**SECTION 11**

**MISCELLANEOUS**

*Policies located in this section are those that may apply to more than one category, such as technology use policies, which apply to students as well as district employees. This section also includes policies which, by virtue of their subject matter, are unique and do not fit within another existing category.*

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|  | *Miscellaneous* |
| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: September 20, 2006  Amended: July, 18, 2007 |

**SEXUAL HARASSMENT**

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Chisholm School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

2. "Student" means any person who is enrolled in any school or program of the School District.

3. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment. In the case of a student of the School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

4. All students, employees, patrons, and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such 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.

5. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

6. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, counselor, teacher by any board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, 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.

7. 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 and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

8. The superintendent, principal, counselor, teacher and any board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

A. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, 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 the names of any witnesses;

B. take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

C. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

D. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

E. based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

9. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.

10. It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

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| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: September 20, 2006  Amended: July, 18, 2007 |

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING**

**AND RESOLVING DISCRIMINATION COMPLAINTS**

1. Definitions

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.

1. Grievant: Any student, employee, or patron of the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. 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.

C. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 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.

D. 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.

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

2. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

3. Filing and Processing Discrimination Complaints

A. The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, 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. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.

B. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant’s requested action; and outline alternatives.

As to complaints of discrimination by students 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 Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District’s ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

C. The Respondent will submit a written answer within 10 days to the applicable Coordinator.

D. Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Superintendent for a hearing. If any person charged with decisionmaking responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and Superintendent. The hearing will be conducted within 10 days after the Coordinator receives Respondent’s answer.

E. At the 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.

F. Within 5 days after the hearing, the Superintendent will issue a written decision to the Grievant, Respondent and applicable Coordinator.

G. 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 Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.

H. The applicable Coordinator 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.

I. 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.

4. General Provisions

A. 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 complaint is resolved shall be no more than 120 days.

B. Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

C. 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 School 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.

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

E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

F. 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.

G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

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|  | Adopted: September 20, 2006 |

**TOBACCO USE PROHIBITED**

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

Therefore, smoking, chewing, or any other use of a tobacco product or a vapor product by staff, students, and members of the public is prohibited on, in or upon any school property 24 hours a day, seven days a week; including non-school days, and will apply to students, staff, and visitors. Tobacco use is also prohibited by students, staff, and volunteers at all events away from school property where they represent the school district.

1) "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:

A. All portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.

1. All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
2. All vehicles used by the district for transporting students, staff, visitors or other persons.

2) “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.

3) “Vapor product” is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the electronic cigarillo or electronic device. Vapor products do not include any products regulated by the electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

3) “Use” is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Students may not leave the campus during the school day to use tobacco.

All athletic fields and stadium shall be tobacco free.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined in accordance with the discipline schedule published in the student handbooks.

REFERENCE: 21 O.S. Sec. 1247

63 O.S. Sec.1-1522, et seq.

20 U.S.C. Sec. 6083

70 U.S.C. Sec. 6083

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|  | Adopted: September 20, 2006  Amended: March 11, 2015 |

**INTERFERENCE WITH THE**

**PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

The superintendent of schools or anyone designated by the superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave School District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on School District property;
2. Commits an act that interferes with the peaceful conduct of activities on School District property; or
3. Enters School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property.

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the School District; or direct interference with administration, maintenance or security of property belonging to the School District. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists.

Any person to whom this policy applies, who fails to leave School District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the Board of Education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave School District property under this policy, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal: The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave School District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave School District property, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal: The person may request review of the superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no written request is received within five (5) calendar days of the person’s receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

The superintendent or person who issues the directive to leave School District property will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave school property must remain off school property unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

REFERENCE: 70 O.S. §24-131

**21 O.S. §§ 1375, 1376**

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|  | Adopted: September 20, 2006  Amended: June 16, 2010 |

**Internet and Technology Systems**

**Safety and Appropriate Use**

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

*Definitions*

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

*Access to Inappropriate Material*

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

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Chisholm Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring and Education of Students Regarding Internet Usage**

It shall be the responsibility of all staff of the Chisholm Public Schools to supervise, monitor, and educate students in the usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District’s technology resources.

**Personal Safety**

Employees and students shall not use the District’s technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people’s photographs on the web and identify them by name.

2. Student users shall not agree to meet or meet with someone they have met online, without parental approval.

3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

4. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District’s authorized supervisory personnel.

5. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

**Illegal Activities**

Engaging in illegal and prohibited activities involving use of the District’s technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District’s technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one’s own.

2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District’s approved software list.

3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.

4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person’s account or access another person’s files.

6. Users shall not make deliberate attempts to disrupt the District’s computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.

7. Users shall not congest the District’s technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient’s work or systems.

8. Users shall not use the District’s technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District’s technology resources.

**Security of District’s Technology**

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District’s resources. Security with respect to the District’s technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of the District’s technology resources, such as allowing intruders or viruses into the District’s technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.

2. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user’s e-mail without authorization.

3. A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.

4. Users must immediately notify the e-mail administrator if they identify a possible security problem.

5. Users are responsible for the appropriate storage and backup of their data.

6. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

**Inappropriate Communications**

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District’s technology resources.

2. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.

3. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

4. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

5. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

6. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

**Disciplinary Action**

The use of District’s technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

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**Use of ComputerS and**

**Electronic Communication Equipment and Services**

The Chisholm School District encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

Personal Responsibility

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Acceptable Use

Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. The District’s computer and communications systems are not intended to be used for, and must not be used for, the exercise of the employee’s right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. District employees, as well as students, are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Director of Human Resources or to the Superintendent. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

Business Use / Permitted Personal Use - Limited

Generally, electronic communication equipment and services must be used only for authorized business activities. Incidental personal use is permissible as long as it: (a) does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, (c) does not preempt any business activity, and (d) results in charge to the District. An example of limited permissible personal use would be to confirm an appointment, acknowledge receipt of an invitation, or to advise a sender that you are not permitted to use the District’s electronic and computing resources for personal matters. Users are forbidden from using the District’s electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District’s technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

Privilege of Use

Use of the Internet is a privilege which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to cease those activities and will also be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

Inappropriate Conduct

Inappropriate conduct in using the Internet shall include, but is not limited to:

1. Unlawful or malicious activities;

2. Proprietary purposes;

3. Misrepresentation of any kind;

4. Chain letters or overly broad mass mailings or postings not approved by the District;

5. Using abusive or harassing language or symbols;

6. Congesting or disrupting networks and systems;

7. Embarrassing, denigrating, or libeling any individual or organization;

8. Implying District endorsement of commercial products not its own; and

9. Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or providing information on where such can be accessed.

See also the District’s policy regarding *Internet Safety* and its more detailed statement of inappropriate usage of technology resources.

Supervisory Responsibility

Any supervisor, or, in the case of students – any teacher, who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy and shall be subject to the same discipline as authorized above.

No Right of Privacy

**Employees do not have a right of privacy with respect to the use of electronic communications. The content of electronic mail may be monitored and the usage may be monitored to support operational, maintenance, auditing, security, investigative activities, and otherwise to ensure proper use of electronic communications**. Employees should structure their communications in recognition of the fact that the District will, from time to time, examine the content of electronic communications. No employee should have any expectation of privacy with respect to the use of the District’s electronic communication systems.

Limitation of Liability

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

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|  | *Miscellaneous* |
| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: September 20, 2006 |

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person.  Employees must conduct themselves in ways that do not distract from or disrupt the educational process.  The orientation and reminders will give special emphasis to the following prohibited behaviors:

1)         Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.

a.         Teachers may not list current students as “friends” on networking sites.

b.         All e-contacts with students should be through the district’s computer and telephone system.

c.         All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.

d.         Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.

e.         Improper private contact via e-mail or phone is prohibited.

2)         Inappropriateness of posting items with sexual content

3)         Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4)         Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

**REFERENCE: 74 O.S. § 840-8.1**

**\*A copy of this policy shall be distributed to each affected employee by email.**

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| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: September 20, 2006 |

**COMMUNICABLE DISEASE / HEAD LICE**

The board has a concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available from district and county health officials.

Communicable Disease

Communicable diseases will be evaluated on an individual basis considering three prime factors:

• Degree of life threatening condition

• Degree of communicability

• Whether or not the disease has been or should be confirmed with laboratory documentation

Students who are excluded from school will be placed on the home bound program until they are able to return to school.

School personnel who are required to be absent from their work site will be subject to the sick leave policy of the school.

Re-admittance to school and/or work site may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

Head Lice

Students who are excluded from school to due to head lice should not miss more than one (1) day of school to remedy the situation. Re-admittance to school may require a statement by a physician or other health professional stating the individual is free of head lice. Proof of treatment for head lice may be required. Notes will be sent home with children who have or are suspected of having head lice.

BED BUGS

The common bed bug (*Cimex lectularius*) has long been a pest – feeding on blood, causing itchy bites and generally irritating their human hosts. The Environmental Protection Agency (EPA), the Centers for Disease Control and Prevention (CDC), and the United States Department of Agriculture (USDA) all consider bed bugs a public health pest. However, unlike most public health pests, bed bugs are not known to transmit or spread disease.

Experts believe the recent increase in bed bugs in the United States may be due to more travel, lack of knowledge about preventing infestations, increased resistance of bed bugs to pesticides, and ineffective pest control practices.  Bed bugs can be hard to find and identify, given their small size and their habit of staying hidden.

**If a Bed Bug is Found on School Premises or on a Person at School**

Inform the building principal.  The building principal will notify the superintendent and begin the notification process as to the location of where the bed bug was found.  Under no circumstances will the identity of a student, parent, or employee be released with regard to where the bed bug is suspected to have originated.  Students and employees who are suspected of having bed bugs on their person will not be disciplined nor will they be removed from the premises for having bed bugs on their person or in their homes.

The parents or guardians of the child who was found with a bed bug on their person should also be informed as soon as possible.  Those students and staff suspected of having brought bed bugs to school will be provided a safe and private location to change clothing.  If possible, the clothing that may be contaminated will be run through the school district’s dryer at the highest setting for approximately thirty minutes.  Under no circumstances will the identity of students and staff required to change clothing be released to other employees or to any person.

