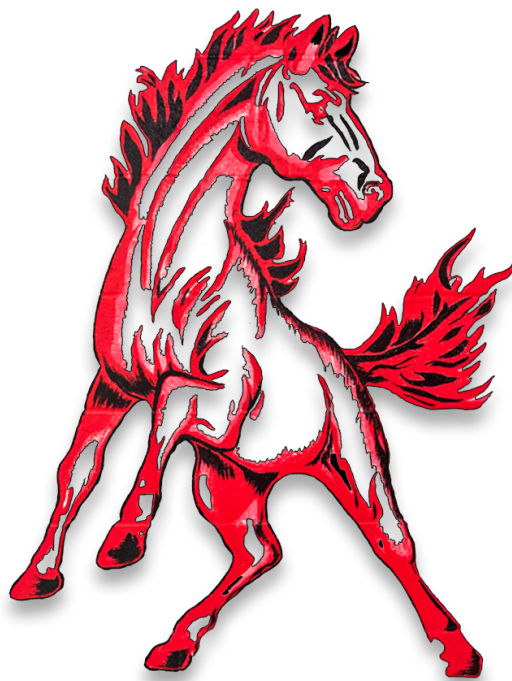


**FRONTIER MUSTANG'S
STUDENT HANDBOOK**



2022-2023

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FRONTIER PUBLIC SCHOOL'S DISTRICT EXPECTATIONS:

1. Students are entitled to a quality education that is differentiated, individualized, and free from disruption.
2. Educators deserve to teach or administrate in a quiet and orderly environment free from verbal or physical intimidation or assault.
3. Parents are deserving of a quality education that takes place in a safe and orderly environment.

General Enrollment Information

A parent, legal guardian, or person having legal custody are the only individuals that may enroll a student into an Oklahoma Public School. Students attending Frontier Public Schools, as a result of a transfer of guardianship, must actually be residing with that guardian on a full-time basis. Oklahoma law requires that guardianship must be issued by a court of law. State law does allow for a power of attorney in certain circumstances within the district.

Any student enrolling at Frontier Public Schools must be a legal resident of the school district or must have a legal transfer (FPS transfer policy will abide by OSDE laws and guidelines) from another district on file in the Superintendent's office. If there is a question concerning legal residence of a child, please contact the school office BEFORE bringing the child to enroll.

A birth certificate is required for each child entering school for the first time. The minimum chronological age for children starting Kindergarten is 5 years of age on or before September 1st. Students participating in the Pre-Kindergarten program must be 4 years of age on or before September 1st.

Immunization

Students are to be immunized in accordance with Oklahoma state laws. The State board of Health currently requires that children attending school in Oklahoma have at least the following immunizations:

- 5 doses of DPT or a combination of DTP and DTaP vaccines totaling 5 doses (unless the 4th dose DTP/DTaP was received after the fourth birthday)
- 4 doses of polio vaccine (unless the 3rd dose was received after the fourth birthday)
- 2 doses of measles vaccine (preferred vaccine for both doses is the combined measles, mumps and rubella (MMR) vaccine, although the law only requires a second dose of measles vaccine.)

All students entering Kindergarten must show proof of having begun a series of Hep A & B shots before they will be admitted to class. Also, proof of a chicken pox vaccination must be provided prior to being admitted to class.

Pre-Kinder Enrollment

Pre-Kindergarten enrollment class size is limited to 20 students total for the class. Classes will be filled on a "first-come, first-served" basis beginning on pre-enrollment day each year. The

student must be four years old on or by September 1st of the calendar year to attend.

** a timed and dated waiting list will be put into effect if more than 20 students apply to enroll

School Hours

Buses arrive at 7:45. Students should arrive no earlier than 7:50. Supervision for students is unavailable until 7:45. Students are released from school at 3:05.

Students are not to leave the school grounds at any time during the school day, regardless of reason, without permission from the Principal or Superintendent. Leaving school without administrative permission is a form of truancy.

Transportation

Students violating bus conduct rules may be removed temporarily or permanently from a route. Daily bus route changes will not be allowed due to bus capacity and safety; emergency changes may be approved through the transportation department. PK-5 students will be picked up and dropped off at their assigned stop, unless the school secretary is notified, by 2:30 that day by a parent or guardian.

Child pick up requests must be made, by phone or in person, to the building secretary before 2:30 p.m. You must speak directly to someone in the office, you cannot leave a message with a teacher.

Due to safety concerns, once students are loaded on the bus, they will not be pulled off for parent pick-up.

Parents are to pick- up students, in the car line, in front of the superintendent's office. All students (PK-12) must be signed out by a parent if they leave the school for any reason.

Driving on Campus

1. Students must park only in designated areas – on the east side of school.
2. Cars must be parked immediately upon arrival at school and remain parked until after buses leave.
3. Students must ask permission from the Principal or Superintendent to drive during school hours.
4. Students will not sit in parked cars.
5. Reckless driving will not be tolerated; parking/driving privileges may be revoked.
6. Students who violate any of these provisions or who damage the property of others may have their parking/driving privileges revoked and be subject to additional school disciplinary action.
7. The school and/or school officials are not and will not be responsible for student cars driven to school in terms of accidents, theft, damage, etc.
8. Students who park on school property during school hours must have a parking permit. Students are not to drive unless they have a driver's license, insurance, and are registered in the high school office.

Closed Campus

In order to protect the safety of our students, the school's campus will remain closed during all lunch periods. Accordingly, no student, of any age, may be checked out or leave school property

during this time unless an authorized adult checks the student out, in person, at the front office. Students who are eating during lunch must eat on campus whether the food is prepared by the school or is brought from home.

Pertaining to the high school, all students, even those with valid driver's licenses or who are 18 or above, also may not leave campus for the purpose of eating lunch. If any student is to be checked out, for any reason during the lunch periods, an authorized individual listed in the FPS records system must check them out, in person, at the front office.

Any violation or aid in helping violate the provisions may lead to disciplinary action. A student's first offense will result in five (5) days of ISD and nine (9) weeks suspension of driving privileges. Any subsequent violations will lead to more serious consequences such as: longer term suspension of driving privileges and/or short or long term suspension from school.

Absences and Tardies

Students are afforded eight total absences for each semester (students can be absent for no more than 10% of total school days). All absences count toward the total except when a student is participating in school sponsored activities.

On the morning of a student's absence, the parent or guardian is required to the appropriate office. If no contact is made, then upon returning to school, the student must present a written excuse, signed by his parent or guardian, stating the cause and date of the absence. **Parent notification to the school about their student's absence does not automatically make that absence an excused absence. The reason for the absence must still fall within the guidelines below.**

Students who miss school for any reason will be required to make up any missed assignments or attend Saturday School until complete. Students PK - 12th grade with excessive absences may be required to attend Saturday Schools, may not receive credit for that class, may be required to attend summer school, and/or may be retained in their current grade.

Any student facing disciplinary action due to absenteeism may request a review by a principal and/or District's Attendance Committee. See the District's Student Attendance policy for more complete information.

****After missing 20 minutes, a student is no longer considered tardy but absent for that class.****

Students PK-6th grade will be counted absent for the half day if they miss more than one hour of either am or pm session.

In the case of extended illness or injury, principals may make other arrangements to allow the student to make up the missed days.

Grade 5-12: Students are allowed three unexcused tardies **per semester**. Tardies 4-6 may result in lunch detention. Tardies 7-10 may result in Saturday School. Tardies 11 and beyond may result in In School Suspension (ISD).

Absences Related to School Activities

The State Board of Education and the Frontier Board of Education encourage students to be in attendance in their regularly scheduled classes so that the maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist toward development of strong work habits, responsibility, and self-discipline while also increasing a student's knowledge.

