

# **2020-2021**

## **Pioneer Elementary School**



## **Student Handbook**

**Superintendent – Mr. Solomon**  
**Assistant Superintendent – Dr. Myers**  
**Executive Director – Mr. Gray**  
**Principal – Mr. Barefoot**  
**Counselor – Mrs. Mehl**

## APPENDIX

Contact Information .....	4
Helpful Hints.....	4
Building Access.....	4
Parent/Teacher Conferences.....	5
Student Pick Up/Drop Off.....	5
How Will Your Child Go Home.....	5
Student Attendance .....	6
Truancy and Tardies .....	6
School Arrival and Dismissal.....	6
Withdrawal of Students .....	7
Closing School .....	7
Pledge of Allegiance .....	7
School/Home Communication .....	7
School Pictures .....	8
Lunch and Breakfast.....	8
Sending Money to School.....	8
Bringing Treasures to School.....	8
School Parties.....	9
Lost and Found.....	9
School Fundraisers .....	9
Field Trips.....	10
Accident--Illness .....	10
Head Lice.....	11
Late Work.....	11
Bus Riders.....	11
Appropriate Dress/Dress Code.....	11
Homework.....	13
Curriculum.....	14
Screenings .....	14
PTO.....	14
State-wide Programs .....	14
Supplemental Learning.....	15
Assemblies .....	15
Accident Insurance .....	15
FERPA .....	15
District Asbestos Status.....	17
Drug Free School .....	17
First Aid .....	18
Grievance Procedures .....	18
Harassment.....	19
Hazing.....	21
Internet Policies .....	22
Medication .....	26
Multimedia Release.....	28
No Child Left Behind.....	28
Nondiscrimination.....	29
Sexual Harassment.....	31
Student Clubs .....	33
Student Directory.....	33
Student Discipline.....	33
Student Rights and Responsibilities.....	36
Supplemental Online Courses .....	37
Warning System/Inclement Weather.....	37
Transportation .....	38
Student Handbook Agreement Form .....	39

**Pioneer Elementary**  
611 Ash  
Noble, Oklahoma 73068  
**[www.nobleps.com](http://www.nobleps.com)**

Dear Parents,

Welcome to Pioneer Elementary! The faculty and staff are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and the parent. Working together as a team, we can provide your child with the best educational experience possible. Please take the time to read this handbook thoroughly.

We invite you to visit our school, volunteer for activities, and become an active member of PTO. Through embracing the philosophy of work hard-play hard, we truly feel your child will have an enjoyable and memorable experience at Hubbard Elementary.

***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

### Important Office Information:

Office Staff: Rachel Tener and Jennifer Black

School Phone Number: 405-872-3472

**Please use this number to notify the school if your child will be absent.**

Office Hours: 7:15 a.m. — 3:15 p.m. Monday—Thursday

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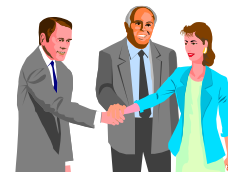
## Helpful Hints for Parents

- ~ Does your child have the needed school supplies?
- ~ Is your child's name on his or her supplies?
- ~ Does your child know how he or she is to get home?
- ~ Does the school know how your child is to get home?
- ~ Do you know names of the teachers who work with your child?
- ~ Does your child know the school rules?
- ~ Do you know the days your child will be in and out of school?
- ~ Do you know the school schedule and bus schedule?
- ~ Do you read the information in Pioneer Press?
- ~ Have you checked your child's Thursday folder for information?



## Building Access

Visitors are always welcome at Pioneer Elementary! For the safety of the students, we do ask that all visitors sign in at the office. During the school day, all persons not employed by the district are considered visitors to our school and must wear a sticker throughout their visit to Pioneer. **We do also ask that visitors make sure they are not interrupting our students' instructional time, because this is precious time we cannot make up.**



**Visitors, Parents, and School Volunteers must stop in the school office, sign in, and pick up a visitor's sticker to wear during school hours.**

## Parent/Teacher Conferences

Parent/Teacher Conference days are provided once each semester to allow time for parents and teachers to meet together about students' progress. Please work with teachers to schedule conference times that you can attend. If you have a need for more frequent visits, please contact your child's teacher **before or after** school hours, or call the office to leave a message.

*Parents now have the capability to keep up with their child's grades at <https://powerschool.nobleps.com>*

## Student pick-up and drop-off procedures

Pioneer will be unloading and loading buses south of the school on Ash Street. Parent pick-up will enter from the west on Pecan Street for pick up and drop off. Pecan street is one-way during parent pick up and drop off times.



