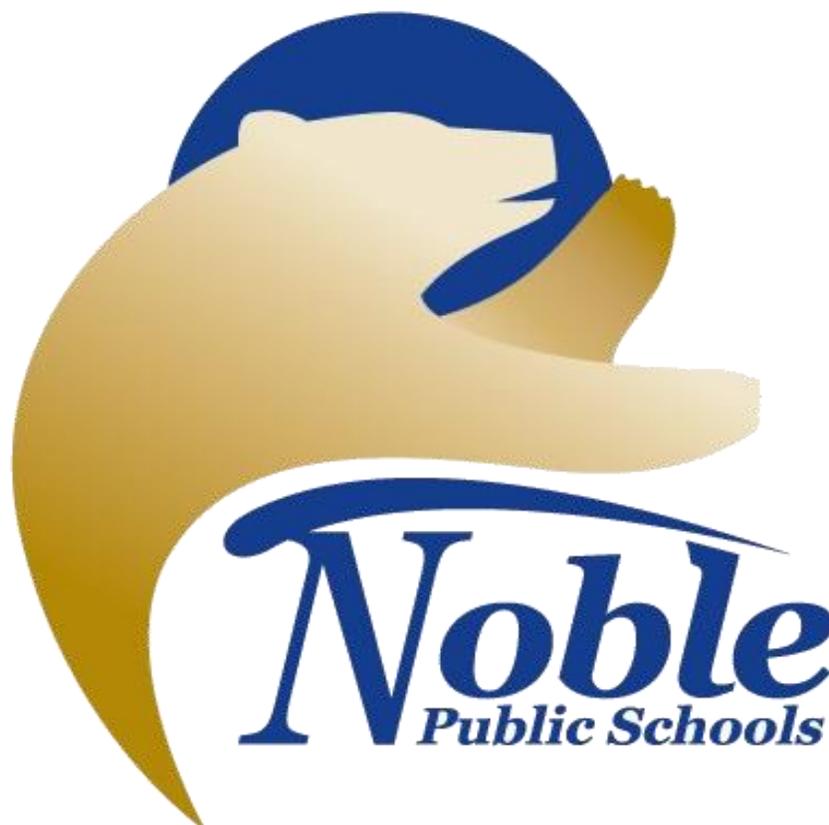


Curtis Inge Middle School

1201 N.8th Street, Noble, OK 73068

(405) 872-3495

www.nobleps.com



2021-2022 Student Handbook

Superintendent: Mr. Solomon

Assistant Superintendent: Dr. Myers

Executive Director: Mr. Gray

CIMS Principal: Ms. Standridge

Assistant Principal: Mr. Hiatt

Assistant Principal: Mr. Crawley

Counselor: Ms. Gray

Counselor: Ms. Wyche

APPENDIX

Contact Information.....	4
Significant Days from the Calendar.....	4
Parent Teacher Conferences.....	4
Pick-up and Drop-off Procedures.....	4
Arriving at School.....	5
Attendance Policy.....	5
Activities and Eligibility.....	5
Tardies.....	5
Tardy Referrals.....	6
Grading.....	6
Powerschool.....	6
Withdrawal of Students.....	6
Chromebook/Device Loan.....	6
Closing School/Inclement Weather.....	6
Fire, Tornado, Disaster, and Lockdown Drill.....	7
Signals.....	7
Pledge of Allegiance.....	7
Minute of Silence.....	7
First Aid.....	7
Medication.....	8
Head Lice.....	8
Lost and Found.....	8
Child Nutrition.....	8
Telephone.....	8
Wireless Telecommunication Devices.....	8
Lockers and Locks.....	9
Visitors.....	9
Leaving School Grounds/Student Check-out.....	9
Title I.....	10
Dress Code Regulations.....	10-11
Student Discipline.....	12-13
Display of Affection.....	14
Search and Seizure.....	14
Discipline Consequences.....	14
Weapons.....	15
Internet Safety Policy.....	15
CyberBullying.....	16
Privacy-Network/Internet Access.....	18
Denial of Internet Service.....	18
Additional School Policy.....	19
Multimedia Release Notification.....	19
District Abestos Status.....	19

