

# *Greenville*

Elementary/Middle School



Parent/Student

HANDBOOK

# GREENVILLE ELEMENTARY SCHOOL

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## Greenville School Philosophy

. The staff of Greenville School is dedicated to providing the very best environment for students to attend school. We are committed to providing a safe, comfortable, and systematic learning environment for all students.

Our discipline policies and procedures are built upon the belief that each student has the right to learn, and each teacher has the right to teach. We intend to implement our discipline policy in a manner that is fair, firm and consistent

## Board of Education

Betty Sue Tow  
Lee Siller  
Sydney Holt

President  
Vice President  
Clerk

## Administration

Jason Midkiff

Superintendent/Principal

# General Note

This handbook is printed so that all students and their parents may become acquainted with general information concerning Greenville School as well as to familiarize themselves with the Board of Education and administrative policies, rules and regulations.

All class offerings, courses, clubs and extracurricular activities offered at Greenville Public School are open to all students regardless of race, creed, national origin, sex or disability. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

Greenville Public School is in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972.

According to the federal law, No Child Left Behind Act of 2001, Parents Right to Know, the school site must notify parents that they have the right to request information concerning the professional qualifications of their child's teacher. Schools must also give parents timely notice if 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.

### **FREEDOM INCLUDES RESPONSIBILITY**

Greenville School allows students as much freedom as possible without hindering the freedom of the individuals. One of the most important lessons for students to learn is, that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's right to a good education in a safe environment must be penalized for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

## **LOCKERS**

Lockers are assigned early in the year. It is recommended that each student purchase a quality lock and place it on his/her locker to insure its contents against theft or damage.

It is recommend that lockers remain locked as the school cannot assume responsibility or liability for books and articles missing from lockers. Locks should have a duplicate key in the office. Students are not allowed to exchange lockers without clearance from the office. Keep locker neat and clean at all times and close locker doors quietly. No food or drink allowed in any locker. No stickers, etc. on lockers unless approved by the superintendent.

Students shall not have any reasonable exception of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School shall inform students in the student discipline code that they have no reasonable expectation or privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

## **Prerequisites for Attendance**

### **Birth Certificate**

State law requires a birth certificate be presented upon entering school for the first time. Students will not be allows to enter school without his proof of age. Hospital statements are not acceptable. Children who are 4 years of age on or before September 1 may attend Pre-Kindergarten. Children who are 5 years of age on or before September 1 will attend Kindergarten by state law unless testing indicates they are not developmentally ready. Children who are 6 on or before September 1 shall be entitled to attend first grade.

### **Immunizations**

State law requires parents of students entering school for the first time to present a copy of immunizations certified by the doctor or health department before they attend school. Immunizations must meet current requirements set by the Oklahoma State Department of Health.

### **Social Security Card**

State law does not require students to have a social security card. We request social security card if it is applicable.

## **HELP YOUR CHILD GET OFF TO A GOOD START!**

Your child should:

- Get plenty of sleep. Ten to twelve hours is recommended for children just beginning school.
- Have a good, healthy diet, including a good breakfast.
- Get up in plenty of time for school, so he/she does not have to hurry and is wide awake when school starts.
- Wear neat, clean, comfortable clothes.
- Get to school at the proper time.

## **Daily Schedule**

### **Arrival /Dismissal for Grades Pre-K-5**

1. The playground is not supervised before school. Students should not arrive more than 30 minutes before school starts. In the event of bad weather, students are welcome to go into the cafeteria until classes begin.
2. School begins at 8:30 a.m. Students are tardy at 8:35 a.m.
3. Dismissal time: 3:30 p.m.
4. No child should be left on the school grounds later than 3:30 p.m. as there is no supervision. If an emergency arises, please call the office.
5. Parents should notify their child's teacher if changes to a student's normal schedule are to be made.

**\*PLEASE MAKE EVERY EFFORT TO ATTEND SCHOOL REGULARLY SO THAT YOU WILL NOT FALL BEHIND IN YOUR WORK. ATTENDANCE IS THE #1 FACTOR IN STUDENT SUCCESS**

### **Early Departures**

No child will be allowed to leave school early unless arrangements are made in the office each time. This is a protective measure for both students and school personnel. Also, this should be done only when necessary and not as a daily occurrence. If there is someone picking up the child other than a parent or guardian, a note must be written to that effect.

### **Early Departures Due to Inclement Weather**

School WILL NOT depart early during inclement weather. You MAY pick up your child early due to bad weather. Please understand that parents work a variety of hours, and the bus will not drop students off without supervision.