However, since the educational merit of the extra-curricular program is recognized, the goal is to maintain a balanced education for each student. It is with the above goals in mind that the following attendance/activities regulations have been established.

School activity is defined as any extra-curricular activity approved by the school, at the convenience of the school, and supervised by a duly appointed sponsor.

A student is allowed to miss a class period ten times during the school year due to school activities. Exceptions to this rule are that the student may request from the principal up to but not exceeding five additional activities absences to be approved by the Internal Activities Review Committee.

Students who feel that they need to miss in excess of the ten days shall make a prior written request to the building principal. The request must include:

1. Date of request
2. Name and date of activity
3. Location of activity
4. Reason why the student/parent feels an exception should be made
5. Sponsor of the activity.

Before a student is given more than 10 days, his/her grades should be considered along with the student's attitude and how he/she has represented Frontier School during other activities.

This request will be forwarded to the Internal Activities Review Committee, which shall be appointed by the superintendent and will be responsible for reviewing and recommending any deviation of the activities policy to the board of education. This committee will ask for ample time to study and make a decision on all requests for review.

A student whose request has been denied by the committee will be granted the right of due process. Students wishing to request a hearing before the Board of Education must initiate their right within 10 days of receiving the denial from the Internal Activities Review Committee. A student forfeits his or her right to a hearing if the request is not made within this ten day time period.

The Board of Education reserves the right to revise this policy at their discretion. If the issue is not resolved, the student/parent may file a written complaint with the Accreditation Section of the State Department of Education.

General Absence Criteria for High School Students Only

The following classifications of school activities will be exempt and will not count against the 10 allowed absences for school sponsored activities.

1. Any approved activity which is of a state or national level or for which the student has earned the right to compete by meeting criteria established by the sponsor, coach, athletic director, and/or administrator.
2. Any approved state or national award or honor which is bestowed upon a Frontier student.
3. Any non-competitive activity which is an extension of the classroom.
4. Any in-school activities which pertain to the student government, student body benefit, student testing, and special student programs.
5. Any event whose date is changed just prior to occurring due to a circumstance beyond the control of the sponsor, coach, and/or administrator.
6. Any required travel time which pertains to an exempt event.

All of the above mentioned activities, events, honors, etc., will be monitored carefully by the Internal Activities Review Committee and only those which facilitate a balanced education will be approved.

Specific Events

The following specific events will be exempt and will not count against the 10 allowed absences for school sponsored activities.

(*Indicates activities where students must be in good standing both academically and with their organization or team plus meet certain additional criteria submitted by the sponsor/coach and approved by the Frontier Board of Education.)

Athletics including Cheerleading

1. All district, regional, area and state playoff competitions.
2. *Tryouts for any All-State team (Students must meet all requirements of the All-State selection process.)
3. *Tryouts for college scholarships (Students must have received an invitation to tryout from the college or university.)

Special Olympics Oklahoma

1. Contestants – All absences related to participating in competitive events are exempt.
2. *Volunteers – Three days related to Special Olympic events. (Students must complete the appropriate state volunteer form and be cleared to participate by Special Olympic Oklahoma).

FCCLA – Family, Career and Community Leaders of America

1. *State FCCLA Convention (Students must meet deadlines for paying FCCLA dues and registration fees, and have been active in at least 75% of the organization's activities. Participation will be limited to the first 20 students to abide by all of these guidelines).
2. *National FCCLA Cluster Meeting (Students must be an officer selected by the Officer Selection Committee in addition to meeting the requirements to attend the State FCCLA Convention).

FFA & 4-H

1. A combined total of four days at the Noble County Fair and the Noble County Spring Livestock Show.
2. *OKC State Fair (Students must be entered to compete).
3. *Tulsa State Fair (Students must be entered to compete).
4. *NW District Livestock Show (Students must be entered to compete)
5. *Oklahoma Youth Expo Livestock Show (Students must be entered to compete).

District Interscholastic, speech, and judging contests.

1. *State FFA Convention (Students must be a due-paying, active member of FFA and have earned 50 points based on the chapter's activities participation requirements)
2. *National FFA Convention (Students must be a dues-paying active member of FFA and have earned at least 20 points based on the chapter's activities participation requirements OR be the top salesperson in the meat sales program).

Music

1. District vocal and instrumental contests
2. State vocal and instrumental contests
3. *Tri – State Music Festival (Students must have received a rating of I or II in a previous contest).

Technology Student Association – TSA

1. *Fall Leadership Conference (Students must be a TSA chapter officer)
2. *State TSA Convention (Students must have placed in the top 10% in a competitive event at a mini, area, or regional conference).
3. *National TSA Convention (Students must have placed in the top 10% in a competitive event at the State TSA Convention).

Student Council

1. *State Student Council Convention (Students must meet the criteria set forth in the state STUCO constitution, be an officer or a senior, attend local meetings, and participate in all STUCO functions including fundraising, community service projects, and student activities).

Miscellaneous

1. Educational activities that are a direct extenuation of the classroom learning experience such as field trips and college/career days.
2. Approved testing programs

Eligibility Requirements

Ineligible students in grades 5-12 **cannot participate in any activity** (not just athletic events) involving competition among other schools if OSSAA attendance guidelines are not met.

[OSSAA Eligibility Rules](#)

Any student in grades PK-12 with excessive absences or whose disciplinary consequences coincides with a school activity may not be allowed to attend. In special circumstances a parent or guardian may be asked to accompany a student to an activity or field trip. Principal's discretion shall be applied as needed.

OSSAA Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Eligibility will be computed on Friday evenings and take effect from Sunday to the following Saturday at midnight. Students who find themselves with a failing grade will be considered probationary for week one. For each week thereafter, if any grade remains below the passing level, the student shall be considered ineligible to participate in activities.

Points Awarded for Letter Grades

Grade	GPA
--------------	------------

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	no credit

Drop and Add

No student will be allowed to drop or add a class after the first five days of each semester.

Concurrent/Advanced Placement Enrollment

When a student earns college credit through concurrent enrollment, the course will appear on their high school transcript.

If a student is substituting the college course for a required high school course (Ex: Comp I and II for English IV), then the earned grade must be reported on the transcript. If the college course is not needed for high school graduation, it is listed on the transcript as an elective, and it is up to the student to choose if they want the grade to be recorded on the transcript. If the grade is used on the transcript, .5 or 1 credit(s) (Board Policy, Section 4, pages 6 and 7) are added to the grade to reflect the rigor.

Students who take an Advanced Placement exam and pass with a four or five will receive college credits per the College Board.

Career Technology Center

Each year, eligible junior and senior students may have the opportunity to attend a State Career Technology Center. Interested students must complete the necessary applications by the proper deadlines. Once the student completes the application process they will go through an interview process with the Frontier Career Technology Center Selection Committee. The committee will be made up of two administrators and three teachers. The committee will use the following criteria as a guide for the selection process.

1. Attendance
2. Intent to pursue a job in the field related to program entered
3. Programs pursued that lead to immediate employment after High School
4. GPA
5. ACT Scores
6. Student behavior and discipline records
7. Parental Involvement

The committee has the discretion to use other criteria which they feel would be helpful.

