



# **Davis Public Schools Student Handbook 2023-2024**

## **DAVIS PUBLIC SCHOOLS MISSION STATEMENT**

**“Equip All Students with Skills for Success in a Global Society”**

Davis Public Schools will provide opportunities for all students to increase their competence in skills that allow them to reach individual goals that are necessary for making responsible decisions in a global society through:

- Problem Solving and Critical Thinking
- Caring for Self and Others
- Communications

## **STUDENTS**

It is your responsibility to carefully read all information and policies included in this handbook. You will be held responsible for knowing and following all policies and procedures contained herein.

The Board requires that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of the established policy. Too much time spent dealing with negative behaviors of a few students results in neglecting the majority.

It is the desire of Davis Public Schools to provide you with the very best educational opportunities possible. You can help us provide this opportunity by complying with the following general guidelines:

1. Obey all rules and regulations pertaining to students of Davis Public Schools.
2. Apply yourself to the established course of study.
3. Respect authority of the administration, faculty, and staff of Davis Public Schools.
4. Respect school property.
5. Refrain from expressions of nonconformity through demonstrations, violence, and other forms of incitement.

## **PARENTS/GUARDIANS**

The ultimate responsibility for student behavior rests with the parents/guardians. The following are among your specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations as well as accepting responsibility for any willful misbehavior on the part of the student. Send each student to school with proper attention having been given to health, personal, cleanliness, and appropriateness of dress.

2. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework by providing a quiet place with conditions conducive to study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Cooperate with the school in attending conferences setup for exchanging information and for planning of the student's continued progress.

The faculty and staff of Davis Public Schools sincerely appreciate the special job that parents/guardians do in helping with the educational process. We continue to encourage each parent/guardian to visit whenever possible and become actively involved in helping us to help our students.

## **ATTENDANCE**

Two tardies equal one absence. A student is tardy, who is not in the student's seat when the bell sounds to begin class. A student who is more than ten minutes late is counted absent for that period. Excessive tardies will lead to disciplinary procedures.

The Davis Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of **80%** each semester to receive credit for any course in which the student is enrolled. If a student or parent believes absences to be of an emergency or unavoidable nature, an attendance waiver may be requested through the building principal before or immediately after the absence. All absences will count against the attendance requirement, except for school activities. The Board of Education will review any appeal.

## **MAKE UP WORK**

Students will receive 1 day to make up work for every day they are absent. Example: a student misses 3 days they will have 3 days to make up work.

## **DISCIPLINE**

In compliance with Oklahoma School Law 6-114, Davis Public Schools has adopted a discipline plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable and to prepare school administrators for their disciplinary responsibilities. Discipline will be administered according to the severity of the offense. These guidelines apply for students while at school and school-sponsored activities. Discipline measures include:

1. Warn students (verbal and written).
2. Advise parents/guardians.
3. Remove from class or group (temporary or permanent).

4. Parent/Guardian conference.
5. Detention/ENCORE (before and/or after school or at lunch).
6. Review committee-composed of teachers who know the student and who will review the record and render a written recommendation.
7. Parent/Guardian shadowing.
8. Corporal punishment.
9. Financial restitution.
10. Law enforcement involvement.
11. Referral to other social agencies.
12. Saturday School.
13. In-school suspension (ISS).
14. Out-of-school suspension.
15. Any other disciplinary action deemed appropriate under the circumstances.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly, and corrective action will be taken when the behavior of a student is unacceptable. Examples of unacceptable behavior will include the following:

1. Unexcused lateness to school.
2. Unexcused lateness to class.
3. Contempt or disrespect for authority.
4. Cheating on school work.
5. Cutting class.
6. Leaving school without permission.
7. Refusing detention and/or in-school suspension.
8. Truancy.
9. Profanity, vulgarity, immorality.
10. Possessing, selling, or using alcoholic beverages or other mood altering chemicals (drug abuse).
11. Stealing.
12. Extortion.
13. Possession/use of nicotine products.
14. Misconduct.
15. Fighting.
16. Assault (physical and verbal).
17. Possession of weapons.
18. Distributing/possessing obscene literature.
19. Destroying/defacing school property.
20. Any violation of local, state, or federal statutes.
21. Bomb threats/explosive devices.
22. Improper apparel.
23. Improper school bus conduct.
24. Vehicle misuse.