### **Bell Schedule**

Contact the office for a current Bell Schedule.

### **Cafeteria Information**

1. Breakfast will be available from 8:00 a.m. to 8:30 a.m.
2. Students who bring their lunches will be required to eat in the cafeteria with their class. **NO SOFT DRINKS** (Coke, Dr. Pepper, Sprite, Mt. Dew, etc.). Lunches should be limited on heating requirements, due to the lack of equipment.
3. It is necessary to fill out an application if you wish to receive free or reduced lunches. These application forms will be in the school office.
4. Parents of students are welcome to join their child for lunch on special occasions, please call office prior for fees and schedule.

### **Cafeteria Rules**

1. Students should use acceptable table manners and a quiet voice.
2. Students should clean their area of all food and cartons.
3. Students should walk when entering or exiting the cafeteria.
4. Students will not throw food nor eat the food of another student in the cafeteria.
5. No glass containers of any kind will be allowed in the cafeteria.

## Transportation

### School Bus Passengers

1. Be on time to catch the bus.
2. Stand back from the curb about 10 feet as bus approaches.
3. Be seated immediately when entering the bus. If the driver has assigned a seat that is the seat the student must sit in. All seats must be shared.
4. Keep all parts of the body inside the bus.
5. Do not use improper language or unacceptable conduct. The driver makes this decision.
- 6. Permission to ride the bus is conditioned on his or her observance of the safety and behavior regulations. (As an example, when fighting, cursing, not staying seated, a student can be denied permission to ride the bus).**
7. No horseplay is allowed to interfere with the safety of the passengers.
8. All elementary students must load and unload in the designated area.
9. Never walk behind a bus. When crossing a street walk forward about 10 steps and wait for the driver to signal when it is safe.
10. Students must not deface a bus. Parents of such students are legally liable for damages.
11. Rules will be posted on each bus. Students not complying will be subject to disciplinary action.
12. All students will obey their drivers at all times.
13. School bus policy: 1<sup>st</sup> offense-student will get warning. 2<sup>nd</sup> offense-one day suspension from bus. 3<sup>rd</sup> offense-five day suspension from bus. 4<sup>th</sup> offense-will be suspended from the bus for the remainder of the semester.

### **ACTIVITY TRIP TRANSPORTATION**

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must be present at the event and furnish the sponsor with a note indicating the student is riding with the parent. For emergency or special circumstances, the following procedure must be followed: prior to the trip, the student's parents must give the sponsor a written note requesting an exception and stating the reason; the request may be approved by the sponsor and be submitted to the principal, the student may have alternative transportation. If a request for alternative transportation is approved, and it is discovered that the student rode from the activity with other than someone approved, disciplinary action will be taken.

### **General Information**

#### School Dress

1. Dress regulations are based on personal cleanliness and appropriate attire.
2. No hats, caps or bandanas will be worn inside.
3. No clothes which allow bare midriffs or undergarments to be seen while sitting, walking, or playing may be worn.
4. No tights are allowed unless worn with a covering.
5. No suggestive symbols or words should be displayed on clothing.
6. No mini skirts are allowed
7. No tank tops (wife-beaters)
8. No sagging.
9. No visible piercings. (Nose, eyebrow, tongue, lip an etc.) Ears are the ONLY exception.

#### Telephone

1. Students must have permission from their teachers before using the school telephone.
2. Students will be allowed to make calls in case of emergency.
3. Permission to visit friends does not constitute an emergency. After school arrangements should be made prior to coming to school.
4. **Students should clear their parents before school how they will come home after school. (Parents should notify the office or send written instructions to the teacher if any changes to a student's normal schedule are made.) To assure that your child receives the message please make arrangements by contacting the school before 2:00 p.m.**

### Visitation

1. All visitors must report to the office. (NO EXCEPTIONS)
2. All parents and adults are invited to visit Greenville School. In order to insure that the specific activity you would like to observe is possible, prior arrangements should be made with the classroom teacher or with the office.
3. Students may not bring other children to school because of lack of space and interruption of classroom routine.

### Lost and Found

1. All articles which are found should be placed in the office.
2. Please label your child's clothing so that lost items may be returned.

### Money/Valuables

Students are cautioned against bringing large sums of money to school, and also should not bring valuable items or toys. The school is not responsible for these items, and they tend to distract the children from educational pursuits.

### Field Trips

Before a student may participate in a field trip, it is necessary to have signed permission slips.

### Moment of Silence

According to state law, a moment of silence will be observed on a daily basis.