No Child Left Behind Act.....19
Nondiscrimination.....20
Accident Insurance.....21
Family Education Rights and Privacy Act (FERPA).....21
Grievance Procedure.....22-23
Harassment.....23-24
Hazing.....25
NPS Transportation Rules and Regulations.....25-26
Bus Disciplinary Actions.....26
NPS Return to Learn Plan.....27-28
CIMS Parent/Student Agreement.....30

Dear Students and Parents,

Welcome to Curtis Inge Middle School. The faculty and staff are excited to have you for the 2021-2022 school year! The student handbook serves as an accord between the school, student, and parent. Please go over this handbook with your student to assure understanding of the school's expectations and procedures. We look forward to working together this school year to make your student(s)' educational experience exceptional.

Our Vision...

**Not just what we think
How we think... Excellence**

Not just what we do

How we do it... Quality

Our Mission...

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves, and our students accountable for positive actions, personal growth and caring relationships, enhanced through a strong partnership between home and school.

We are...NOBLE PUBLIC SCHOOLS



Contact Information

Office Staff: Anna Adkins and Trinity Davis

School Phone Number: (405) 872-3495

School Fax Number: (405) 872-8670

NPS Central Office: (405) 872-3452

Transportation: (405) 872-3455

Child Nutrition: (405) 872-5866



Office Hours: 7:15 a.m.-4:30 p.m. Monday-Thursday

Significant Days from the Calendar

First Day of School	August 11
Welcome Back RootBEAR Social	TBD
Labor Day Holiday	September 3
Fall Parent Teacher Conferences	TBD
Fall Break	October 7-8
Thanksgiving Holiday	November 22 - 26
1 st Semester Ends	December 16
Winter Break	Dec. 20- Dec. 31
2 nd Semester Begins	January 3
Holiday / No School	January 17
Spring Parent Teacher Conferences	TBD
Spring Break	March 14-18
CIMS Awards Assembly	TBD
Last day of Classes	May 25
Graduation	May 24

Parent/Teacher Conferences

Parent/Teacher Conferences will be scheduled for the fall and spring semesters to allow time for parents and teachers to meet about students' progress. Prior to conferences, notifications will be sent out on the school website, social media information pages, and through text messaging to inform parents of times and dates. Conferences will be held after school in the evening.

Student Pick-Up and Drop-Off Procedures

The south parking area is the drop-off and pick-up location for commuters. Drivers need to circle the lot and drop students off when they reach the south door entrance of the school. The north parking lot is for bus pick-up and drop-off. Please remember that passing a bus in the process of loading or unloading children is against the law, and is monitored by the Noble Police Department. Please do not park in any area where the curbsides are painted red for emergency vehicles. School doors open at 8:10 a.m., and students will not be supervised until that time.

ARRIVING AT SCHOOL

The building will be open to students at 8:10 a.m. every school day. Once students arrive on campus, they are not allowed to leave and return unless accompanied by a parent. Students may stay in the cafeteria or in a designated area of the main building. After the first bell (8:31 a.m.), students will have access to their lockers and other parts of the building.

ATTENDANCE POLICY

When a student is absent from school, it is the responsibility of the parent or guardian to contact the school. If the school has not been contacted by the parent/guardian, the student will receive an unexcused absence for that day or period. All court, doctor, or dental appointments will require a note from that agency for the absence to be excused and **must be turned in within 48 hours of the absence.**

All absences, excused or unexcused, count toward the 10 absences per semester limit, except for school activities. Illness or serious illness of immediate family, death in family or close relative, doctor or dental appointments, driver's license testing, required court appearances, school sponsored activities, educational trips, religious holidays, and pre-arranged family trips are the only excused absences that will be accepted and only then if parents call the school and/or a signed note is on file in the attendance office. The number of days to make-up the work will coincide with the days missed plus one day. **It is the responsibility of the students, not the teacher, to make arrangements for make-up work.**