25. Felonious acts.

26. Any other behavior deemed unacceptable to the administration.

Administrators have the authority to detain a student to retrieve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in the student's possession.

**Corporal Punishment** shall be administered only after other disciplinary measures have been proven to be unsuccessful. Corporal punishment may be administered upon approval of the principal and in his/her presence but not in the presence of other students. Corporal punishment will be limited to paddling on the buttocks.

**In-School Suspension (ISS)** will be a highly structured class situation with the emphasis being placed on intensive student work. Students who refuse the ins-school program can be suspended from school as many days as the in-school suspension penalty.

The primary purpose of this program is to allow most student offenders to remain in school and keep up with academics while being suspended. Students will not participate in any school activity during the time placed in in-school suspension.

**Out-Of-School Suspension** (Removal of a student from school and all school activities for a specified period of time) The principal may suspend a student for varying lengths of time depending upon the infraction. Parents or legal guardians of the student will be notified of the suspension by mail and verbally, when possible.

### **PUBLIC DISPLAY OF AFFECTION POLICY**

Good manners are an important element in succeeding in the school environment. Inappropriate public display of affection is not in keeping with the concept of good manners.

Intimate touching and kissing will not be acceptable behavior in the school setting or at school activities.

### **DUE PROCESS-SUSPENSION**

Any student given a suspension may appeal the decision. If suspended for nine school days or less, the student has a right to appeal the decision of the principal to a committee of administrators and/or teachers. A student who has been suspended for ten days or longer has the right to appeal the decision to the Davis Board of Education.

### **LEGAL AUTHORITY FOR SUSPENSION**

Upon approval of the superintendent, the principal has the power and authority to suspend a student. In the absence of the building principal, another building administrator has the authority to make suspension.

### **STUDENT DRESS CODE**

1. Clothing or jewelry shall not display or promote alcohol, drugs, or tobacco products or have inappropriate or insinuating language or pictures.
2. Students are to refrain from wearing halter tops, tank tops, midriff blouses, muscle shirts, or see-through garments. Shoulder straps must be a minimum of the width of a dollar bill and have no gaping arm holes. Dresses or blouses should not show excessive cleavage. No exposed undergarments.
3. Shorts, skirts, and dresses should be long enough to come within a dollar bill from the top of the kneecap. They must ride no lower than the hip bones. No exposed undergarments. No holes or slits 6 inches above the top of the kneecap.
4. No excessive oversized or tight clothing. All leggings will have shirts or blouses that reach down to fingertip length.
5. No hats, caps, or stocking caps may be worn in the building or classroom. Hoods will not be allowed to be worn in the hallway or classroom. Sunglasses will not be permitted in the classroom except for medical reasons.
6. The wearing of any apparel associated with "gang" membership will not be allowed at school, on school vehicles, or going to or from school-sponsored functions.
7. Body chains are not allowed. Facial piercings other than ear rings are limited to one. No student should have streaks or hair dyed a color that is not of a natural color. Bright colors of Red, Orange, Yellow, Green, Blue, Indigo, or Violet are prohibited.
8. Shoes must be worn. House shoes, cleated shoes, or shoes with rollers are prohibited.
9. No pajama pants or blankets allowed.
10. The final authority remains with the building administrator to interpret dress code policies and/or exceptions.

Students will be sent home to change if violations occur. Their absence will be unexcused. A student has the option to wear clothing provided by the school if available.

### **BEVERAGE**

A student may not have an alcoholic beverage or low-point beer (as defined by law) in his/her possession, ingest, distribute, or sell alcoholic or low-point beer, conspire to sell or possess or be in the chain of sale or distribution, or be under the influence of an alcoholic beverage or low-point beer at or going to or from school, on school vehicles, or at school-sponsored or authorized functions. (OK T21-1215, OK T37-246)

### **DRUGS, CONTROLLED DANGEROUS SUBSTANCES**

Any student found possessing, selling, distributing, ingesting, knowing to have ingested, conspiring to sell or being in the chain of sale or distribution, or being under the influence of a controlled dangerous substance, (as defined by law) including, but not limited to, marijuana, LSD, barbiturates, heroin, or non-narcotic intoxicants such as glue, unprescribed cough medicine, gasoline or alcohol, when such items are used in actions deemed inappropriate under Davis Schools' Discipline Policy, at school, on school vehicles or at or going to or from a school-sponsored or authorized activity, will be in violation of the Drug/Weapon Free Policy. (OK T21-1215, OK T63-401, OK T632-402)

Any student who violates any provision of this section pertaining to the possession and distribution of a controlled dangerous substance within 1,000 feet of the school is in violation of the Davis Drug Policy.