### Text and Library Books

1. Each child is issued textbooks. Reasonable care is expected by all students.
2. Books that are lost or destroyed must be paid for in order that our supply that our supply will be adequate for all.

### Playground

1. Students are to stay within the defined playground area.
2. Rocks, dirt, gravel, and sand are to stay on the ground.
3. Students should use playground equipment properly and safely.
4. Students should dress appropriately for the weather.
5. Students who must stay inside because of recent illness should have parents or guardians call the office or send a note. This should not be necessary for an extended period.
6. All students will use the inside walk when going to the playground.
7. No toys brought from home will be allowed on the playground.
8. Radios are not allowed at school.
9. The abuse of wrappers from suckers, chips, ice cream, and etc. will lead to no food being allowed on the playground this is at superintendent's discretion.

10. The playground is off limits before school.
11. The Pre-Kindergarten and Kindergarten playground is off limits to 1<sup>st</sup> through 8<sup>th</sup> grades.
12. Students should leave the playground area immediately when the playground supervisors signal that the period is over.

### Health

It is important that the school have your CORRECT address and phone numbers. If you do not have a phone then your child starts school, please send the number as soon as you get a phone. Please notify the school if your address or phone number changes.

It is important to keep this information current on each child. If both parents are to be out of town, please call the school and give the name of the persons to be notified in case your child becomes ill or injured.

### Medicine

1. No child will be given medication at school without a written authorization from the parent, guardian, or physician.
2. If a child has been ill during the night, coughing a great deal, vomiting, if a rash or suspicious skin disorder is present, or if there is fever, he/she should stay home.
3. If your child should have head lice, nits, scabies, pink eye, ring worm, or chicken pox, he is prohibited from coming to school until certified by a health professional or the Health Department that he is not contagious or has been treated.

### Attendance

1. It is important that students attend school regularly, on the other hand, if they are ill, they should stay at home.
2. **If students are to be absent, call the office to report the absence. The Greenville School number is 276-2968. If you do not contact the office your child is considered unexcused. Students with excessive amount of absences a Doctors note will be REQUIRED to be considered excused.**
3. Students must not stay at home for the purpose of baby sitting younger siblings.
4. **Students who are regularly absent with unexcused absences (except for illness with a Doctor's note), will not receive passing grades.**
5. **It is imperative that students arrive on time, as prime teaching time is lost when students are habitually tardy.**
6. The principal or secretary will call to check on students who are absent unless we receive a call from you.
7. Students will need to provide a Doctors note of illness to have an excused absence for the days missed.
8. Doctors, Dentist, Therapy, and etc. appointments are considered excused absences. Please provide a note for such appointments to the office to receive an excused absence.
9. If your child is checked out more than 15 min before school ends for the day your child is considered absent for that period. If you do not state the reason for check out your child will be counted unexcused.

### Tardiest

Attendance will be taken during the first part of each class period. A student is absent if he/she enters after the first 15 minutes for that class.



## **Examinations**

Nine week and semester exams or their equivalent can be given by each teacher.

## **Hall Passes**

A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has a hall pass from an authorized staff member. Students are responsible for obtaining a hall pass.

## **Activity Absences**

The regulations of the Oklahoma Activities Association which requires a student to be in attendance in every class a minimum of ninety percent (90%) of the time in order to be eligible for school activities will be enforced. The principal will set up appropriate procedures to assure that the eligibility of the students pertaining to attendance in class, as well as making passing grades, is enforced. The principal will have the right to use his/her discretion on any problem that might arise.

In keeping with this policy, the following procedures will also be adhered to in order to keep absences to a minimum:

1. Since activities contribute heavily to the number of days students miss class, every effort will be made to hold these events after school and/or on Saturdays.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten for any one class period of each school year. Excluded from this number are contests leading to district, state, and national levels of school sponsored competition. District, State, and national contests are those for which a student must earn the right to compete.
3. Students who miss class in order to participate in a school sponsored activity will be responsible for missed assignments and be ready to turn in work when returning to class or at teacher's discretion. Students who fail to adhere to the above policy shall not receive credit for assignment missed for school activity.

