer to another Lawton school is not athletically eligible for a period of one year from the date of first attendance at the new school. Students who make a Bona Fide Move

A freshman, sophomore, junior, or senior student whose parents make a bona fide move from one attendance area to another may remain at the school he/she is attending and be eligible for attendance and athletic purposes until graduation. If the student remains at the school, parents must provide transportation.

A student who has established athletic eligibility at any Lawton Public School high school and then make a bona fide move to another Lawton school, will be immediately eligible.

### **Other District Eligibility Rules**

All principals should withhold students from athletic contests or scrimmages until eligibility is not in question. Every effort should be made as soon as possible to determine eligibility so a student misses as few opportunities as possible. Athletes with questionable eligibility, may practice until eligibility is granted but may not participate in contests or scrimmages.

Grades, attendance, residence and all other local and OSSAA eligibility requirements should be verified before student's name is placed on official OSSAA eligibility forms.

### **MEDICATION: ADMINISTERING TO STUDENTS - FFACA**

It is the policy of the Lawton Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non prescribed medication be dispensed to that student, the school nurse, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. Whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. Other appropriate information requested by the principal, the school nurse, or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
  - E. Definitions:
    - 1) Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
    - 2) Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, and/or the school nurse will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.



## **REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT - FFG**

In accordance with Oklahoma law, any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hot line of the Department of Human Services. The statewide DHS hot line number is 1-800-522-3511. The Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

## **STUDENTS RIGHTS AND RESPONSIBILITIES FREEDOM OF SPEECH AND ASSEMBLY - FNA**

The board of education recognizes the following:

Students have the right to assemble on school property, subject to the following conditions:

1. Prior approval must be obtained from the principal at least twenty-four hours prior to the meeting.
2. The time and place of the meeting will be determined by the principal.
3. Such meetings will be scheduled before or after school to avoid disrupting the normal operation of the school.

Students will have the right to demonstrate peacefully, subject to the following conditions:

1. Demonstrations must be conducted off school property.
2. Demonstrations must be conducted before or after school to avoid interfering with the normal operation of the school.
3. Demonstrations must be conducted so as not to disrupt school academic or activity programs.

## **SEARCH OF STUDENTS - FNE**

The Lawton Public Schools Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. This policy will be carried out according to the regulations established by the superintendent.

REFERENCE: 70 O.S. §24-102

## **SEARCH OF STUDENTS (REGULATION) - FNF-R**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, counselor, teacher, security personnel, or other authorized personnel of the district may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property, including purses and book bags, intoxicating beverages, non-intoxicating beverages (low-point beer), dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, missing or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from

school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections.
4. If there is no reasonable suspicion that a student has on the student's person or property items that are listed in paragraph one (1) and seven (7), authorized personnel may search the student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
6. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
7. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
8. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, or pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items that may pose a threat to a student, the student body, or other school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.
9. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester or up to one full calendar year or longer (for firearms). Such suspension may be in addition to any civil or criminal liability.
10. If a student flees pending a search or destroys any property in their possession prior to or after the search, this will be considered a serious violation of the student code and punishment shall be a minimum of a ten-day suspension.
11. A student suspended as a result of this regulation may appeal the suspension to the board of education.
12. The person in authority will always contact the appropriate district administrator and will contact the Director of Special Services if the student is a special education student.

**REFERENCE: 70 O.S. §24-102**

**Cross Reference: Policy FNCE, Reporting Students Under the Influence or Possessing Intoxicating Beverages, etc.  
Policy FNCE, Drug Free Schools  
Policy FNCGA, Weapons-Free Schools**

## **DISTRIBUTION OF INFORMATION AND MATERIALS TO STUDENTS - GIA**

No printed matter or literature may be distributed on any property of the Lawton Public School system without the prior approval and consent of the school officials authorized by the Board of Education to make decisions in such matters.

**Permission to be Interviewed by the Media:** Parents or guardians who do not wish to have their child recognized by the media via interview, photo, or video must fill out, sign, and return a "MEDIA OPT-OUT" form to the principal's office at their child's school. This document will remain in effect for the remainder of the school year. Students 18 years or older who do not wish to be recognized by the media via interview, photo or video may fill out, sign and return a "MEDIA OPT OUT" form themselves.

## **TRESPASSING ON SCHOOL PROPERTY**

City Ordinance (Section 15-82) states that all persons who enter the premises of public property without permission are guilty of trespassing. It shall therefore be the policy of the Lawton Board of Education, acting in the best interest of the public, to request full enforcement of this ordinance.

Any damage to school property will be dealt with as provided in applicable city ordinances. It is the policy of the Lawton Board of Education that the superintendent of schools and the principals of all educational facilities within the district will strictly enforce the provisions of Title 70, Oklahoma Statutes, Section 24-131, pertaining to the removal of persons from school buildings and school property when the presence of such persons interferes with the peaceful operation of the school.