Students who have in their possession, ingest, are known to have ingested, conspire to sell or possess or be in the chain of sale or distribution, are under the influence of, distribute or sell items presented as a prohibited beverage or low-point beer, non-narcotic intoxicant, and/or controlled dangerous substance at school, on school vehicles or at or going to or from a school-sponsored or authorized function shall be subject to disciplinary action as noted in this section.

Included in these prohibitions are those times which may include but are not limited to mouthwash, nonprescription drugs, etc. with alcohol or other contents when such items are the cause of actions deemed inappropriate under Davis Public Schools' Discipline Policy.

Drug related materials/paraphernalia are prohibited at school, on school vehicles, or at or going to or from school-sponsored or authorized activity.

**ACTION:**

Any case involving the possession, being under the influence of, ingestion, suspected ingestion, use, distribution, or sale, conspiracy to sell or possess or be in the chain of sale or distribution of a controlled dangerous substance, prohibited beverage or low-point beer, or non-narcotic intoxicant will be reported immediately to the principal or school official in charge. Any student who has in his/her possession, ingests, is known to have ingested, is under the influence of, distributes, or sells, or conspires to sell or possess or be in the chain of sale or distribution of items presented as a prohibited beverage, low-point beer, non-narcotic intoxicant and/or controlled dangerous substance at school, on school vehicles or at or going to or from a school-sponsored or authorized function will be immediately removed from contact with other students.

**ACTION:**

Appropriate initial action as determined by site administrator  
Suspension (in-school or out-of-school)

Criminal charges as allowed by law

## **TOBACCO/VAPING**

The use, possession, or distribution of tobacco, tobacco products, and/or any vaping products by students is prohibited on school property or in school vehicles. Any minor found to be using, possessing, or distributing tobacco products is also in violation of city and state laws. (City ordinance OK T37-600.4)

The use, possession, or distribution of vaping products by students is prohibited on school property or in school vehicles.

### **ACTION:**

Appropriate initial action as determined by site administrator

Suspension (in-school or out-of-school)

Criminal charges as allowed by law

## **WEAPONS**

The use, threat of use, display, or possession of any kind of gun, weapon, or device capable of discharging or throwing projectiles, whether loaded or unloaded on school property, school-sponsored functions, or school vehicles is forbidden. The term gun or device capable of discharging or throwing projectiles shall include, but not be limited to, rifles, pistols, shotguns of any caliber, BB guns, air pistols, pellet guns, dart guns, or other device in working condition or not.

Facsimile, replica, model, and toy weapons are considered distracting, dangerous, and intimidating and are included within the prohibition of weapons.

Dangerous weapons or instruments included but were not limited to firearms, explosives, knives, razors, clubs, chains, or any article used for assault or injury are forbidden. Articles designed for other purposes, but could easily be used to inflict bodily harm and/or intimidate include, but are not limited to, belts, combs, pencils, files, compasses, scissors, etc. When such items are used in actions deemed inappropriate under school policy, they are considered weapons. (OK T21-1280.1, T21-1272)

### **ACTION:**

Appropriate initial action as determined by site administrator

Suspension (in-school or out-of-school)

Criminal charges as allowed by law

## **VEHICLE SUBJECT TO SEARCH**



Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose.

Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

## **ELIGIBILITY**

Oklahoma Secondary School Activities Association Scholastic Eligibility Standards are required of all students in extracurricular activity programs.

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
- D. Pupils enrolled for the first time must comply with the same requirements of academic eligibility.
- E. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- F. A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of the probationary one week period, h/she will be ineligible to participate during the next one week period. The ineligibility period will begin on Monday and end on Sunday.

Students who are ineligible will not miss classes to attend an activity.

## **GRADUATION**

No modification to the originality of the school's graduation cap and gown shall be allowed unless:

- 1. It has a cultural or heritage based documentable basis.
- 2. It has been pre-approved by the high school principal before the beginning of Spring Break.
- 3. The administrator must be made completely aware of the desired change. If approved, there shall be no variation to the agreed upon alteration.
- 4. No addition or modification can be made without forfeiting the student's participation. This includes, but is not limited to, words or pictures visible on the cap gown.