GRADUATION REQUIREMENTS

English - 4 units

English I, English II, English III, English IV

Mathematics - 3 units (*in addition to Algebra I when taken as an 8th grader)

*Algebra I , Algebra II,

Geometry, Trigonometry, AP statistics, Math Analysis, Calculus, Stats and Probability

Laboratory Science - 3 units

Biology I, Chemistry, Physics, **or** other lab course approved for college admission requirements

History and Citizenship Skills - 3 units

U.S. History, ½ Government, ½ Oklahoma History

AND 1 unit selected from the subjects of History, Government, Economics, Civics, or Non-Western Culture **AND** approved to meet college admission requirements

World or Non-English Language or Computer Technology - 2 units

Introduction to Computer Science - required for all freshmen

1st year of World or Non-English Language **AND**

2nd year of SAME language

OR

1st year of Computer Technology **AND** 2nd year Computer Technology (excludes keyboarding or typing courses)

Additional Unit from any of the above - 1 unit**Fine Arts or Speech - 1 unit**

Music, Art, Drama, or Speech

Other Electives - 7 units**Personal Finance Literacy requirement****CPR/AED requirement****ICAP requirement**

All students must take the ACT at least once during their junior or senior year. Students on an IEP may take an alternative assessment as determined by their IEP team.

Honor Roll

Two honor rolls will be published each semester. 1) Superintendent's Honor Roll – students making a 4.0 in all subjects 2) Principal's Honor Roll – students making no less than a 3.5 in all subjects.

National Honor Society

To qualify for membership, a candidate must have a cumulative high school GPA of 3.5 or better, completed nine hours of community service, and be classified as a second semester sophomore, or a junior or senior. The NHS faculty council will request a resume from each academically eligible student. Students who have had major disciplinary infractions or failed to maintain their requirements may be dismissed from the organization.

Valedictorian and Salutatorian Awards

Students must attend both semesters (all four nine weeks) of their senior year at Frontier High School to be eligible to receive the Valedictorian or Salutatorian awards. These awards will be figured on the first seven and one-half semesters of high school (grades 9 - 12) credits.

Valedictorian Award – This award is presented to the senior(s) who ranks highest scholastically on Frontier's GPA scale, which includes college and Advanced Placement weighted courses.

Salutatorian Award – This award is presented to the senior(s) who ranks second scholastically on Frontier's GPA scale which includes college and Advanced Placement weighted courses.

Concurrent/APWeighted Scale - A= 5, B=4, C=3, D=2, F=0

Retention of Students

Per state law 70 O.S. § 1210.508C (OSCN 2021), Reading Sufficiency Act, if a student does not meet the third grade criteria for RSA, they may be considered for retention.

In grades 5 - 8, students must pass four core classes or they may be retained.

In grades 9 - 11, students may be retained if their total credits earned do not equal at least three credits at the end of their freshman year, 10 at the end of their sophomore year, and 17 at the end of their junior year. At the end of their senior year, all graduation requirements, along with 24 credits earned, must be met or the student may be retained and could be prohibited from graduation ceremonies.

Any student that is retained, the parent or legal guardian has the right to appeal to the Retention/Promotion Committee.

Presentations

Any speech, poem, or presentation, given to the public, while on FPS campus or while representing FPS at another location must be approved by the sponsor and the principal.

Elementary and Middle School Extended School Year Session

Any Kindergarten through 8th grade student that is a half year or more below grade level in math or reading based on their end of the year assessments will be encouraged to attend summer school.

Any Kindergarten through 8th grade Student that is a full year or more below grade level in math or reading based on their end of the year assessments will be required to attend summer school.

Any Kindergarten through 8th grade Student that has been absent 20 or more days during the school year will be required to attend summer school.

Any 3rd grade student who is currently on an APP, will be required to attend our Summer Reading Academy.

In order to receive credit for summer school, a student cannot miss more than three days.

Inclement Weather Notification

Sometimes it is necessary to close school because of severe weather. When this decision is made, it will be announced on Channels 4, 5, and 9, and will be shared through our automated system between 6 and 6:30 a.m. when possible.

Library

Students and families living in the district are eligible for a FPS library card and are encouraged to use the school library. The library is open from 7:45 am to 4:15 pm each day. Books must be returned within two-weeks; resource books must remain in the library.

Extracurricular Activity Rules

During extracurricular activities, including dances, programs, plays, assemblies, banquets, etc., no one will be allowed to leave the building and re-enter. For paid school sponsored activities open to the public at large, students who leave cannot re-enter.

Students must be in school at least ½ day in order to participate or attend any school sponsored activity that night. Students must return to school by noon in order to be considered present half a day.

Students may be removed from any activity, assembly, or sporting event if their actions are deemed inappropriate and do not represent FPS in a positive manner.

Dance Rules

1. No one will be allowed to leave the building and re-enter. Anyone who leaves during a school dance must leave the premises completely.
2. Appropriate students may invite guests from outside the student body. Any person wanting to invite an outside guest must fill out a form with the appropriate signatures. Guests cannot be over the age of 18.
3. The use, possession, sale, transfer, or being under the influence of controlled dangerous substances or alcoholic beverages is prohibited. Anyone violating this rule will be subject to immediate discipline.
4. Any chaperone of any dance has the authority to refuse entrance to any student or guest and the authority to make any student or guest leave at any time.
5. No one will be admitted after 10 p.m. All dances will end no later than 12 a.m.
6. Students attending any high school dance must be in at least the 9th grade.
7. Middle school dances are to be attended only by Frontier Middle School students.

Academic Letter Awards

1. Academic Letter Awards will be presented to students who meet all of the qualifications of a letterman based on the first and second semester grades for the particular year. At the close of the second semester, grades for that year will be used to determine which students lettered academically.
2. The student's grade point average for the year must be at least 3.00 on a 4 point scale.
3. Minor violations of a school policy that result in the student receiving a one day in-school detention on more than one occasion will result in disqualification for a letter award. A single major violation of school policy that results in out-of-school suspension or more than one day in-school detention will result in disqualification also.
4. To be eligible, a student must have received a grade card from Frontier High School for each of the four nine week periods.
4. Academic lettermen will receive their awards during the awards assembly.

Activity Letter Awards

Plaques are awarded to seniors who have participated for two or more years and end their senior year in good standing. A student will receive a letter if they meet all of the following

requirements relating to their respective activity:

Basketball:

Play in 30 quarters.
Start the season (unless the player moves in during the year) and finish it.
Be eligible throughout the play-offs.
Injured players may be lettered at the Coach's discretion.
Managers must participate for two years.

Baseball/Softball:

Play in 30 percent of the innings (fall and spring combined for baseball).
Must be in good standing as a member of the team at the end of the spring season.
Be eligible throughout the play-offs.
Injured players may be lettered at the Coach's discretion.
Managers must participate for two years.

Golf:

Play in 50 percent of the matches/tournaments.
Be eligible throughout the regional and state competition.
Injured players may be lettered at the Coach's discretion.

FITYC:

Bowling:

FCA:

Cheer:

Cheer at scheduled basketball games.
Start and finish the season.
Attend practice regularly.
Must attend all competitions with the team.
Cheerleaders must remain eligible throughout the playoffs.
Injured players may be letter at the Coach's discretion.

Academic Team:

Cross Country/Track:

Participate in at least four meets.
Start and finish the season.
Be eligible throughout the regional and state competitions.
Injured players may be lettered at the Coach's discretion.

Choir:

Participate in three years of choir.
Participate in required school concerts.
Compete in at least one district solo event.

Technical Education:

Participate in two years of TSA.
Compete at State TSA for two years.

FCCLA:

Participate in at least two years of FCCLA.
Participate in at least one community service project each year.
Attend two chapter meetings a year.
Compete in a FCCLA STAR Event and/or hold a chapter office during one of the membership years.

Cafeteria/Food

Students are expected to eat in a quiet and courteous manner. Students in grades 7-12 may serve themselves. Students are to leave the tables clean. Food served in the cafeteria must be eaten in the cafeteria (only exception: prior approved class or organizational meetings).

Food and drink from outside sources are not allowed in the school without administrative approval. Items purchased from school vending machines may not be eaten in the cafeteria, during designated meal time, to conform to National and State Nutrition Guidelines.

Counselor

The counselor is available to all students for personal, social, school, and/or vocational discussions. The counselor is also available to all parents and teachers for conferences about students.