The district will treat buildings with chemicals only if a true infestation is found with breeding bed bugs. A single bed bug is not an infestation. Any chemicals will be applied only by a pest professional that utilizes integrated pest management techniques.  Exposure to students and employees will be minimized by applying pesticides at a time that building occupants are not present.

If a bedbug is sighted in a building, alert everyone who works in the building. Let staff know how the sighting will be handled. This allows them to take additional precautions to protect their homes as well as limiting rumors and speculation.

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|  | *Miscellaneous* |
| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: September 20, 2006 |

# DIPLOMAS FOR VETERANS

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II, the Korean war, or in the Vietnam War, the Chisholm Board of Education will grant a diploma of graduation to any veteran who meets the requirements as listed below. Such diplomas will be presented in conjunction with appropriate Veterans Day programs.

To be eligible to receive a high school diploma, a veteran shall:

1. 1.      Have been honorably discharged from the Armed Forces of the United States of America;

1. 2.      Have served on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940 and December 31, 1946, or between the dates of June 27, 1950 and January 31, 1955, or between the dates of May 13, 1961 and April 29, 1975; and

1. 3.      Be a resident of the State of Oklahoma.

Additional rules may be imposed by the State Department of Education after consulting with the Department of Veterans Affairs.

REFERENCE: 70 O.S. Sec. 24-153

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|  | *Miscellaneous* |
| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: March 9, 2016  Amended: December 13,2017 |

FEDERAL PROGRAMS

COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint that the district is violating a federal statute or regulation with regard to a federal program at Chisholm Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration of Federal Program Activities." Within 30 days of receipt of the complaint, Chisholm Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complain­ant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Chisholm Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include oppor­tunities for the com­plainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Chisholm Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the serious­ness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

**Legal reference: 34 C.F.R. § 299.10**

INVESTIGATION REPORT ON THE ADMINISTRATION

OF ESEA TITLE I PROGRAM ACTIVITIES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Complainant** | | | | | | | C. Date complaint filed | | | | | | |
| A. Name and Title | | B. Address (*include ZIP code*) | | | | |  | | | | | | |
| D. Description of alleged violation(s) | | | | | | | | | | | | | |
| E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations | | | | | | | | | | | | | |
| A. Selection of attendance areas  B. Needs assessment  C. Selection of Title I participants  D. General aid  E. Supplanting state and local funds  F. Involvement of parents | G. Services provided private school children  H. Evaluation of Title I projects  I. Services to children living in institutions for neglected or delinquent children  J. Effect of Title I program on cultural or racial isolation | | | | | | K. Coordination of resources with other programs  L. Dissemination of public information on Title I programs  M. Reporting requirements  N. Comparability  O. Other (specify) | | | | | | |
| FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)    Signature of Complainant | | | | | | | | | | | | | |
| 2. **School District** | | | | | | C. Total LEA Title I allocation | | | | | | D. Fiscal Year | |
| A. Name | | | | | |  | | | | | |  | |
| B. Address (*include ZIP code*) | | | | | | E. Name of Title I project coordinator at school district | | | | | | | |
| F. Superintendent of school district | | | G. Population of school district | | |  | | | | | | | |
| 3. **Review Team** | | | | | | | | B. Date of Investigation (*beginning and ending*) | | | | | |
| A. Name and address of local officials conducting this investigation | | | | | | | | BEGINNING | | | | | |
|  | | | | | | | | Mo. | | Day | | | Year |
|  | | | | | | | | ENDING | | | | | |
|  | | | | | | | | Mo. | | Day | | | Year |
| C. Identify all Title I documents reviewed (*i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.*) | | | | | | | | | | | | | |
| D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (*if necessary, continue on attachments*) | | | | | | | | | | | | | |
| E. Describe corrective action, if any (*if necessary, continue on attachments*) | | | | | | | | | | | | | |
| Type or print name of superintendent | | | | Signature of superintendent | | | | | | | Date Signed | | | |
| Name of person who prepared this report | | | | Area Code | Telephone Number | | | | Extension | | Date Prepared | | | |

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|  | *Miscellaneous* |
| **CHISHOLM PUBLIC SCHOOLS**  BOARD OF EDUCATION POLICY |  |
|  | Adopted: |

**SUBSTITUTE TEACHERS**

The Chisholm Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board has decided that noncertified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of $70 per teaching day. Certified substitute teachers shall be paid $85 per day.

Substitute teachers are to be approved by the superintendent. All substitutes will be employed by the school system and paid by the school system.

No noncertified, non-degreed substitute teacher shall be employed for a total period of time in excess of 135 days per school year and may not be employed for the same assignment for more than 135 days during a school year.

No substitute teacher with a lapsed or expired certificate or who has a bachelors level college degree shall be employed for a total period of time in excess of 145 days per school year and may not be employed for the same assignment for more than 145 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physi­cally handicapped students or mentally retarded students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

**REFERENCE: 70 O.S. §6-105**

**Atty. Gen. Op. No. 80-112 (June 16, 1980)**

**Legal Note: The change in number of days within paragraphs 3 and 4 is effective November 1, 2019.**