## **STUDENT INSURANCE**

Schools cannot provide student insurance. Parents will be provided the opportunity to purchase student insurance.

## **ELECTRONIC COMMUNICATION DEVICES**

It is the policy of the Board of Education that the use, by a student, of an electronic communication device is not allowed in the facilities of the Davis Public Schools, except at the discretion of the teacher for educational purposes only. Students who violate and use cell phones during the school day will be disciplined as deemed necessary by the building administrator.

## **SCHOOL ISSUED DEVICES**

Students must use school issued devices.

## **EPA-ENVIRONMENTAL PROTECTION AGENCY**

Davis Public Schools has met all the requirements set forth by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). This report is on file in the superintendent's office and may be inspected by any member of the public upon request.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY**

### **STATEMENT OF RIGHTS**

Parents/Guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing, if necessary.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights and obtain a copy of the policy.

All rights and protections given parents/guardians under FERPA transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

## **NONDISCRIMINATION**

It is the policy of the Davis Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This

includes, but is not limited to, admissions, educational services, financial aid and employment. Any grievances regarding these issues need to be filed with the superintendent's office.

### **FIRE DRILL/TORNADO DRILL**

A fire escape/tornado drill map will be posted in each classroom and each teacher will go over fire/tornado drill procedures during the first week of school. Teachers will be responsible for the students in their classrooms at the time of the fire signal. Once the students are safely away from the building, the teacher will take roll of his/her class. The principal will check the building to assure that all students have been evacuated. The faculty and student body will be notified by the principal when it is safe to return to the building.

In case of a tornado, the faculty and student body will be made aware of the situation by sounding the tornado signal. Students will be followed by their teachers to appropriate pre-designated areas.

### **GANG POLICY**

Membership in secret fraternities, sororities, or in clubs or gangs not sponsored by established agencies or organizations is prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden.

Any student wearing, carrying, or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action which may include suspension.

### **GRADING AND REPORTING SYSTEM**

During the fifth week of each nine week period, teachers are required to send a progress report to the parents/guardians of all students in each class. Parents/Guardians are urged to review these reports and confer with teachers about student progress. Report cards are sent out following the end of the nine weeks (see school calendar). The grading system is as follows:

A	Superior	90-100
B	Good	80-89
C	Average	70-79
D	Passing	60-69
F	Failing	59 and below

If special circumstances (as determined to be permissible by the teacher and principal) prevent the student from completing all course work by the end of the grading period, an “I” will be recorded, and a two-week period will be extended to allow the student to complete work. If the complete work is not made up within two weeks, the “I” automatically becomes an “F”. Final report cards at the end of the school year will not be given out until all fees and fines of the student have been paid.

## **DAVIS HIGH SCHOOL GRADUATION REQUIREMENTS**

### **STANDARD DIPLOMA:**

(Minimum of)  
English- 4 Units  
Science- 3 Units  
Math- 3 Units  
Social Studies- 3 Units  
Computers / Foreign Language- 2 Units  
Fine Arts- 1 Unit  
Electives- 8 Units  
Total- 24 Units

### **CONCURRENT / AP CLASSES**

- 4 Concurrent / AP classes SHALL be weighted on a 4.01 scale.
- Classes Considered for weights include:
  - Comp I / II
  - College Algebra (shall be counted as dual credit)
  - Government (shall be counted as dual credit)
  - History (shall be counted as dual credit)
  - Approved Science (shall be counted as dual credit)
- Other concurrent classes may be taken, but will not be counted towards the student's weighted GPA.
- Concurrently enrolled students who earn college credit through concurrent enrollment, will receive academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school.
- Concurrent students are **NOT** affiliated with Davis High School and are subject to the rules and regulations of the Secondary Institution.

### **DIPLOMA OF DISTINCTION**

- Must have a 3.5 GPA and have a composite score of 21 on the ACT.
- Students who receive a failing grade at Davis High School will **NOT** receive the Diploma of Distinction.
- Concurrently enrolled or AP students who receive a failing grade in their college or AP class will **NOT** receive the Diploma of Distinction.
- Attendance / Discipline problems **SHALL** be considered for removal of the Diploma of Distinction program.