ACTIVITIES & ELIGIBILITY

The Noble Board of Education recognizes the importance of activities in the education program. However, regular class attendance is a prerequisite for students to achieve the maximum educational experience. **Students may not miss a class more than ten (10) times in a school year for excused, school-sponsored activities. Students will only be allowed to apply for five (5) additional days of Activity Absences per school year.** Activity Absence extension request forms are available in the main office. The attendance record of the student and the student's grade in each class will largely determine if the student should be allowed to participate in the activity. State and nationally-sponsored activities are exempt from the above regulations. The guidelines of the Oklahoma Secondary School Activities Association will determine what constitutes a state and/or national activity.

A student must pass five classes at the end of each semester to be eligible for activities. After each semester, eligibility for participation will be determined on a weekly basis. **This policy will apply to all extracurricular activities including dances, field trips, etc.** Participation will be denied if he/she fails/is failing any class or combination of classes two (2) consecutive weeks.

TARDIES

Any student who is detained by the office or by a teacher should ask for a note to the next class so that he/she will not be counted tardy. Any student who arrives late to school must report to the office for an admit pass. During the school day, a student who is late to class should report directly to that class. Students who are 15 minutes late for class will be considered absent for that class period. Each teacher will make a record of all tardies. **The teacher will make parent contact on the third tardy per semester.** Discipline referrals will be sent to the office for each tardy after the third tardy.

Tardy Referrals:

3rd tardy = parent contacted by the teacher

4th tardy = referral to the office, result lunch detention

5th tardy and on = referral to the office, result ISD/OSS

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 60	=	D
59 – Below	=	F

POWERSCHOOL

CIMS using the grading system: Powerschool. Powerschool features a parental and student application that allows parents and students to check grades and student progress on a weekly or daily basis through a phone app or email. We encourage all parents and students to call or come by the office to get an individualized username and password for Powerschool.

Withdrawal of Students

If you are moving and withdrawing your student from CIMS, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Please plan to pay all breakfast and lunch charges, and remember to bring back all school materials; such as, library books and the school chromebook. Your cooperation is greatly appreciated.

Chromebook/Device Loan

All CIMS students will be loaned a Chromebook by Noble Public Schools. A technology agreement will be presented at the time of distribution. A list of charges that can be incurred for damaged, lost, or stolen Chromebooks can be found in the District Technology Handbook. If a Chromebook is damaged, lost, or stolen, payment may be required before a new device will be issued.

Closing School/Inclement Weather

An announcement will be made through Television, specific social media sites, and local news websites should school have to be canceled due to inclement weather. The school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes. Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning.

However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

NHS Fire, Tornado, Disaster, and Lockdown Drill

Every year hundreds of lives and millions of dollars worth of property are lost from natural disasters. Our state laws require that our school have a plan for evacuation; the procedures set forth below may save your life should we someday have such a disaster in our school. The most important thing to remember in the event of such an emergency is to keep quiet, calm, and move quickly to pre-arranged assembly points. Correct mistakes after each drill. Keep these procedures posted in each room.

Signals

The signal for fire or for fire drills will be a repeating tone w/flashing strobes. The signal for a tornado or tornado drill will be one long continuous bell. Disaster and Lock Down Drills will be announced on an individual basis.

Pledge of Allegiance

CIMS honors America daily by reciting the Pledge of Allegiance. Those who do not wish to participate are not required to do so.

MINUTE OF SILENCE

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (70 Oklahoma Statute 11-101.2)

FIRST AID - STUDENTS

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. (Noble Board of Education, Policy FFAC)

Medication

If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container. Medication brought by children must be taken to the office. The parent should send a note or call before the child is allowed to take this medication.