## **ATTENDANCE/ACTIVITY PARTICIPATION**

Students must attend school full-time on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

## **WEEKLY ELIGIBILITY**

The Oklahoma Secondary School Activity Association rule governing scholastic eligibility requires that a student must maintain passing grades in all subjects up to the end of the week preceding the event. A passing grade is considered to mean work of such quality that credit would be granted if the semester were to close at that time. Eligibility is therefore determined not necessarily on the basis of the one week's grades, but on the cumulative period through the week preceding the activity. Students determined to be ineligible on Friday of reporting week will begin ineligibility on Monday and remain so through the following Sunday. If an ineligible student participates in an event, forfeiture of any individual or team awards of process may be deemed warranted when written protest is filed and upheld within 5 days of participation. Any additional OSSAA eligibility requirements will be enforced (6 weeks hardship, etc.). The Greenville School District will adhere to "The Rules Governing Interscholastic Activities in Schools" of OSSAA. OSSAA scholastic eligibility standards are required of all students' participation in extracurricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities (board policy). The following activities fall into this category and eligibility will not be criteria for students' participation:

1. class field trips (during school time) which have been approved by the principal and it has been determined that the trip has educational benefits for all students. (The trip should be purely educational in nature and recreation is not included):
2. class programs in which students are performing skills that are part of the regular classroom activities.

Eligibility criteria will be used for some activities in which there is no competition but where other students are competing and eligibility is requirement. These include but are not limited to:

- A. athletic assistants who are assisting at athletic events where the athletes must be eligible to participate;
- B. ineligible students will not be allowed to participate in or to accompany any group's school sponsored activity.

### **SEMESTER ELIGIBILITY**

A student must have received a passing grade in any four subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. These requirements would be four school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first two weeks of the next semester they attend. Any student not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a two week period.

### **ACADEMIC RETENTION AND PROMOTION**

Students who fail two or more subjects may be candidates for retention. Required subjects shall be defined as history, math, science, and language arts. Retention may also be suggested by the students teacher, if he/she feels your child has not met the required standards for his/her grade level.

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an

unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

### **Promotion and retention of Special Education Students**

Students enrolled in special education shall be promoted and retained according to the student’s IEP and the IEP team’s decision.

A student in special education can receive a failing grade. He/she cannot fail because the academic level is too high (that is, not an appropriate program), but failing grades may be given because of refusal to do work within the prospect of failure appears, consideration should be given to addressing the problem on the IEP with the idea of alleviating it. Failure cannot be caused as a result of the handicapping condition.

### **Discipline Policy**

The Greenville 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. Occasionally, 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. Further, it is the policy of the district that students may be disciplined for any misconduct

related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or 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
19. Cheating

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.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

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.

### **Enrollment**

Once a student has enrolled and has been placed in a class, he or she will remain in that class for the remainder of the school year.

### **The Chain of Command for Disciplinary Procedures**

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in almost any school district.

1. Check with the teacher in an effort to find out what is happening and to resolve the conflict.
2. If you feel that you have not received satisfaction from the teacher, you should immediately contact the superintendent for a conference with the teacher and the superintendent.
3. If you have gone through the above two steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board.

### **CORPORAL PUNISHMENT**

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is repeated infraction of school rules.
2. Corporal punishment will be administered by an administrator in an office or designated area and in the presence of another certified person. Punishment must be applied to buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report is to be signed by the administrator involved and the witness.
4. Parents of students who do not want corporal punishment (a paddling) administered to their child must come to the office and state that in writing.

### **STUDENT SEARCHES**

The superintendent or teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any student or property in the premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Substances Act, intoxicating beverages, low-point beer, as defined by section 163.2 of title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct to any warrantless search.

The superintendent or, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons the deem necessary to restrain such student or to preserve any dangerous weapons or, control dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title. Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in

the student discipline codes that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

## **THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. 24-100.2**

### Definitions

1. “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, gestures, written, verbal, or physical acts, or electronic communications.

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

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

## **HAZING**

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

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics;

exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

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

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

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

### **Grading Scale**

A-	90-100
B-	80-89
C-	70-79
D-	60-69
F-	50-59
I-	Incomplete, makeup required

The pre-kindergarten and kindergarten students will be issued progress reports only.

### **Proficiency Based Promotion**

Upon the request of a parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Arrangements for Proficiency Base Promotion must be made in writing to the appropriate counselor within the first two weeks of each semester so a testing time can be scheduled.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance.

### **Report Cards and Conference**

Report cards showing student progress in school are sent at the end of each nine weeks. Parent-teacher conferences will be scheduled by the office. Parents are always welcome to initiate a conference by a call to our office.



### **Honor Roll**

To be eligible for the Principal's Honor Roll, a student must obtain all A's ALL year. Those on the Elementary Honor Roll will have all A's and B's ALL year.