A student must have a note from a teacher, administrator, or the counselor before he/she can leave class to see the counselor. The counselor will give a note to the student before he/she returns to class excusing their tardy or absence from class.

PK - 6th grade students also attend regularly scheduled, pull-out, counseling sessions to learn about drug safety, fire safety, health and other state required curriculum.

Emergency Drills

Schools are required to conduct ten drills per year, four security drills, two tornado drills (one conducted in September and one in March), two other drills (i.e., bus evacuations, earthquake, chemical hazard, etc.), two fire drills (one must be conducted within the first fifteen days of each new semester).

Pediculosis Policy

Preventive screening will be done early in the year and repeated as necessary. When a student is found to have lice or nits, he or she will be sent to the school nurse who will contact the parent or guardian. According to 70 OK Stat § 70-1210.194 (2014), students may be prohibited from attending school.

STUDENT EXPECTATIONS - STATE AND FEDERAL REGULATIONS

Behavior/Discipline: Student Discipline Policy, Suspension Expulsion, and the Due Process Policy

The following behavior at school, while in school vehicles or going to or from or attending school events, may result in disciplinary action which may include in-school placement options or out-of-school suspension or placement in an alternative education program:

1. Arson
2. Cheating

3. Conduct that threatens or jeopardizes the safety of others
4. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
5. Cutting class or sleeping, eating or refusing to work in class
6. Disruption of the educational process or operation of the school
7. Excessive absenteeism
8. Extortion
9. Failure to attend detention, alternative school or other disciplinary assignment without approval
10. False reports or false calls
11. Fighting
12. Forgery
13. Gambling
14. Hazings (initiations) in connection with any school activity
15. Inappropriate attire
16. Inappropriate behavior or gestures
17. Inappropriate public behavior
18. Indecent exposure
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession on school premises of a caustic substance
23. Possession on school premises of obscene materials
24. Possession on school premises, without prior authorization, of a wireless telecommunication device
25. Possession on school premises, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
26. Possession on school premises, use, distribution, sale, conspiracy, to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer and/or controlled substances, or drug paraphernalia
27. Profanity
28. Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers
29. Theft
30. Threatening behavior (whether involving written, verbal, or physical actions)
31. Truancy
32. Use or possession of tobacco in any form on school premises
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school
34. Using racial, ethnic, or sexual epithets on school premises
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of a directive of any school official
40. Anything perceived as gang related activity including, but not limited to, displaying

bandanas or gang signs and writing gang symbols/words.

The school district procedures regarding suspension and due process can be found in the Policy on Student Behavior in its Policies and Procedures Manual.

After-School Detention (Mondays and Thursdays only)

1. The student will arrive in the ASD classroom by 3:10 and remain until 4:10.
2. There will be no talking, sleeping, or any other form of disruption.
3. The student must bring school assignments or educational reading materials.
4. Inappropriate behavior may result in additional After School Detention, Lunch Detention, Saturday School, In-School Detention, or Out-of-School Suspension.
5. Students must also abide by all other rules and regulations set forth by Frontier Public School.
6. Failure to attend After-School Detention may result in one day of In-School Detention. In addition, the student will still need to attend the assigned ASD.

Lunch Detention

1. The student will go directly to the detention room from their fourth hour class.
2. The student will abide by the posted classroom rules.
3. Lunch will be provided and readily available.
4. The student will be released at 12:19 to return to their regular day.
5. Inappropriate behavior may result in additional Lunch School Detention, ASD, Saturday School, In-School Detention, or Out-of-School Suspension.
6. Failure to attend Lunch Detention may result in one day of In-School Detention. In addition, the student will still need to attend the assigned LD.

Saturday School

1. Saturday School will begin at 9:00 a.m. and conclude at 12:00 p.m.
3. School entrance will be closed and locked at 9:00 a.m.
4. No student will be allowed to enter after the door is closed.
6. Students will be required to attend the Saturday School they are assigned. In the case of an emergency, a parent or guardian, not the student, must notify the principal that the student will be unable to attend the assigned Saturday. The student will be rescheduled for the following Saturday.
7. Only an emergency situation will excuse a student from Saturday School. No other excuses, including missing because of a school sponsored activity, will be accepted.
8. Students will need to bring any missing assignments or enough work with them to stay busy the entire time they are in Saturday School. If the student does not bring their work to class or doesn't have enough work to keep them engaged, the instructor will provide student with enough work to keep them engaged until 12:00 p.m.
9. No cell phones or music devices will be allowed in the classroom.
10. Students attending Saturday School will be separated and must remain quiet the entire time they are in class.
11. NO SLEEPING!
12. If a student is dismissed from Saturday School for any disciplinary reason, misses the assigned day of Saturday School or arrives late, that student may be assigned additional disciplinary action.
13. Transportation to and from Saturday School WILL NOT be provided by the school.

In-School Suspension

The purpose of the ISD classroom is to give students the opportunity to continue their education with the assistance of a certified teacher while at the same time removing them from the setting where they have been a disruptive factor in the regular school environment.

During this time they will also have the opportunity to improve their behavior and receive counseling as necessary to see that improper behavior(s) do not reoccur. It is the last step prior to being assigned Out of School Suspension.

1. The student will go directly to the ISD classroom upon arrival at school.
2. Any disruptive, disrespectful, or inappropriate behavior will be subject to further disciplinary action.
3. Students may not leave the assigned classroom at any time unless instructed to do by the teacher.
4. Students will bring all books and materials necessary to do the assigned work. All items unrelated to school work will be confiscated.
5. All assignments will be turned in to the ISD teacher at the end of each hour/day. Students may not be allowed to return to their regular classrooms until all assignments are completed.
6. Students are not allowed elsewhere in the building or campus without written permission from the ISD teacher or principal while assigned to ISD.
7. Students who withdraw from Frontier Public Schools before their time is completed in the ISD classroom may reenter Frontier Public School within the same year or the next year only upon completion of their remaining ISD term.
8. Students assigned to IN-SCHOOL DETENTION may not be allowed to participate in any school functions, i.e., pep assemblies, school plays, ball games, or any other school activity for the first five days of their assigned detention. On the sixth day, students may be reinstated to participate in after school activities by the Principal and Sponsor. However, this will be decided on a case by case basis. Factors used to make this decision include, but are not limited to, behavior while in ISD, completion of assigned work while in ISD, remorsefulness, and past offenses.
9. Upon completion of the assigned days to In-School Detention classroom, a student will be evaluated as to whether he/she is ready to return to regular classes or should be retained for a longer period of time in the In-School Detention classroom.

Out-of-School Suspension

Before recommending out-of-school suspension, all alternative in-school placements will be considered. These include, but are not limited to, placement in an alternative school setting, reassignment to another classroom, and placement in in-school suspension. It will be determined that these and other available options were inappropriate for this offense.

- I. WHEN A STUDENT IS ASSIGNED OUT-OF-SCHOOL SUSPENSION AS A RESULT OF A NON-VIOLENT INFRACTION, HE/SHE:
 1. Will be required to complete daily assignments during the period of suspension.
 2. Will be provided the opportunity, daily, to attend an after-school academic session (3:05 - 4:05) during which assignments for that day are to be turned in, questions about assignments may be asked, and assignments for the next day are to be picked up.