HEAD LICE

If a student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The student will not be allowed to ride the bus to or from school or 15 NPS be readmitted to school until the student is properly cleared to return. After the infested person(s) and the home has been properly treated as recommended, the child will be required to be checked for lice before returning to school by a health professional. The child must provide the release form with them when returning to school. The empty treatment container should be taken to the health facility so they will know what product has been used for their records. The Cleveland County Health Department (321-4048) will check for head lice on Monday-Thursday between 8 am and 4 pm. They reserve the right to close the clinic early based on the availability of staff to care for the number of clients reporting to the clinic. After the check, the parent will receive a completed form stating if the child is free of lice or nits which is required to return to school. The school administrator has the option to allow the child to return based on their observation when the parent proves a hardship exists. If a student has recurring lice problems, it will be up to the discretion of the office personnel to request a release from a doctor or health professional stating that the student has been treated and is free of lice. The school has the right to contact the Department of Human Services, if the problem is not solved.

LOST AND FOUND

Lost and Found will be located in the office. All lost and found items will be removed from the school every two weeks. CIMS is not responsible for lost or stolen items.

CHILD NUTRITION

Noble Public Schools will allow students to charge up to \$30.00 in the cafeteria for lunch and breakfast meals. The district will communicate with the student and parent/guardian when a student is approaching and/or exceeds this amount. Once a student has exceeded this amount, the student may be served an alternate meal. **Applications for free or reduced lunches are available from the school office.**

TELEPHONE

The telephone in the office is for school business. **Students will not be called from classes to answer a telephone call. Parents must refrain from calling and leaving messages for students that could have been taken care of at home.** In the case of an emergency, we will deliver a message to the student.

WIRELESS TELECOMMUNICATION DEVICES

Curtis Inge Middle School policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, smartwatches, pagers, two-way radios, earbuds, headphones and other devices that use radio frequencies for communications. *(Including iPods, Gameboys, Kindle's and other game devices)* Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated to times not during the school day.

LOCKERS AND LOCKS

Students are to use only the lockers assigned to them. Students who give out their locker combinations to other students risk having items taken from their lockers. New lockers will not be issued to students during the school year. Students are to keep lockers clean, inside and out, and are not to alter the locker in any way. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time; no reason shall be necessary for such search (Reference: O.S. 70-24-102).

VISITORS

In order to ensure the safety of our students, all exterior doors to the school will remain locked throughout the school day. Students may exit these doors in case of an emergency or for outside access, but no one can come in from the outside. **When coming to school for a visit, parents must enter through the front west door, sign in at the office, and obtain a visitor's name badge which must be worn while on campus.** We welcome parents to visit us at any time; however, appointments and arrangements for meetings must be arranged prior to the visit. **Parents will not be allowed to visit with teachers during class time unless prior arrangements have been made.** During the school day, all persons not employed by the district are considered visitors to our school and must wear a visitor's badge throughout their visit to Curtis Inge Middle School. Students may be checked out to go eat lunch, but, due to safety concerns, CIMS administration does not allow parents/guardians or any other person to visit students in the school's lunchroom during lunchtime.

LEAVING SCHOOL GROUNDS-CHECKING STUDENTS OUT FROM SCHOOL

Parents must check-in with the office to sign their child out of school. The sign-out sheet will include time of check-out, reason for checking out the student, and a time for check-in of the student if that student is returning to school. Students being checked-out for lunch, doctor's appointments, or other reasons must be checked out by the parent or someone who is listed on the emergency contact list. The office will not allow check-out of a student from the building with friends or relatives of that student unless they are on the emergency contact list.

The middle school is essentially a closed-campus school. Students may not leave school grounds for any reason during the school day without the express permission of the parent and the knowledge of the office. Students who leave school property without permission will be considered truant, and the appropriate consequences, according to the discipline policy, will be implemented.

TITLE I

Title I is a federally funded program to assist students in achieving higher academic levels in reading and math. This school year, Noble Public School District is recognized by the State Department of Education as a school wide Title I program. Students are referred to this program based on student progress on benchmarks and cumulative exams, as well as OSTP results.