### How will your child go home?

**Please note:** We cannot change children's regular going home plans without a note or a phone call from a parent. Children will be sent home as directed by **PARENT NOTE** or **DIRECT COMMUNICATION** with the teacher or the office.

**Parents must call the office by 1:00 p.m. for changes to be made in how children are going home.**

All children leaving the building during the school day must be checked-out through the office. Please have identification ready to be checked when picking children up at school.



### School Attendance

Good attendance is critical to your child's success in school. Many important concepts are covered as a whole group in fourth and fifth grade each day. These are concepts that cannot be made-up with pencil and paper homework. Student success and grades are dependent upon attending school on a regular basis.

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it is the policy of the board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities. (38 Oklahoma Statute 37; Noble Board of Education, Policy FDC-R1)

### **When your child is absent:**

~ Please call the school attendance line at 872-3472 by 9:00 a.m.

~ Your child's homework will be available upon the second consecutive day of absence. **Please notify the school before you come to pick-up homework so your child's teacher can prepare.**

## **Truancy and Tardies**

Following the fifth (5<sup>th</sup>) absence within a **nine weeks period**, a review of the student's performance is conducted by an administrator and the classroom teacher. Parents will be informed of the results of that review. **Continued absences** or tardies will result in a Truancy warrant. Excessive tardies or absences will also lead to loss of certain school and class privileges. Three tardies equals 1 day's absence.

## **School Arrival and Dismissal**

**Please do not drop off your child before supervision begins.** Supervision begins 20 minutes before the start of each school day. The time of day will be announced each school year at our back-to-school open house. It is unsafe to leave your child at school unsupervised; therefore, our building will remain locked until supervision is on hand.

Students who arrive late to school must stop in the office to get a **tardy slip** before going to class. An absence will be recorded for each **three tardies**. Checking your child out of school during instructional time is treated the same as tardy or absence depending on the amount of time out of the classroom.

## **Withdrawal of Students**

If you are moving and withdrawing your child from Pioneer, 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 library books. Your cooperation with this is greatly appreciated.

## **Closing School / Inclement Weather**

An announcement will be made through

Television, social media, 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.



## Pledge of Allegiance

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



## School/Home Communications

Communication between the home and school is a critical part of your child's education. Your child will normally bring a **Wednesday Folder** home each week. This folder contains all the important information you will need to keep up-to-date on school issues. It also contains much of your child's schoolwork. It is important that you look through your child's folder each week and return it to school.

Our school tries to send home the *Pioneer Press* about every other week in the Wednesday Folder. This newsletter contains information about upcoming school events. This is an important way that Pioneer Elementary communicates school information to parents.

A monthly calendar is also sent home with every child in school. All events happening for the month are scheduled on the calendar. Please post it somewhere at home so you can stay current on school events. On the back of the calendar is our monthly lunch and breakfast menu. Children are encouraged to check the menu daily to be sure the food being served is something they can or will eat.

You can also find various school updates on our district webpage ([www.nobleps.com](http://www.nobleps.com)), Twitter or Facebook account.

## School Pictures

Pioneer Elementary offers several opportunities for parents to have student pictures taken during the school year:

- ~individual student pictures in fall
- ~classroom group pictures in spring

## Lunch and Breakfast

Pioneer serves breakfast and lunch each school day. Students may pay for lunches by the day or the week. We encourage students to not charge their breakfast or lunches for more than five days. **Applications for free or reduced lunches are available from the school office.** The school cafeteria maintains all children's cafeteria accounts. Questions about your child's account should be directed to their office at **872-9706**.

~Please send all money to school in an envelope with your child's name, the teacher's name, and what the money is for written on the front of the envelope.

~If your child brings a lunch, please be sure his or her name is on the lunch box or sack. We do not have a microwave for heating used for heating items due to safety reasons. Please do not send glass containers to school.

~Students may visit quietly in the lunchroom while they eat. They are required to pick-up after themselves and return their trays when leaving the cafeteria. Good manners are also practiced.  
~If your child plans on eating breakfast, and is dropped off by a parent, please make sure you have them here **no later than 10** minutes before the bell rings. This will ensure that they do not miss any instructional time.

## **Sending Money to School**

When sending money to school for any reason, please put it in a sealed envelope with your child's name, the teacher's name, and what the money is for (breakfast, lunch, books, pictures, field trips, etc.) written on the outside of the envelope.