3. **Will not be allowed on school grounds at any time other than during the after-school academic session. If the student is suspended on the last day of the school year, he/she will not be allowed on school grounds until the start of the following school year when their suspension is completed.**
 4. Will not be allowed to participate in school activities.
 5. The student will be given an educational plan that will include all classes in which he/she is enrolled.
- II. WHEN A STUDENT IS ASSIGNED OUT-OF-SCHOOL SUSPENSION AS A RESULT OF A VIOLENT INFRACTION, THEY:
1. **All other OSS terms apply, and he/she will not be allowed on school grounds at any time (including before school and after school hours as well as during activities) during the entire length of the suspension.**

“GUN-FREE SCHOOLS” Student Suspension Policy

Any student who is determined to have brought a weapon to school shall be suspended out-of-school for a period of not less than one year. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district. For the purposes of this policy, the following definitions shall apply:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
5. The term “chief administrative officer” means the superintendent of schools or the board of education of the district.
6. The term “determined to have brought a weapon to school” means any student being in possession or control of a weapon on property owned, leased, or rented by the school district, including, but not limited to school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school district sponsored function regardless of whether such function is conducted on school district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this school district to refer to the appropriate criminal justice or juvenile delinquency system for any student who violates this policy. Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the school district's policy for the out-of-school suspension of students.

Threats to Harm Others Including Bullying

The School District takes seriously every threat by a student to harm other students, staff members, or other persons. Such threats are not joking matters. In every instance in which a school staff member becomes aware of such a threat, he or she will report the matter to the student's principal, who will conduct an investigation of the threat.

The school administration may respond to such threats by imposing any discipline consequence permitted by school policy, including out-of-school suspension, and will alert law enforcement authorities in appropriate cases. (See Appendix)

Sexual Harassment

All students are strictly prohibited from engaging in any form of sexual harassment. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be

imposed under the school district's discipline procedure. Any student who is, or has been, subjected to sexual harassment shall report all such incidents to the building principal, counselor, or the superintendent.

Arrest Warrants

Safety is always a top concern; therefore, all students are expected to comply with federal, state, and local law enforcement. Students who have been issued an arrest warrant, are required to resolve all issues before returning to campus.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT ILLEGAL AND ILLICIT DRUGS AND ALCOHOL

- A. Use of illicit drugs and unlawful possession and/or use of alcohol is wrong and harmful.
- B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess, or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, or at any school sponsored event.
- C. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat the current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances.
- D. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- E. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

Necessary Medications

- A. Students may not retain possession of and self-administer medication at school unless it is anaphylaxis medication, which a student shall be permitted to possess and use at all times for the school year in which permission for self-administration has been received.
- B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- C. Students are not to bring any over-the-counter "pick-me-ups" or stimulants to school.

Tobacco

Tobacco, any product that contains nicotine, is prohibited on school property. If a student is found to be in possession of a vape (or any type of tobacco - chewing, cigarettes, other paraphernalia, etc) there are consequences.

Law enforcement will be notified. They will enforce the law as it pertains to possession of tobacco on school property.

1. For the first offense, the student will automatically serve five (5) days of OSS.
2. The second offense, the student will automatically be given ten (10) days of OSS.
3. If a student is found to be in possession a third time or more, the student will receive fifteen (15) days of OSS in addition to more serious consequences such as: loss of school

privileges (sports, clubs, honors, and awards), extended long term suspension with the possible opportunity to continue their education in the Alternative Education Program.

Student Relationships

A healthy moral climate is in the best interests of the school and community. All school activities are therefore properly sponsored. During school hours physical contact between students, such as holding hands, pushing, tickling, etc., will not be condoned, and rules of conduct during these hours shall also govern during school sponsored trips and activities. Parents will be notified if students refuse to refrain from such conduct.

DRESS CODE

Frontier Public School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and chest areas are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below should meet this basic principle.

2. Students Must Wear* while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE and closed toe for shop/AgEd).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is not allowed)
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops without spaghetti straps
- Athletic attire

4. Students Cannot Wear:

- Hats/head coverings other than religious headwear, or headwear approved by the administration for special occasions or awards.
- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

These dress code guidelines shall apply to regular school days, Saturday school days, and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom.

LOCKERS

Each student is assigned a locker, which must be kept neat, clean, and orderly. Each student may purchase their own combination lock, however, the combinations must be turned into the high school office.

Students are not to go to their lockers during the noon hour, or be in those hallways at that time. Students are not allowed to change lockers without the approval of the principal. There is no reasonable expectation of privacy with regard to school owned lockers. These are subject to search at any time.

HIGH SCHOOL LOUNGE AND LOBBY

Before school or during lunch, high school students may go to the high school lounge or lobby. Students may take soft drinks and snacks into the lounge but must keep the area clean. Students cannot stand or loiter in the hallway entrances or doorway areas.

CELL PHONES

Students, grades PreK-4th, who bring a cell phone/smart watch to school, **MUST** keep the it

inside the backpack and turned off.

Students, grades 5-10, may bring their cellphones to school; however, they will remain locked in a Yondr pouch at all times. Yondr pouches will be checked at the beginning of 1st hour. If a student arrives late to school, they must check their phone into a Yondr pouch in the office before going to class. After the 7th hour bell, students may proceed to a station to have their pouches unlocked.

Students grades 5-8 are responsible to check out/check in their Yondr Pouch daily. If any student loses or destroys their pouch, the student/parent or guardian are responsible for compensation to the school district.

Students in grades 11 and 12 will be permitted to use their cellphones throughout the school day following the classroom rules and expectations set for responsible use that is expected of all students in grades 7-12. Responsible use includes but is not limited to: cell phones put away during classroom time, no video recording at any time (unless requested by the classroom teacher), no social media posts, and no unauthorized photos.

If a student is sent to the Principal's office as a result of irresponsible use, these consequences may result:

1. First offense - cell phone will be held in the office until the end of the day and will be held in a Yondr Pouch in the office for the next five days, while at school; parent or guardian will be notified. Student will be required to serve 2 lunch detentions.
2. Second offense - cell phone will be held in the office until the end of the day and will not be returned directly to the student. Parent or guardian will be notified and required to retrieve the phone from the Principal's office. The phone will be required to remain in a Yondr Pouch, in the office, for ten school days and the student will be required to serve Saturday School.
3. Third offense - cell phone will be held in the office until such time as a parent or guardian can retrieve the phone from the office. The student will not be allowed a phone on campus for the remainder of the semester and will serve a three day consequence in ISD.
4. A student who takes unauthorized photos or videos while on campus may lose their privileges for the remainder of the year.

If a student chooses not to follow these directions, they may face other disciplinary action including immediate ISD or suspension.

Cell phones and electronic (including smartwatches) devices are allowed on school premises and while attending any function sponsored or authorized by the school. This is considered a privilege and not a right. If students fail to adhere to teachers' or sponsors' individual rules or expectations, appropriate disciplinary action will be taken.

Students will not be allowed to use any device for the purpose of recording events during school unless they have the permission of a teacher or administrator. If a student uses a device to record without a teacher's or sponsor's approval, or in any inappropriate manner, that student may lose device privileges for the remainder of the school year and face disciplinary action.

Use of Office Telephone

Students may use the office telephone only with permission from the secretary or principal.

SCHOOL PROPERTY

No Expectation of Privacy

Students do not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities, including any backpacks, purses, or vehicles driven on campus, may be opened and examined by school officials at any time and no reason shall be necessary for such search.

School Visitors

Involvement is always encouraged. Anyone, when invited to attend specific activities, may come to school as needed; however, they must first go to the principal's office before going anywhere on the school grounds or in the building. They are to sign in and wear a name tag while in the building and sign out before leaving. Students are not allowed to bring guests to school as visitors or to attend classes.

The following is from the School Laws of Oklahoma 70-24-131: The superintendent or principal of any secondary, middle, or elementary school property may remove someone from school premises when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment in the county jail for not more than 90 days or by both such fine and imprisonment.

School Laptop/Computers

The proper use of technology at Frontier Schools should be an integral and productive part of all students' education. Under certain conditions, students in grades PK-12 may check out a laptop computer from the school for the school year. Some of these conditions include the student's history of previous computer usage and care/carelessness.