NOBLE PUBLIC SCHOOLS DRESS CODE (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be a minimum of mid-thigh length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must be a minimum of mid-thigh length. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.
2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
 - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
 - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
 - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
 - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.
3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
 - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes above mid-thigh are not allowed. Pants that have been patched are acceptable.
 - Form fitting pants, skin tight jeans, leggings, and jeggings are allowed as an outer garment as long as the top outer garment reaches mid-thigh. Pajama pants are not allowed.
 - Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. Shorts: Shorts that are mid-thigh length or longer are acceptable for school dress.
 - Shorts that are cut, slit or have holes above mid-thigh are not allowed.
 - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
 - Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
 - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
 - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, Jewelry such as earrings with loops that could pose a safety issue are prohibited.
 - Trench coats and other full length coats are prohibited.
7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.

8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.
9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.
10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.
11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.
12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.
13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

- 1st offense- Counsel
- 2nd offense- Lunch Detention
- 3rd offense- ISD
- 4th offense- ISD or OSS

STUDENT DISCIPLINE

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

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

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

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting or instigating a fight
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Drugs, OTC, and prescription, possession, distribution and under the influence of controlled substances.

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(s) to appropriate social agency
13. Alternate Academic Placement within Noble Virtual Academy
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights to school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

(10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)

DISPLAY OF AFFECTION

Display of affection such as kissing or excessive physical contact will not be permitted at school

SEARCH AND SEIZURE

According to the law of Oklahoma, the superintendent or school principal of any public school in the state of Oklahoma, any teacher, or security personnel, shall have the authority to detain and authorize the search of any pupil or pupils on any school premises or while in transit under the authority of the school or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the uniform controlled dangerous substances act, and hereinafter referred to as controlled substances that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Student searches may be made based on a reasonable suspicion of a violation of school rules and /or state or federal law by a student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

CONSEQUENCES

Consequences may vary depending on the behavior/action. Disciplinary infractions are classified by their severity.

Consequences are defined as follows:

- **Detention** - Detention may be before school, after school, or at lunch. A student may be assigned detention for minor violations.
- **In School Detention** - A student assigned to In School Detention spends the day assigned to a specific detention room where work is sent by his/her teachers. A student assigned to In School Detention after the first ISD offense, will not participate in school sponsored activities, including sports, on the day(s) he/she is assigned. If a student is suspended while in ISD, he/she may be required to finish ISD days on return from OSS.
- **Suspension** –A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction, by the principal, asst. principal, or the principal's designated representative under the procedure hereinafter set forth. Upon being brought to the attention of the principal, asst. principal, or his designated representative that a student has allegedly committed certain acts, an informal conference will be held between the student and the principal, asst. principal, or his designated representative. At the conference, the student shall be informed of that which he/she is accused of violating, and they will be advised specifically of what they are accused of doing and what the basis of the accusation is. In the event the student denies these charges, they shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the incident.
- **Citations** – A student may receive a citation for an infraction to school policy.

After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal and his designated representative shall determine if the student is, in his opinion, guilty of those charges. If he so determines, the principal, asst. principal, or his designated representative shall have authority to administer a temporary suspension for whatever time period he deems is warranted, taking into

consideration the severity of the violation. The administrator will notify the parent or guardian of the punishment. Upon completion of the specified suspension time, the parent or guardian may be required to accompany the student to school to be reinstated by the principal, asst. principal or designee. Continuation of the student's academic progress will be served by CIMS either sending homework home in packets or enrolling the student in the Noble Virtual Academy.

WEAPONS

ANY STUDENT FOUND TO BE IN POSSESSION OF A WEAPON OF ANY TYPE MAY FACE A SUSPENSION OF UP TO ONE CALENDAR YEAR OR THE MAXIMUM ALLOWED BY STATE LAW.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Noble Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. In order for the school district to ensure the continued accessibility of its computer network and Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district.

Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian. Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action. Personal Responsibility By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property. Term of the Permitted Use A student or staff member who submits to the school, as directed, a properly signed policy and follows to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account. Acceptable Uses 1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is

educational, the user may consult with the person(s) designated by the school to help you decide if a use is appropriate. 2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following: A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them. B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user. D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the users or others, including credit card numbers and social security numbers. 3. Netiquette. All users must abide by rules of network etiquette, which include the following: A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. B. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection. D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open. 4.

Cyber Bullying. Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following: • Sending mean or threatening messages via email, IM (instant messaging), or text messages. • Spreading rumors about others through email, IM, or text messages. • Creating a website or social-networking account that targets another student or other person(s). • Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web. • Stealing another person's login and password to send mean or embarrassing messages from his or her account. It shall be the policy of Noble Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school or the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. Internet Safety 1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and

stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of your age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using C.I.P.A. compliant software for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

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

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

Privacy

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

Failure To Follow Policy The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

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

Updates Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information. (21 Oklahoma Statute 1040.75, Oklahoma Statute 1040.76; Children's Internet Protection Act of 2000 (HR 4577, P.L. 106554); Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]); Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F); Noble Board of Education, Policy EFBCA)

CIMS Denial of Internet Access

Noble Independent School District will be operating under an "opt out" policy for students regarding Internet access. This means that students will be assumed to have parent/guardian permission to access the Internet at Noble Independent School District unless the school has received a written statement from the student's parent(s)/guardian(s) that the student does not have Internet access permission.

Please understand that in accessing the Internet at Noble Independent School District schools, students will be expected to adhere to the Noble Independent School District Schools Internet Acceptable Use Policy.

ADDITIONAL SCHOOL PROCEDURES

Sharpies and Sunflower Seeds are not permitted inside the building at any time. Backpacks and bags are not permitted the last two days of school. Additional items may be included throughout the year if they become a distraction or a safety issue.

MULTIMEDIA RELEASE NOTIFICATION

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

DISTRICT ASBESTOS STATUS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) were found in a few locations. In its present condition, these ACBM's are non-friable. Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.

NO CHILD LEFT BEHIND ACT OF 2001/EVERY STUDENT SUCCEEDS ACT 2015

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications. 29 In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NONDISCRIMINATION

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, 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. (Noble Board of Education, Policy DAA)

DISCRIMINATION COMPLAINTS PROCEDURES

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices. In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Ms. Ronda Bass, Superintendent, 405-872-3452. o designate persons with responsibility for a 30 particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint. 7. Day: Day means a working

Definitions 1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination. 2. Student Grievant: A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap. 3. Employee Grievant: An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status. 4. Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status. 5. Title IX, 504 and ADA Coordinator (Coordinator): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings. 6. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used today. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Procedure 1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter. 2. If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation. 3. The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to: a. Confirm or deny the facts, b. Indicate acceptance or rejection of the grievant's requested action, or c. Outline alternatives. Respondents will have 10 days to submit answers to the compliance coordinator. 4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s). 5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days. 6. If either party

is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing. 7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested. 8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board. 9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

Provisions 1. Time limits may be extended by mutual consent of the parties involved. 2. The district will provide copies of all discrimination regulations upon request. 3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years. (Noble Board of Education, Policy DAA-P)

Accident Insurance

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students. (Noble Board of Education, Policy FFD)

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education 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 Department of Education; and 5. The right to be informed about FERPA rights. **PROCEDURE TO INSPECT EDUCATION RECORDS** The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.) Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. 16 The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed. The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.) When a record contains information about students other than a parent's

child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. **USE OF STUDENT EDUCATION RECORDS** To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is: 1. A person duly elected to the school board; 2. A person certified by the state and appointed by the school board to an administrative or supervisory position; 3. A person certified by the state and under contract to the school board as an instructor; 4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or 5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to: 1. Perform an administrative task required in the school employee's position description approved by the school board; 2. Perform a supervisory or instructional task directly related to the student's education; or 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid. **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS** The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.) For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record. To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure. (Reference: Noble Board of Education, Policy FL-R)

GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures. The board shall appoint on a periodic basis a sex discrimination/harassment grievance committee which shall consist of an administrator, a parent, and a member of the certified teaching staff. (Noble Board of Education, Policy FBA)

GRIEVANCE PROCEDURES: SEX DISCRIMINATION/HARASSMENT

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.