### **DAVIS ACADEMIC SCHOLARS**

GPA- 3.75 AND ACT- 24

(Meet Diploma of Distinction curriculum requirements)

- The Valedictorian and Salutatorian shall be selected from the Davis Academic Scholars.
- The student with the highest GPA shall be declared as Valedictorian; the student with the second highest GPA shall be declared Salutatorian. In the case of a tie, both/all will be awarded the title.
- Students receiving a Diploma of Distinction will be recognized at Commencement exercises
- The following criteria will be followed for selecting Val/Sal for Davis Public Schools.
  1. The student must have enrolled with Davis Schools prior to their first semester of junior year.
  2. Must be a full time student at Davis High School (includes concurrent and SOTC).
  3. Must have completed the curriculum requirements from Davis Academic Scholars Program, including the GPA and ACT requirements. The GPA will be determined at the conclusion of the first semester of the senior year. The ACT deadline is final after the **February** National ACT test date of the student's senior year.

### **OKLAHOMA HONOR SOCIETY-GUIDELINES FOR NOMINATION**

The ten percent of students in Davis Middle School and Davis High School making the highest average marks in the school may be nominated for membership in the Oklahoma Honor Society. Only those students enrolled in grades included in the school are eligible for membership.

Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year.

The next five percent of honor students in respective schools may be eligible for honorary membership in the Davis Public Schools' Academic Honor Society.

### **INCLEMENT WEATHER**

There may be days during the school year that weather will prevent the opening of school and the safe transportation to and from school. A call blast will be made as soon as the decision is made to cancel school. The following local broadcasting stations as well as social media will provide information on school closings as well.

#### **TELEVISION**

KXII-Channel 12  
KWTU-Channel 9  
KOCO-Channel 5  
KTEN-Channel 10  
KFOR-Channel 4

#### **RADIO**

KKAJ-95.7 FM  
KX FT-101 FM

#### **SOCIAL MEDIA**

FACEBOOK  
TWITTER #daviswolves

### **LEAVING SCHOOL**

If it is necessary for a student to leave school, the parent/guardian must come to the office to check the student out. If it is impossible for the parent/guardian to pick up their child in person, they must notify the office of this request. Under no circumstances will a student be allowed to leave school without the request being verified. No student will be allowed to leave school with anyone other than a parent, guardian, or person designated by the parent. Identification will be required. Any student leaving school without first checking out will receive an unexcused absence and a zero for any work missed in each class.

## **LOCKERS**

Lockers will be assigned during the student's enrollment. Locks will not be furnished by the school but may be provided by the student if he/she desires. Each student will be held responsible for the condition of his/her locker. Locker checks will be held numerous times during the school term to inspect locker conditions and to retrieve lost articles such as library books, textbooks, etc. Students have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Davis Public Schools, he /she should follow this procedure:

1. On the morning of the last day of attendance, a withdrawal slip should be obtained from the office.
2. The withdrawal slip must be signed by the student's teachers. At that time, the student will return his/her textbooks and/or library books and complete any other requirements as set forth by the school. A copy of the withdrawal slip is retained by the office and the original is given to the student to take to his/her new school.

## **BREAKFAST/LUNCH**

Students have a choice of the main-line hot lunch menu, a la carte (snack bar) menu, or salad bar menu in the school cafeteria. Davis Public Schools provides not only nourishing hot lunches but also a nutritious breakfast program. All parents/guardians are encouraged to complete and return free/reduced lunch applications. Approved applications increase Federal funding available to Davis Public Schools. All information is kept confidential. Breakfast/Lunch charges are discouraged except in case of emergencies. If special needs arise, contact the school offices for advisement.

## **MEDICATION**

If it is necessary for a student to take any form of medication at school, a medication form signed by parent/guardian or physician must be presented to the office. All medication will be kept in and dispensed through the office. No medication will be provided by the school. If a student frequently

needs some type of medication, it is recommended that the parent/guardian bring a supply to school to be kept in the office with a medication form.

## **TELEPHONE**

Telephones in the school offices are for school business and are not to be used by students during school hours. In case of sickness or injury, school officials will be responsible for contacting a parent or guardian. Students should not be called to the telephone during class period unless it is an urgent matter.

## **PROFICIENCY-BASED PROMOTION**

Students shall have the opportunity to demonstrate proficiency in the core areas: social studies, language arts, the arts, mathematics, and science. The opportunity for proficiency assessment will be provided twice each year during the months of May and August.