Along with the privilege of using one of the school's laptops goes the responsibility of using it properly and taking care of it in a safe manner. Some (but not all) of the reasons that could result in having laptop usage revoked and the computer returned to the school include:

1. Careless or abusive treatment of the laptop
2. Downloading unlicensed or inappropriate materials
3. Other violations of the handbook related to computer usage.

The first offense may involve returning the laptop for 20 school days. The second offense may involve the remainder of the school year.

If a laptop is broken through carelessness or abusive treatment and has to be repaired, the parent/guardian is responsible for all costs. If a laptop is lost or stolen, the parent/guardian is responsible for the cost of its replacement.

Fundraising

State law requires board of education approval before any fundraising activity takes place. A fundraiser approval sheet must be completed and turned in to the principal, to be given to the Superintendent, for board approval. Once the fundraiser has been approved by the board the fundraiser will be placed on the calendar. At the end of the approved fundraiser, a fundraiser worksheet will need to be completed and turned in to the principal.

Organizations will be allowed to have one fundraiser per semester. A request for any additional fundraisers will go through the same process as the first two.

Elementary Classroom Parties

Classroom parties are scheduled at various times throughout the year to celebrate special holidays and special events. Parents/Guardians are encouraged to participate by volunteering with the classroom teacher. Parties will be scheduled during the last 30 minutes of the day unless otherwise approved. Items brought for parties must be pre-packaged items. Classroom parties will begin at 2:30.

Please do not send birthday or other party invitations to be passed out at school unless all children in your child's classroom are invited.

Elementary Physical Education

Physical Education (PE) is required for all elementary students in grades PK-5. If a student has physical limitations, please notify the office so that they may be excused from certain activities. Prolonged limitations require a doctor's note or letter stating a date of expected return to activities. Tennis shoes are encouraged during physical education time.

Elementary Recess

Students will go outside for recess daily weather permitting. The principal will decide if conditions are favorable for recess.

Playground Rules -

- Respect the adult on duty
- Must have teacher permission to leave playground
- Students must remain inside the fence
- Dirt, rocks, wood chips stay outside and on the ground
- Go DOWN the slide only, one person at a time and only on your bottom
- Jumping off slides and platforms is not allowed
- Do not walk in front or behind swings
- Play without pushing or shoving or pulling on clothing
- Use and share playground/equipment properly
- NO tackling, tripping, pinching, kicking of any kind
- Real or pretend fighting and rough play are not allowed
- Shoes will remain on at all times
- Only classroom or school equipment can be used on the playground
- All equipment will be picked up after recess and returned to its storage area
- Line up when requested

Non-compliance will result in loss of recess privileges and/or disciplinary action outlined in the handbook.

Personal Items:

Students should **NOT BRING** toys, money, expensive jewelry, trading cards, etc. to school except for special occasions, which will need to be approved by the classroom teacher.

The school will not be responsible for damage or loss of any items that should not have been brought to school.

ASBESTOS ANNUAL NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon appointment, you may view the plan located in the administration office.

The Frontier Public School notifies all parents, teachers, and other employees by written notice in the student handbook. Additionally, information regarding any asbestos handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

RIGHTS TO RECORDS

FERPA gives parents and legal guardians certain rights with respect to their children's educational records. Parents and legal guardians should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age.

Students who have turned 18 during the school year will need to sign the consent form to ensure parents/guardians have access to all records. Students to whom the rights have transferred are "eligible students." FERPA gives parents, legal guardians, and eligible students these basic rights:

1. The right to inspect and review the student's education records maintained by the school.
2. The right to request that a school amend the student's education records.
3. The right to consent, in writing, to the disclosure of personally identifiable information from the student's education record, exempt under certain permitted situations.
4. The right to file a complaint with United States Department of Education regarding an alleged violation under FERPA.
5. The right to receive copies of the school district's policies/ procedures regarding FERPA.

DIRECTORY

The district proposes to designate the personally identifiable information (Board Policy, Section 9, page 2) contained in a student's educational records as directory information.

Within the first three weeks of each school year, the school district will publish directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

NOTICE TO PARENTS or GUARDIANS REGARDING “DIRECTORY INFORMATION”

In 1974, Congress passed the Family Educational Rights and Privacy Act (“FERPA”). This federal law provides that the above information becomes “Directory Information” only if the School District specifically designates the information as “Directory Information”. The Board of Education of this School District has stated as a policy that it declines to designate the information as “Directory Information” under FERPA. Therefore, the School District will not provide general public access to the above information to non-employees of the school system. The School District believes that it has a duty to protect the privacy rights of parents and students who expect that personally identifiable information from educational records will not be released to the general public for commercial or on-educational uses.

It has been traditional for the School District to use student names in yearbooks, honor rolls, athletic programs, and other school publications. The school district has also provided student names and addresses to institutions of postsecondary education who desire to notify students of educational and scholarship opportunities and to the armed services for recruitment purposes. The School District intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your children for these purposes, please notify as soon as possible.

APPENDIX A - Student Bullying Policy **Statement of Legislative Mandate and Purpose**

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

Definition of Terms

A. Statutory definition of terms:

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

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

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

computer.

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

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

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics.

C. Types of Bullying

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

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

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

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

Understanding and Preventing Bullying

A. Student and Staff Education and Training

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

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

prevention efforts.

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

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

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student- staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

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

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

Staff Reporting

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

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying

reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Lori Cooksey.

Investigating Bullying Reports

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

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

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

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

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

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the

investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

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

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

Parental Responsibilities

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

Report bullying when it occurs;

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

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

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

Cooperate fully with school personnel in identifying and resolving incidents.

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

Monitoring and Compliance

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

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

Title IX / Anti-Harassment Statement

FRONTIER PUBLIC SCHOOLS ANTI-HARASSMENT STATEMENT Harassment and bullying of students and employees are against federal, state and local law and policy, and are not tolerated by the Frontier Public Schools (Frontier). Frontier is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Frontier has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment, should they occur. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or by the school district. Frontier will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion and gender expression or identity that are protected by Federal civil rights laws, and encourages those within the Frontier community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Frontier will promptly, impartially and thoroughly investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, Frontier will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. This commitment applies to all school operations, programs, and activities. All students, families, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by Frontier. Students and other members of the Frontier community and third parties are encouraged to promptly report, either verbally or in writing, incidents of harassing conduct to a teacher, administrator, supervisor or other school official so that Frontier may address the conduct before it creates a hostile environment for the affected individual(s). Any teacher, administrator, supervisor, or other district employee or official who receives such a complaint shall promptly file it with the Superintendent or Civil Rights Coordinator. The following individuals have been designated to handle inquiries regarding the Frontier nondiscrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and the Age Act. Should you wish to file a complaint alleging discrimination of a student or an employee based on disability, age, race, color, religion or national origin, please contact Superintendent, Dale Bledsoe. If you wish to file a complaint based upon gender, pregnancy, sexual orientation, or gender identity you may contact Frontier Civil Rights Coordinator Daisy Warren.

Title IX resolutions may be resolved informally or formally.

Informal Resolution: When the complainant chooses to move forward with the complaint resolution procedure, the complainant has the option to proceed informally, when permissible. *In cases involving sexual assault, informal resolutions are not appropriate and are never permissible.* If an informal resolution is pursued, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to the complainant and the respondent. Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of Frontier Public Schools to stop, remedy, and prevent policy violations. Participation in informal resolution is voluntary, and the complainant and respondent have the option to discontinue the informal process at any time and request a formal investigation. Frontier Public Schools also always has the discretion to initiate a formal investigation. If at any point during the informal resolution process, the complainant or respondent or Frontier Public Schools wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.