2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality. 19
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.
8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. (Noble Board of Education, Policy FBA-R)

HARASSMENT

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or 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. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

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

In considering alternatives of corrective 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.

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

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

The superintendent shall develop procedures providing for:

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

REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2 CROSS-REFERENCE: Policy CK, Safety Program Policy DAA-R, Racial Harassment Policy FB, Sexual Harassment of Students Policy FBA, Grievance Procedure, Sex Discrimination/Harassment Policy FBB, Student Complaints and Grievances Policy FNCC, Hazing Policy FO-R4, Student Discipline, Threatening Behavior, Regulation

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or 22 indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. *(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC) CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline*

NPS TRANSPORTATION

Bus Riders Rules and Regulations

- Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:
- The bus driver is in charge of students on the bus. Students shall follow the driver’s directions at all times.
- Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
- Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
- Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
- Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
- Students must keep their hands, head, feet and personal objects inside the bus at all times.
- Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.
- Littering or throwing items inside or from the bus is prohibited. Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
- Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.
- Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.
- Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.
- Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.
- Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

Bus Disciplinary Actions

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

Class I Minor Infraction

Class II Moderate Infraction

Class III Major Infraction

Common Bus Problems	Violation Class	Pt. Value
Electronics Violation	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating/Drinking on bus	1	1
Horseplay	1	1
Rude/Discourteous	1	1
Throwing Objects on Bus	2	3
Head and/or arms out of window	2	3
Vandalism	2	3

For more information pertaining to NPS Transportation policies and procedures, please contact Mr. Frank Solomon at 405-872-3455 or 405-872-3441

NPS 2021-2022 Return-to-Learn Plan

School Calendar

Noble Public Schools will be in session on our traditional four (4) day week for the School Year 2021-2022, **with 12 virtual Fridays in the first semester**. We also provide a full Virtual Option for students and their families that choose that model of instruction. Students will remain on the option they choose until the end of the semester. We will not allow changes to the instructional model chosen at any other time, unless approved by administration

Cleaning

Cleaning and maintaining healthy facilities, including improving ventilation is ongoing. Our staff will continue the constant process of cleaning, sanitizing, and disinfecting all facilities. We are using laser cleaning, electrostatic cleaning, as well as our normal process. Buses are being cleaned and disinfected after every route

Hand Sanitizer & Hand Washing

We will continue to provide instruction on the importance of hand washing and will also make hand sanitizer available in all classrooms and facilities.

Social Distancing

We will continue to teach the practice of Social Distancing and appropriate spacing will be utilized as possible. Some areas such as school buses and cafeterias are more difficult to distance and often times not achievable.

Masks

Students and Staff are all instructed on the proper way to wear a mask. Masks will be available in all classrooms, facilities, and on all school buses. Masking will only be required if ordered by the Cleveland County Health Department and/or the Oklahoma State Departments of Health.

Students with Disabilities

All IEP decisions concerning the safety of our students with disabilities and their appropriate accommodations will be made jointly between the Noble Public Schools' Special Education Director, the IEP teacher, the parent, and if applicable, the student.

Contact Tracing

Contact tracing will be in combination with isolation and quarantine, and in collaboration with the Cleveland County Health Department, State Health Department, Norman Regional Hospital System, and our School Nurses. Students and staff fully vaccinated will not be required to quarantine.

Vaccinations & Testing

Noble Public Schools has partnered with Classen Urgent Care of Norman to provide vaccines to eligible students and employees. Noble Public Schools is an approved Binax Testing Center for Covid-19. Our nurses can assist you with questions. Vaccines are recommended but not required. Students and staff have the option to turn in vaccination cards to school nurse to clear them from any quarantine situation regarding Covid-19.

Virtual Meetings

Virtual Parent/Teacher conferences will be offered to parents who cannot or do not want to attend in person. Virtual IEP/504 meetings will be offered to parents who cannot attend in person.