## **Bringing "Treasures" to School**

Students are encouraged to leave toys and other valuable items at home. We encourage parents to monitor their student's backpacks to help us prevent the student from misusing or misplacing items that are better left at home. The classroom teacher must be contacted when a child wants to bring a live animal to the classroom. Items taken away from students can be picked up from the classroom or office.

***Oklahoma State Law prohibits the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, firearms and knives of any kind, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, hand chains, mace or pepper spray or any manufactured or homemade objects intended to cause bodily injury, intimidation or threats. Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.***

**It is not uncommon for children to bring pocket knives or fake weapons to school without parent knowledge. Please talk to your child about the importance of leaving these at home.**

## **School Parties**

Class parties include Fall, Christmas, and Valentine's. To keep class interruptions to a minimum, the classroom teacher and principal must approve class parties other than those listed. **Academics will be the first priority in approving parties because parties are a privilege. Class parties are a privilege, and thus can be taken away for academic, behavioral, or attendance reasons.**

## **Field Trips**

Field trips are an important part of our curriculum. We select field trips that will provide both learning experiences, as well as lifelong experiences for our students based upon what is being studied in the classroom.





Students must ride the bus to a field trip. Permission is granted for the student to ride the bus on their enrollment form. We encourage students to return on the bus also. **However, if it is absolutely necessary for parents to take their student home in a car following a field trip, the parent must sign-out their child at school prior to the field trip.**

Students who have a failing grade, poor attendance, or poor behavior **MAY** be held ineligible for class field trips, due to the fact they are a privilege



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## Lost and Found

Clothing should be identified with your child's name. Many coats, hats, mittens, etc. are lost each year. We go through the lost and found on a monthly basis and return items that are identified by name to their owners.

Unclaimed clothing will be donated to charity.

## School Fundraisers

Pioneer plans to conduct the following school-wide fundraisers this year. Priorities for school fundraisers are carefully planned with input from parents and teachers each spring. Information with what each fundraiser is for and how money will be spent will be sent home with fund-raiser packets.

### Fundraisers

Bingo Mania, which is one of our major fundraiser, is done in the fall of most school years to help purchase the "extras" for our school.

Other minor fundraisers benefiting Pioneer and various Noble Public Schools organizations will take place throughout the school year as well.

### School Book Fair

A School Book Fair will be held in January. A traveling bookstore comes to the school library. Parents and children may select books to purchase. The money earned through this fund-raiser will be used to purchase materials for our school library program.



### **Head Lice**

If the 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 their student. The student will not be allowed to ride the bus to or from school and be remitted to school until the student has been properly cleared to return.

### **Late work**

Every Student is given one day for each day absent from school to turn in assignments. Work turned in after due dates could result in a loss of points thus potentially receiving a lower grade.

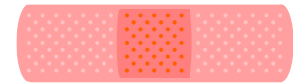
## Bus Riders

Each child will be required to have a parent sign a separate Rules and Regulations form for the Noble Public School Bus Barn in order to ride the bus at any time, field trips included.

## Accident – Illness

**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. Students will not be kept inside during recess unless we receive a note or call from their parent. Students who have a note to stay inside will be assigned a room in which to stay. Those students may continue to work on school activities or read a story



If your child is injured or becomes seriously ill at school, we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number that you gave us. It is critical that this information be kept up-to-date. **For your child's benefit, phone numbers that change must be communicated to the school office.**

Parents who do not carry insurance on their child are given the opportunity to purchase insurance through the school. School insurance packets are available in the Curriculum Night packet or office. Purchase of this insurance by parents is optional.

## Appropriate Dress for Pioneer

The responsibility for proper dress and grooming is that of students and parents. Students should wear clothing that follows our board approved dress code. A copy is sent home with every child at the beginning of the year.

As cold weather approaches, please stress the importance of your child wearing a coat, hat, and gloves. As the weather often changes during the day and we cannot predict when we will be outside, **it is important that you dress your child as if we were going outside each day.** To help your child avoid injuries, students **must** wear tennis shoes on the days they have P.E. Students who do not have appropriate footwear may be asked to sit out an activity to ensure their safety.

## **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 within two inches of knee length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must not be more than two inches above the knee. 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 are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are not allowed as an outer garment. They may be worn as an undergarment as long as the outer garment reaches within two inches of the knee. 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 within two inches of the knee are acceptable for school dress.
  - Shorts that are cut, slit or have holes 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.