Frontier Public Schools will not require a student who complains of sex discrimination (including sexual harassment) to work out the problem directly with the alleged harasser, including through mediation. Allegations of sexual violence will not be resolved through informal procedures or mediated even on a voluntary basis.

Formal Resolution: If the complaint is not processed or resolved through the Informal Resolution process discussed above, the complaint shall be processed according to the formal complaint resolution procedure:

Investigation: The Title IX Coordinator will designate one or more trained investigators. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. The investigation will typically include interviews with the complainant, the respondent, and any witnesses; these interviews may be audio-recorded, and written statements may be requested. As part of the investigation, Frontier Public Schools will provide an opportunity for both the complainant and respondent to advise the investigator(s) of any witnesses they believe should be interviewed, and other evidence they believe should be reviewed by the investigator(s). The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. At the conclusion of the investigation, the investigator(s) may prepare a report setting forth the facts gathered. The investigator(s) will compile an investigation file, which shall consist of any information, documents, recordings, or other evidence that will be provided to the adjudicators. The investigation file will be forwarded to the Title IX Coordinator for review who has the

discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report.

The Title IX coordinator will provide written notice of the determination of the investigation to both parties involved. Both parties will be given equal opportunity to present evidence and witnesses. Both parties shall receive periodic status updates on the investigation. Upon conclusion of the investigation, both parties are entitled to an appeal. Requests for appeals must be submitted in writing within three business days of receipt of written notification of the determination of the investigation to Dale Bledsoe (see contact information below), the appeals designee. The appeal process will be conducted in an impartial manner with written appeal determinations issued to both parties. If an appeal is received prior to close of the third business day following the issuance of the determination of the investigation, the appeal process will be initiated and concluded within two business days. Both parties will receive written notification of the determination of the appeal. All appeal decisions are final. If no request for appeal is received within three business days following written notification of the outcome of an investigation, the decision is final and cannot be appealed.

Appeals Designee:

Dale Bledsoe, Superintendent

Title IX Appeals Designee

Frontier Public Schools

P.O. Box 130

Red Rock, OK 74651-0130

(580) 723-4361

dale.bledsoe@frontierok.com

Frontier Public School District is committed to conducting adequate, reliable, and impartial investigations of reported incidents and maintaining effective standards for determining whether a hostile environment exists. Frontier Public School District uses in its investigations a preponderance of the evidence of standard of review, meaning that it is more likely than not that sex discrimination, including sexual harassment, occurred. In determining whether sex discrimination against a student resulted in a sexually hostile environment, the District will consider the conduct in question from both a subjective and objective perspective.

Frontier Public School District employees are all “responsible employees“ and have the responsibility to intervene to stop the harassment (unless circumstances would make such intervention dangerous) and report all incidents of sex discrimination (including sexual harassment) to the Title IX coordinator.

NONDISCRIMINATION There will be no discrimination in the Frontier Public Schools because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the District's nondiscrimination policies:

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

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

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

Daisy Warren, Special Education Director
Frontier Public Schools
P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Dale Bledsoe, Superintendent
Frontier Public Schools
P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106

(816) 268-0550

(816) 268-0599 (Fax)

(877) 521-2172 (TTY)

E-mail: OCR.KansasCity@ed.gov

DISCRIMINATION, HARASSMENT, AND RETALIATION

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district. The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment. Definitions "Employee" for purposes of this policy, includes all district employees, board members and volunteers. "Student" refers to any person who is enrolled in any district school or program. "Discrimination" means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Examples of discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination. "Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment. "Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which: is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or is used as a basis for decisions impacting either an employee's employment or a student's education; or has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment. In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor

students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence. Sexual harassment may occur between persons of the same gender or sex. Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property. “Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member. Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board member's home or cell phone. Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct. If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state: the name of the alleged harasser; the person(s) being harassed; the nature, context and extent of the prohibited activity; the dates of the prohibited activity, and; any other information necessary to a full report and investigation of the matter. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include: A statement from the individual who was allegedly harassed; Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action; Reasonable updates to the alleged victim of the investigation’s progress, subject to federal and state laws and regulations; Interviews with the alleged harasser, alleged victim and witnesses; and Review of relevant documents, including district files and records. The district will review all relevant facts and take

into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation. Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, HARASSMENT, AND RETALIATION

Definitions

Complaint: A verbal or written complaint alleging any action, policy, procedure or practice that discriminates on the basis race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation). **Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be. **Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II Coordinator (for questions or complaints based on disability concerning students)

Section 504/Title II Coordinator (for questions or complaints based on disability concerning employees, patrons and other adults)

Title VI Coordinators (for questions or complaints based on race, color and national origin)

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

Age Act Coordinators (for questions or complaints based on age)

Daisy Warren, Special Education Director
Frontier Public Schools P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Dale Bledsoe, Superintendent
Frontier Public Schools
P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Filing, Investigation, Hearing and Review Procedures The Grievant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment, or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's

Coordinators. The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant requested action; and (c) outline alternatives. The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation. Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred). If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing. The superintendent will

review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal. The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

General Provisions: Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Daisy Warren, Special Education Director
Frontier Public Schools P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Notice: The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance

Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

**U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov**

APPENDIX C

EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING Board Policy Section 10, Pages 96-105

The Board of Education of the Frontier School District (the "School District"), in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

Statement of Purpose and Intent

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege,

not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. The purpose of this policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

Definitions

- Extracurricular - means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
- Student extracurricular activities participant - means any student participating in any competitive extracurricular activity.
- Student Athlete - means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
- Coach/Sponsor - means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
- Athletics and athletic activity - means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
- In-season - means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
- Alcohol - means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

- 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, and paraphernalia to use such drugs.
- Performance enhancing drugs - include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic 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.
- Drug or alcohol use test - means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
- Random selection basis - means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
 - results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
 - does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.
- Positive - when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
- Reasonable suspicion - means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
- Games/competitions - mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

Participation and Procedures

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well-being of the student extracurricular activity participants of the School District, the School District has adopted this policy for use by all participating students at

7-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this policy.

2. Each student extracurricular activity participant shall be provided with a copy of this policy and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract” (the “Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract. Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.
3. The principal and sponsor, or, the athletic director and applicable coach, shall be responsible for determining whether a violation of this policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the policy is determined to have occurred by a student extracurricular activities participant, the principal will contact the student, the sponsor, coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained.
4. The Contract shall signify consent on the part of the student extracurricular activity participant and his or her parent(s)/guardian(s) for the district to obtain a urine sample from the student extracurricular activity participant for the purpose of performing a drug and/or alcohol use test. Such drug use testing may occur upon any of the following events:
 - A. All student extracurricular activity participants may be required to provide a urine sample for drug use testing for illegal drugs within the first two (2) weeks of the start of the school year.
 - B. As chosen by the random selection basis described in paragraph 5 below; and
 - C. At any time the principal, coach/sponsor, or—in the case of student athletes—the athletic director requests a drug and/or alcohol use test by a student extracurricular activities participant, based on reasonable suspicion of possession or use of alcohol and/or illegal or performance enhancing drugs.
5. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis monthly from a list of all student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
6. The School District may set a fee charge to be collected from each student when the contract is signed and returned to the coach or sponsor.
7. Any alcohol or drug use test required by the School District under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the

specimens, proper laboratory control and scientific testing.

8. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants 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 or athletic director shall designate a sponsor or coach or other adult person 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 or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a third offense under this policy and the sanctions for a third offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope. The student must complete the random drug test within one (1) hour of receiving the specimen cup.
9. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use an equivalent scientifically accepted method of equal or greater accuracy. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.
10. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or the principal designee with the results. The principal will contact the student, the sponsor, or head coach and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the principal will arrange for another test at the same laboratory or at another laboratory agreeable to the principal. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. The principal or the athletic director will also inform the student and his/her parent or custodial guardian of the ability to re-test the remaining specimen described in paragraph 11 below.

11. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. Such re-test must be requested during the conference described in paragraph 10. Should a re-test be requested, no determination shall be made as to whether there is a policy violation until the re-test has been completed; however, the student shall be ineligible for participation in extracurricular activities pending the results of such re-test. However, if the re-test returns a positive result, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.
12. If during the conference described in paragraph 10, the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Should an alternative reason for the positive result be provided, no determination shall be made as to whether there is a policy violation until the original laboratory has been consulted; however, the student shall be ineligible for participation in extracurricular activities pending such consultation. However, if a policy violation is determined to have occurred, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.
13. If a policy violation has been determined by the principal or the athletic director to have occurred, they will notify the student and his/her parent(s)/guardian(s).
14. A student who has been determined by the principal or the athletic 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 appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and unappealable.
15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use. In addition, a student extracurricular activities participant who has tested positive in an alcohol or drug use test may be required to

submit to one or more additional alcohol or drug use tests for up to a year following the date of the positive result, notwithstanding that such student has been permitted to rejoin his/her extracurricular activity.

16. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

Medical Marijuana

1. Notwithstanding the provisions above, a student extracurricular activities participant in possession of a valid medical marijuana license shall not be considered in violation of this policy based on a positive drug test for marijuana or its metabolites. A student extracurricular activities participant who is a medical marijuana license holder may be considered in violation of this policy if he or she uses, possesses, sells, distributes, purchases or is under the influence of medical marijuana or medical marijuana product(s).
2. As used in this section, a determination of whether an applicant or employee is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
 - A. Observation of any of the conduct or phenomenon described below:
 - (i) the smell of marijuana on around the individual;
 - (ii) Disorganized thinking;
 - (iii) Paranoia and/or confusion;
 - (iv) Bloodshot eyes;
 - (v) Increased heart rate;
 - (vi) Increased appetite; or
 - (vii) Loss of Coordination and
 - B. Any circumstance that would permit the School District to engage in "reasonable suspicion" drug or alcohol testing of the student under this policy.

Violation

Any student who is determined by observation or by alcohol or drug use tests to have violated this policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

These restrictions and requirements shall begin immediately following the determination of an observed violation or revealing of the results of a positive alcohol or drug use test. Such

suspension will extend into a succeeding competition season, if necessary, to fulfill the suspension. The nature of the offense may be considered when determining participation in summer activities.

For the First Offense during the school year:

Students will be suspended from participating in the next two (2) activities/competitions in each of the three (3) sections that they are involved in.

Athletics – Cross Country, Softball, Basketball, Track, Golf, Cheerleading, and Bowling

Career Tech/Choir – FFA, TSA, FCCLA and Choir

Clubs/Organizations – STUCCO, NHS, FITYC, and Academic Team

These restrictions and requirements shall begin immediately following the determination of an observed violation or repealing of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season, if necessary, to fulfill the suspension.

Prior to participating in any additional extracurricular activities, students are required to participate in a minimum of 6 hours of substance abuse counseling provided either through the district or an outside agency approved by the district. The student will also be required to participate in 6 hours of community service outside the school day (to be approved by the principal). A parent or guardian must participate in at least two (2) of those hours. Students will also be retested one (1) time per month thereafter for the next 36 school weeks.

For the Second Offense during the same school year:

Students will be suspended from participating in the next 5 activities/competitions. Such suspensions will extend into a succeeding school year if necessary to fulfill the suspension. Prior to participating in any additional extracurricular activities, students are required to participate in an additional five (5) hours of substance abuse counseling provided either through the district or an outside agency approved by the district. The student will also be required to participate in 10 hours of community service outside the school day (to be approved by the principal) prior to participating the student must test negative. Students will test one time per month thereafter for the next 36 school weeks.

For the Third Offense during the same school year:

The student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

The student will be required to test negative prior to returning.

The student will also be required to participate in 16 hours of community service outside the school day (to be approved by the principal).

Students will test one time per month thereafter for the next 36 school weeks.

Refusal to Submit to Alcohol or Drug Use Test

If, after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

The student will be required to test negative prior to returning.

The student will also be required to participate in 16 hours of community service outside the school day (to be approved by the principal).

Students will test one time per month thereafter for the next 36 school weeks.

Dropping out of Extracurricular activities.

If a student elects to drop out of extracurricular activities, they must complete the terms of any suspensions, prior to returning to participation. Suspensions will carry over to a succeeding school year if necessary to fulfill the suspension.

Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract

Statement of Purpose and Intent

Participation in school sponsored extracurricular activities at the School District is a privilege and not a right. Such privilege is governed by the attached policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities

For the safety, health and well-being of students, the district has adopted the attached policy and this "Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract" (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

Student Section

I understand after having read the policy and this Contract that, out of care for my safety and health, the district enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the policy.

Student Name: ID No.:

Student Signature: Date:

Parent (and Adult Students) Section

We have read and understand the policy and this Contract. We desire that the student named above participate in the district's extracurricular activities and we hereby agree to abide by all provisions of the School District's policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time.

We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Parent Signature: Date:

Adult student signature:

Date:

Athletes:

Obtain the signature of each sponsor/coach for all activities in which you are involved:

Sponsor/Coach Signature Team / Activity Date

Sponsor/Coach Signature Team / Activity Date

Sponsor/Coach Signature Team / Activity Date

Sponsor/Coach Signature Team / Activity Date

Sponsor/Coach Signature Team / Activity Date

APPENDIX D

The Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADA.AA) secures the right of individuals (whether employees, students, visitors or others) to file a complaint with a School District or other public entity in any instance in which the individual believes that a violation of the ADA requirements related to public entities has occurred. Employees who believe a violation of ADA's requirements, related to the District, has occurred with respect to the employee's employment may utilize the applicable employee grievance procedure. Employees who believe that a violation has occurred that does not involve the employee's employment may utilize this grievance procedure to secure review of a complaint. Likewise, any individual or organization may utilize this grievance procedure to secure a review of a claim, cause or concern arising under the ADA .

The District's ADA compliance officer shall provide, upon request, a grievance form. The form shall include the individual's name, address, explanation of the grievance, and reference to facts, documents, witnesses or other proof or support for the claim .

Additionally each individual filing a grievance shall state the relief requested and any recommendation for addressing, correcting or otherwise adjusting the source of the perceived problem, concern or complaint.

The grievance will be immediately reviewed by the District's ADA Compliance Officer. The compliance officer will determine whether the grievant has supplied the information necessary

to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance officer will inform the grievant. The grievant will have ten calendar days to supply the necessary information. In the absence of supplemental information the compliance officer will proceed with investigation and initial disposition of the claim.

The compliance officer or his/her designee will investigate the grievance. The investigation shall consist of a review of documents, interviews with appropriate individuals and other action consistent with the nature and scope of the grievance.

The investigation must be completed within thirty days of submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance officer the report shall be due within thirty days of the submission of additional information. The compliance officer's report shall state the grievance, the scope of the investigation, findings related to the grievance, and a recommended disposition. A copy of the grievance decision shall be furnished to the grievant and Superintendent.

The grievant shall have ten calendar days from receipt of the compliance officer's reply to appeal the recommendation or findings made to the Superintendent. The superintendent shall schedule a meeting to consider the report and recommendation of the compliance officer and the objections of the grievant. Following this meeting the Superintendent may request additional investigation by the compliance officer, adopt the recommendation of the compliance officer, enter the Superintendent's own findings, adopt the relief request by the grievant or take other action deemed necessary to achieve a reasonable resolution of the grievance.

The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen calendar days from any meeting scheduled to discuss and consider the grievance.