Parents, Guests, & Visitors

Visitors and guests will be allowed in the building for programs, concerts, and other special events, unless restrictions added by Cleveland County Health Department or Oklahoma State Health Department.. All other visitors will require prior approval from administration. Our schools will remain locked for the security of our students and staff.

Field Trips & Travel

Field trips and travel will be considered and approved by administration as conditions allow.

Diagnostic & Screening Testing

In order to protect the health of our students and staff, everyone should self-diagnose before arriving at school. If in the last 48 hours: • Have had fever, chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea: • Been in close contact with anyone confirmed with COVID-19 or anyone having symptoms of COVID-19: In isolation or quarantine because you may have been exposed to a person with COVID-19 or worried that you may be sick with COVID-19, are waiting on tests results from a COVID-19 test or traveled in the last 10 days: *You must remain at home.

Remote Learning

If any school or the district is closed due to positive Covid-19 cases, weather conditions, or other extraordinary circumstances, remote learning will be instituted.

Breakfast/Lunches

Students will eat in the cafeteria and resume meals as they did prior to Covid-19. Guests at lunch will be limited to special occasions as approved by the school administration. Breakfasts, lunches, and 3rd Meals are free for all students for the 2021-22 school year. Meals will also be made available for virtual students on a Grab & Go basis at select locations. We will provide meals using our summer delivery models should we be required to move to virtual instruction at any time.

Curtis Inge Middle School is promoting home- school partnerships to help meet a full range of student experiences with effective learning. It is our desire that we work together with families so students have the best opportunity for success, not only in school, but throughout life.

It is the responsibility of CIMS to provide high- quality learning experiences and instruction for each student. It is also the mandate of the school to create a supportive and effective learning environment that enables students to meet the state's challenging student performance standards.

Research has shown that parental involvement and participation in their student's school improves student learning. The benefits of parent participation in the student's school life are not confined to early childhood or elementary school years. Parental involvement also provides strong benefits to students who are in the secondary school levels.

This compact is an agreement among those who sign it that the three groups represented have specific responsibilities.

PARENTS WILL:

- monitor student attendance. Students who are absent for more than 10 days in a semester will be declared truant and will be turned over to the District Attorney's office for truancy. In addition, he/she may not receive full credit for the class
- assure students arrive at school on time in order to have the best start possible
- work to establish on- going communications with the child's teachers
- attend parent/teacher conferences and other meetings designed to help parents be aware of school events
- monitor the completion of assignments by their student
- Encourage their child to organize his/her assignments so that work gets to school and can be turned in when due
- Be aware of the annual Title I meeting to participate in planning the program for the up- coming school year

STUDENTS WILL:

- bring needed materials/ supplies to class
- arrive to class before the tardy bell rings
- complete assignments and turn them in when due
- share with parents when an assignment needs to be completed
- show respect for all others in the school each day
- strive to have a positive attitude each and every day
- follow all school rules.

CURTIS INGE MIDDLE SCHOOL WILL:

- provide opportunities for regular parent/teacher meetings
- provide progress reports in addition to the regular nine week grading periods
- provide each student and parent with an outline of the content of each class
- work to establish continuing communication with parents regarding their child's progress
- provide Title I funded opportunities for students such as the Reading/Math Skills classes and tutoring services in the mornings before school begins

Parents are asked to discuss this compact with their child so that everyone knows what is expected of them.

Curtis Inge Middle School Agreement

My child and I have received and read the 2021-2022 policies and Title I information of Curtis Inge Middle School. We are aware district policies are on the Noble Public School website. We understand and will abide by all policies.

Parent/Guardian signature

CIMS Student signature

Student Name (print)

*Please detach this page and return to Curtis Inge Middle School.

Or, click on the below link to fill out and return the page digitally.

<https://docs.google.com/forms/d/1zKDU8uPbqILC3rG7kh8oGKHmyZZ7wKxWLY6apAXdMwo/edit>