## Homework

Homework is designed to help your student be the best that he or she can be. Because reading is extremely important, students should read every night. In addition, it is important to practice math facts and/or spelling. Homework may be required in addition to any “make-up work” and/or “unfinished work” that the students do not complete in the time allotted during the school day. Failure to complete homework could result in the loss of an extracurricular privilege such as recess (walking laps), field trips, assemblies, etc...



Please become familiar with your teacher’s homework procedures by attending Pioneer’s **Back to School Night** in August. Back to School Night gives you the chance to become familiar with the school, to meet your child’s teacher, and to learn the rules and procedures for your child’s classroom.

## Curriculum Materials

All curriculum materials are available for inspection by patrons, parents, students, and the public. Individuals who wish to inspect materials should contact the building principal.

Hubbard Elementary has an extensive curriculum guide at each grade level that was developed by classroom teachers in accordance with the Oklahoma Academic Standards, and is reviewed annually and revised as needed.

## Text books, Library books, and Miscellaneous Items

Throughout the school year, materials are checked out to students. It is the responsibility of the student to keep up with, and maintain their working order. Damages or loss is the responsibility of the student or parent.

## **Screenings**

Pioneer Elementary will provide Healthy Youth Screenings, free of charge, at the beginning of the school year. Included in the screenings will be hearing and vision. A follow-up letter will be sent to parents with the information gathered about their child and, if necessary, recommendations for further evaluation. Speech and Language evaluations are conducted by the School Speech Pathologist upon teacher referral.

## **Parent Involvement**

A strong Parent Teacher Organization serves Pioneer Elementary. We encourage you to become involved with the PTO. Membership dues are \$5.00 per year and are collected in the Fall. Our school volunteer program is coordinated through our PTO. All parents are encouraged to join and to volunteer at school. We have many projects to do. We need parents:

- Who have time to work at school
- Who can help with special occasions
- To help with special projects at home
- To listen to our students read

A volunteer survey is included in one of the first Thursday Folders to all parents. On this survey, you may indicate how you can volunteer to help your child's school.

## **School-wide Programs**

### **Title I School-Wide Program**

Noble Public Schools has a Title I school wide program at all sites. This is a federal comprehensive reform strategy which emphasizes serving and improving all students by combining resources to achieve the goal of academic success. Each site has different programs to meet their students' needs. The involvement of parents is essential to the success of their students. Each parent/ guardian will be asked to sign a school compact which states the responsibilities of the student, parent, and school. The three core elements of a school wide program are comprehensive needs assessment, written school wide plan, and annual review and plan update.

### **Indian Education Program**

Our students who are enrolled in a tribal membership may qualify for additional assistance through our Indian Education Program. Parents of students who qualify need to complete an eligibility certification form, which requires the tribal membership number along with registry information. Please contact the school office with your questions.

## **Assemblies**

Assemblies are a time to celebrate accomplishments, and be together as a school family. These assemblies are seen as a privilege for students, and can be taken away for academic, behavioral, or attendance reasons.

## **CELL PHONES and SMART DEVICES**

Students who bring cell phones or smart devices to school will need to sign a device contract. This contract will spell out guidelines for acceptable use as well as consequences at school.

## **BOARD POLICIES**

### **Accident Insurance: Student**

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.

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)**

## **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) was 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.

## **DRUG-FREE SCHOOLS**

It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires

that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

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

**("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of Education, Policy FNCF) CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.**

## **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)**

## **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

**(Noble Board of Education, Policy EIA-R1)**

## **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.
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;



CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline

## **INTERNET AND OTHER COMPUTER NETWORKS**

### **STUDENT ACCEPTABLE USE, INTERNET SAFETY, and C.I.P.A. POLICY**

Noble Public Schools provides students access to information, instructional materials and educational opportunities via interconnected computer systems within the district and to the Internet.

Students using electronic media including computers, electronic devices, software and the internet are responsible for appropriate and lawful use of these systems.

Use of computers and other electronic devices as well as internet access is provided upon successful completion of Internet Safety Instruction provided by the District and reviewing and signing The Acceptable Use and Internet Safety Policy of the school district. This policy is detailed below. Students under the age of 18 must have parental or guardian review and signature to use these systems.

Students found to have violated The Acceptable Use and Internet Safety Policy may forfeit the use of computer systems and internet access. Additional disciplinary action may be taken up to and including dismissal from school and notification of legal authorities.

### **Personal Responsibility**

By signing this policy, the student agrees to follow the rules in this policy and 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 included in the policy, but has the effect of harming another or his or her property.