## **VISITATION IN CLASSROOMS**

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for American Education Week and other special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

It is required therefore that all visitors to classrooms register in the school office and state the purpose of their visit. The principal will approve or deny the visit. Controversial matters should first be discussed with the principal and should not be discussed in the classroom where such discussions will detract from the instructional process and have a disruptive effect upon the classroom environment.

If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave. If they do not leave, the principal may invoke City Ordinance 15-40.

## **RAPTOR PROCEDURES**

- Every person that enters into an LPS, student occupied, building, will report to the main office.
- Every person will be required to submit a State Issued Identification. (Military ID's don't work well).
- The front desk secretary will scan each person's ID into the RAPTOR System. (No Exceptions).
- If the person does not have a State Issued Identification, then they will be entered manually.
- If the RAPTOR System has a "Sex Offender Possible Match" it will be the secretary's duty to confirm the match based on the information provided by RAPTOR compared to the information on the ID and compared to the person checking in. (Make sure it is a confirmed match before selecting the icon for confirmed match).
- There is no need to panic or be alarmed if the person is a Registered Sex Offender. As soon as the confirmation is made, a text message will be sent to the building Principal, Chief of Police, Police Lieutenant and Officer(s) assigned to the building.

- The Registered Sex Offender cannot be denied access to the school if he/she has a child/grandchild attending there. However, the access is limited to front office only. There will not be a visitor pass printed. (This is by State Law and is for every Sex Offender, Stature should never be a consideration in the entry process).
- LPS Staff is not required to check in on the RAPTOR System unless stipulated by the Director of the services that they provide or directed to do so by the building Administrator.

It is very important to ensure that we, as a district are vigilant in our duties to secure the campuses that are entrusted into us.

Administration Team should review the RAPTOR Visitor Reports periodically to ensure that our staff members are properly utilizing the system.

### **SECTION 15-40. OFFENSES NEAR SCHOOLS**

It is unlawful for any person to engage in any of the following acts in or near schools, school grounds, or streets and alleys adjacent to schools.

- a. Loitering by any person not having lawful business in connection with school or its employees.
- b. Any conduct that would disturb the orderly conduct of the school.
- c. Annoying or molesting any student or employee of the school.
- d. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools.
- e. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school.
- f. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school.  
(Ordinance 1238, Section 1, 4-15-1958)

### **VANDALISM**

The Lawton Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

### **LAWTON PUBLIC SCHOOLS ASBESTOS MANAGEMENT PLAN**

Initial inspection for asbestos-containing materials in all buildings in the Lawton Public Schools was completed in 1989 by Stanley Engineering, Inc., and approved by the State Department of Health, LPS conducts three-year-reinspections as required under regulations of the Asbestos Hazard Emergency Response Act of 1987 and the Oklahoma Department of Health.

To ensure safety and to comply with EPA and State Department of Health regulations, the district has chosen an OSHA-approved program of management of asbestos-containing building materials. A copy of the asbestos management plan for each school is available in the principal's office and from the safety coordinator in the LPS Maintenance Department.

## **PERMISSION TO BE INTERVIEWED BY THE MEDIA**

Lawton Public Schools works diligently to call attention to the success of its students by working with media and by posting information on the district web site, [www.lawtonps.org](http://www.lawtonps.org). It is not unusual during the course of the school year for local television, newspaper and radio outlets to visit schools to do stories. These visits usually include requests for interviews, photographs or video footage of students. In these cases, Lawton Public Schools personnel remain with the media at all times during their visit, including during interviews with your student.

Although federal privacy guidelines allow the district to give out a student's name in conjunction with an event or an honor, the media **cannot photograph or speak with your student without your authorization**. Obviously, the majority of families are thrilled for their child to receive recognition. However, for a variety of reasons, it is possible that some may not wish for their child to appear in the media. If you do not wish your student be made available for media opportunities, you must submit a statement of that effect in writing. It should be signed by you and submitted to the principal's office at your child's school. This statement will remain in effect for the remainder of the school year.