## **VISITORS**

We encourage all parents, guardians, and community members to visit our school at any time. So that we can make the necessary arrangements to satisfy your visit and avoid classroom disruptions, please report to the building office upon your arrival. Students are asked not to bring visitors to school without prior approval of the principal. This causes unnecessary confusion in the classroom and does not help the educational climate.

## **SCHOOL POLICY**

Several policies of the Davis Public Schools have been abbreviated for use in the handbook. Complete policies are available for review at [www.daviswolves.org](http://www.daviswolves.org) under the Administration tab.

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of the school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employee or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to sexual harassment of employees.

### **1. Sexual Harassment**

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or

brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding”, “teasing”, double meanings, and jokes.

- B. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

## 2. Specific Prohibitions

### A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his/her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support employee, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18) during school hours will have a negative impact on the educational process and shall constitute a violation and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

## 3. Report, Investigation, and Sanctions

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.

- 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
- 2. Confidentiality will be maintained and no reprisal or retaliation will be allowed to occur as a result of the good faith reporting charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural and due process requirements.



- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

### **DISRUPTIVE ACTS**

Disruptive acts are defined by the following: discrimination, acts of hatred, harassment, physical threats, extortion, violence to persons at school, on school vehicles, or at or going to or from school-sponsored or authorized functions.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding six (6) months or by a fine not exceeding one thousand dollars (\$1000.00), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding five thousand dollars (\$5000.00), or by both such fine and imprisonment. (21-650.7)(Section 104.1 School Laws of Oklahoma)

In addition, due to the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension, for interfering with, intimidating, harassing, threatening, or injuring any school employee at any time.

Every student has a basic right to attend school without being subjected to threat of injury or intimidation in any fashion. Incidents of fighting, physical assault, and severe verbal intimidation are not acceptable at school, on school vehicles, or at or going to or from school-sponsored or authorized functions. It is also explicitly prohibited to engage in any activity that is racially abusive, including racial slurs, epithets, harassment, acts of racial intimidation, or other negative offenses which reference sex, age, color, religion, national origin, marital, veteran status, disability, or other legally protected status. This policy is applicable to students and any other party involved in school programs or activities. A safe and cordial atmosphere is the responsibility of all participants in school activities and those who attend such activities. Disrespectful, negative, disruptive, or abusive verbal or physical behavior toward activity participants, officials or those attending such activities by students, adults, or others will not be tolerated. All parties guilty of such behavior will be subject to sanction. For students this would be determined by the principal. All staff members shall take reasonable, timely, and

appropriate action in response to any of the listed behaviors once actual or constructive notice has occurred.

## **BUS DISCIPLINE POLICY**

Due to the serious nature of pupil transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life of any student transported. Rules for bus riding will be presented to students at the beginning of school and parents/guardians must review the rules with their children. It is required that a parent/guardian sign the statement that the rules and bus discipline policy has been read and discussed with their children. The signed statement must be returned to the building principal within the first (2) weeks of school or their children will not be transported.

Upon the first violation of the bus rules, each student will have the choice of:

1. two-day suspension of their bus riding privileges
2. punishment befitting the offense (determined by the building principal)
3. two-day detention

Upon the second offense, the student will receive a two-week suspension of their school bus riding privileges.

Upon the third offense, the student will receive a suspension of their school bus riding privileges for one semester. If the offense occurs during the last two weeks of the semester, it shall be applied to the following semester.

Any student carrying alcohol, tobacco, a controlled dangerous substance, firearm, or weapon on any school bus will forfeit his/her school bus riding privileges for the remainder of the school year and shall be reported to the appropriate law enforcement agency.

All students being transported on district-owned school buses may be assigned a seating position and may be required to sit in that seat position (optional with the driver).

All school bus riding rules and discipline policies shall apply to school bus routes and activity trips.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

The Davis Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by

disrupting the presentation of instruction and also disrupts and interferes with the student's, victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### Definition of Terms

#### 1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a 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 that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

#### 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

#### 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength,

social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include 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.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Davis Public Schools.

## Procedures Applicable to the Understanding of and Prevention of Bullying of Students

### 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Davis Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

### B. Davis Public Schools' Safe School Committee

The 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 that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation,

harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

### Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to 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:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract

7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

#### Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.daviswolves.org](http://www.daviswolves.org) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.