### **Acceptable Uses**

1. **Educational Purpose.** The school district provides student access to its computer networks and the Internet for educational purposes.
2. **Unacceptable Uses of Network.**  
Uses that violate the law or encourage others to violate the law.  
Transmission of offensive or harassing messages.

Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy.

Viewing, transmitting or downloading pornographic materials.

Downloading or transmitting confidential information regarding any person.

### **Violation of copyright**

Use, transmission or disclosure of another users username or password to the network.

Uses that cause harm to others or damage to their property.

Unauthorized attempts to access the network, computers or related systems including attempts to "hack" or sabotage the system by uploading harmful software such as viruses or trojans or attempting to acquire data in any form is prohibited.

Connecting or attempting to circumvent the CIPA compliant internet filter to access sites prohibited by the district including social networking sites.

## **Cyber Bullying and Social Networking.**

When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

### **Responsible Use.**

Students will receive instruction on the responsible and appropriate use of social networks including acceptable on-line conduct.

### **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 avoid these sites. If a student has knowledge that other users are visiting offensive or harmful sites, he or she should report such use to an administrator at the school.
2. **Social Networking and Personal Safety.** When using the computer network and Internet, do not reveal personal information such as home address, telephone number or last name. Do not use any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have 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, privacy, 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 older, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet including but not limited to 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. **Monitoring/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 students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a district administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
6. **Cyber Bullying and Social Networking.** When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity

or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

7. **Violation of Policy.** Any student found to have violated any provision in this policy may be subject to disciplinary action up to and including dismissal from school and notification of legal authorities.

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.

### **Privacy**

Network and Internet access is provided as a tool for your 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 may 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 staff member’s tenure 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 parent(s) or guardian(s) 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, in the case of a user under 18, the parent(s) or guardian(s) 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, if the user is a minor, the user’s parent(s) or guardian(s) 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, for example, to reflect developments in the law or technology. 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 you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Oklahoma School Security Act 2008

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

MEDICATION: ADMINISTERING TO STUDENTS

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

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

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

- A. purpose of the medication,
    - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
    - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.
- The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. (10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)

## **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)

## **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.

## **NO CHILD LEFT BEHIND ACT OF 2001**

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.

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.

### **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 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.
7. Day: Day means a working day. 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)

## **SEXUAL HARASSMENT OF STUDENTS**

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

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

- A. Administrators and Supervisors

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

and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
  - C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
  - D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
  - E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)

## **STUDENT CLUBS AND ORGANIZATIONS**

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld. (70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)

## **STUDENT DIRECTORY INFORMATION**

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student's records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name; student's class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph. (51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)

## **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. Smoking
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
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

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
15. Corporal Punishment may be used with prior consent of parents/guardians.

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 towards 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)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### **Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own

personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district. (Noble Board of Education, Policy FN)

## **SUPPLEMENTAL ONLINE LEARNING**

Supplemental online learning is available for students wishing to supplement their education by enrolling part time in online courses. This learning opportunity must be supplemental in nature, deemed educationally appropriate by the school and district, and approved by the principal. Enrollment in supplemental online learning is available at the start of each semester. If you would like additional information regarding supplemental online learning, please visit with the school counselor.

## **WARNING SYSTEMS/INCLEMENT WEATHER**

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session.

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)

## **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

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below. The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the

administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

Common Problems	Violation Class	Pt. Value
Electronics violations	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating or drinking on bus	1	1
Horseplay	1	1
Rude or discourteous	1	1
Throwing objects on bus	2	3
Head and/or arms out the window	2	3
Vandalism	2	3
Obscenities/Inappropriate language or material	2	3
Cursing towards the driver	3	10
Tobacco use	3	10
Bullying	3	10
Hitting, Shoving, or Kicking another student	3	10
Fighting	3	10
Referral Point Diagram	Our Action	Handled by:
1 thru 4	Parent Phone Call	NPS Administration
5 thru 9	5 day Suspension	NPS Transportation
10 thru 19	10-15 Day Suspension	Transportation Director
20 Plus	20 plus day suspension	Transportation Director

For more information pertaining to NPS Transportation policies and procedures, please contact Shirley Armbrister at 405-872-3455

**STUDENT HANDBOOK AGREEMENT**

My child and I have received and read the 2020-2021 Student Handbook. We understand and will abide by all items stated in the handbook.

Name of Student \_\_\_\_\_

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

Name of Parent \_\_\_\_\_

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

Teacher \_\_\_\_\_