## VACCINES REQUIRED BY SCHOOL YEAR AND BY GRADE LEVEL IN OKLAHOMA

YEARS	3 DOSES DTP/DaP & 3 DOSES POLIO	5 DOSES DTaP/DaP & 4 DOSES POLIO	1 DOSE Tdap	2 DOSES MMR	3 DOSES HEPATITIS B	2 DOSES HEPATITIS A	1 DOSE VARICELLA
00-01	5-12	K-4	No Requirement	K-4 & 6-10	K-2 & 7-10	K-2 & 7-9	K-2
01-02	6-12	K-5	No Requirement	K-5 & 6-11	K-3 & 7-11	K-3 & 7-10	K-3
02-03	7-12	K-6	No Requirement	K-12	K-4 & 7-12	K-4 & 7-11	K-4
03-04	8-12	K-7	No Requirement	K-12	K-5 & 7-12	K-5 & 7-12	K-5
04-05	9-12	K-8	No Requirement		K-12	K-12	K-6
05-06	10-12	K-9	No Requirement				K-7
06-07	11-12	K-10	No Requirement				K-8
07-08	12	K-11	No Requirement				K-9
08-09		K-12	No Requirement				K-10
09-10			No Requirement		K-12		K-12
10-11			No Requirement		K-12		K-12
11-12			7			K-12	
12-13			7-8				
13-14		K-12	7-9				
14-15			7-10				K-12
15-16			7-11				
16-17			7-12				
17-18			7-12				
18-19			7-12	Pre K-6	Pre K - 6	Pre K-6	K-12
19-20	K-12	7-12	7-12	Pre K - 6	Pre K - 6	Pre K - 6	K-12

By referring to the table above you can determine which vaccines are required for specific grade levels for each school year.

In general, most vaccine requirements are phased-in over a multi-year period to ease the burden on schools, parents, and health care providers. For example, children who entered the seventh grade in the fall of 1997 (see row labeled "97-98") were required to have three doses of hepatitis B vaccine or be in the process of receiving the three doses, but children in all other grades were not required to have hepatitis B vaccine. This requirement was extended up one grade level each year and also included kindergartners beginning with the 98-99 school year. Then by the 04-05 school year it included all grades.

**It is the intent of the law that all students, regardless of circumstances, meet the requirements for their grade level. All children transferring from other school districts, all students in a grade due to retention, and all students in transitional levels between these grades are required to have the doses indicated as required for their grade level in the table above.**

**FREE** immunizations are available at  
**COMANCHE COUNTY HEALTH DEPARTMENT**  
 1010 S.W. Sheridan Road • Lawton, Oklahoma • (580) 248-5890

**Clinic Hours: 8:00 a.m. - 4:30 p.m. – Monday thru Friday**

# Guide to Immunization Requirements in Oklahoma: 2020-21 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required immunizations with cumulative doses required	Recommended immunizations
<b>Child Care</b> <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib ( <i>Haemophilus influenzae</i> type B) ◆ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	Seasonal influenza (flu)
<b>Preschool/Pre-K</b>	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	Seasonal influenza (flu) 2 <sup>nd</sup> varicella at 4 years old Polio on or after 4 <sup>th</sup> birthday
<b>Kindergarten-6<sup>th</sup></b>	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	Seasonal influenza (flu) 2 <sup>nd</sup> varicella at 4 years old Polio on or after 4 <sup>th</sup> birthday
<b>7<sup>th</sup> -12<sup>th</sup></b>	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series which are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4<sup>th</sup> dose of DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- If the 3<sup>rd</sup> dose of IPV is administered on or after the child's 4<sup>th</sup> birthday, and at least six months from the previous dose, then the 4<sup>th</sup> dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10<sup>th</sup> birthday even if previously received.
- An inadvertent dose of DTaP on or after the 10<sup>th</sup> birthday may be accepted for the 7<sup>th</sup> grade Tdap requirement.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>.

Revised 05-15-2020 IMM 400

**EFBCA-E**

(Forms are available at all school sites and the Board of Education)

**Lawton Public Schools  
Acceptable Use of Technology Policy and Agreement**

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

School / Location \_\_\_\_\_ Grade: \_\_\_\_\_

***Every student or staff, regardless of age, must read and sign below:***

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to Lawton Public Schools computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SPONSORING PARENT or GUARDIAN SECTION (Required if applicant is under 18 years of age)**

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement). As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of Lawton Public Schools Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

**Please INITIAL those for which your permission is granted:**

\_\_\_\_\_ Basic Internet Access \_\_\_\_\_ Use of my child's name in school Internet Publications

\_\_\_\_\_ Publication on the Internet of my child's work \_\_\_\_\_ Use of my child's picture in school Internet Publications

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.



# LAWTON PUBLIC SCHOOLS

(Detach and Return)

## Student Code Handbook Acknowledgment Form

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(print)

School \_\_\_\_\_

I understand and consent to the responsibilities outlined in the Student Code Handbook. I also understand and agree that my child will be held accountable for behavior and consequences outlined in the Student Code Handbook at school and at school-related and school-sponsored activities, including school-sponsored travel, and for any student misconduct, regardless of time or location. I understand that any student who violates the rules set forth in this handbook is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Maintain a copy at the school site for one year.***

Lawton Public Schools Student Code Handbook