### **Insurance**

Greenville School, by law, is unable to provide accident insurance for students, but school insurance is available to all students at a minimal cost. A packet will be available to any student wishing to enroll, and the purchase of the insurance is optional. Please contact the office if you would like to obtain a packet for school insurance.

### **School Transfers**

If students do not live in the Greenville School District, a transfer must be obtained before February. The Greenville School office will provide the necessary forms. The Superintendent has the right to revoke or deny a transfer at any given time.

### **Parking**

Be extremely careful in getting into, or out of, a car and use only the door(s) next to the school building. Never go around the car and enter on the side that opens onto the street. The street is very busy in the morning when school starts and in the afternoon when school lets out so please use extreme caution.

**The buses use the north side of the cafeteria for student loading and unloading before and after school please do not park in the busses loading and unloading zone. This area is OFF LIMITS to ALL VEHICLES. This is a bus zone ONLY.**

## **School Safety**

### **Fire/Tornado Drills/Lockdown Drills/Intruder Drills**

Schools are requested by law to conduct fire and severe weather drills to prepare everyone to leave the school building in case of emergency. We will have 2 Fire Drills, 2 Tornado Drills, 2 Lock Down Drills per semester.

The alarm for fire is a continuous ringing of the bell. Each teacher takes her class through the nearest exit to a designated area on the playground. The teacher leaves after all students have left. The class will return when the bell rings 5 minutes later.

The alarm for a tornado is a series of three short rings with possible announcement. Each teacher takes her class through the north exit to the storm cellar. Pre-kindergarten will be escorted to their designated storm cellar that is located on the east side of the pre-kindergarten building.

In the event that a parent comes to take his child, he should come to the office first, and every effort should be made to notify the teacher. Classes will resume when the bell signals all clear.

During a Lock Down Drill a code will be announced over the intercom letting the teachers and staff members know that there is an intruder on campus and for them to lock their doors and proceed to their safe place in their class room. Students will remain in that safe place until they are notified.

### **Music/Art**

Music/Art is offered to every student. This subject deserves the same effort by students as all others. This is an attempt to reach the whole child so that his/her life might be one of balance and happiness.

## **Physical Education**

P.E. classes are provided for all students. P.E. is considered as any other class. Students are asked to be on time and to put forth their best effort in order to receive a well-rounded education. All students will have to participate in P.E. unless a doctor's request is provided to the teacher or the office.

## **Gifted and Talented Students**

The goal of the Greenville School District helps to develop the potentials of the gifted and talented by providing a qualitative differentiated program that takes into consideration the individual learning styles and special abilities of the students.

The Gifted and Talented Coordinator will coordinate the efforts of teachers who will be responsible for identifying and serving these students.

## **ATHLETIC ROYALTY**

Homecoming elections will be under the direction of the 8<sup>th</sup> grade sponsor. The sponsor will go over the procedure for electing a queen and attendants before the election of these persons with the principal. Students shall not be exempted from nomination or consideration for homecoming Queen or King because they received a previous honor.

Nominations for all queen and king candidates will take place at least three weeks before homecoming. To be elected queen or king, the student must be on the basketball team. An exception can be made if they were injured and are not able to play, but remain with the basketball team in some capacity i.e., score keeper, etc. Queen and King candidates will be placed on a ballot and voted on by the entire student body one week before homecoming. The voting will take place by secret ballot. The queen and king candidate receiving the highest number of votes will be the basketball homecoming queen and king which will be announced during the homecoming coronation that will take place at the basketball game.

## **Family Educational Rights and Privacy Act of 1974**

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office.

In the course of the child's education, the Greenville School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the of a student's parents or an eligible student to seek to correct part of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's right. This right includes a hearing to present evidence that the record should be changed is the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records, policies, and procedures policy.

It is the intent of the Greenville School District to limit the disclosure of the information contained in a student's educational records except;(1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances as permitted by the FERPA.

The Greenville School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information", and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (1st grade, 8<sup>th</sup> grade, etc)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he/she enrolled in the school district.

In case a parent of a student, a student or former student 18 years old or a citizen of the Greenville School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education.

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

## WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

## **SEXUAL HARASSMENT POLICY SUMMARY**

All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Greenville School District. In the case of a student of the School District, “sexual harassment” includes all forms of unwelcome conduct of a sexual nature by a student, an employee, or any third person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s code of student conduct.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which (a) is made an explicit or implicit term or condition of an employee’s employment, or (b) is used as a basis for decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile or offensive working environment. Any person engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay, or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any board member of the Greenville School District. If a report incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or board member, the person(s) being harassed, the nature, contacts, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report, and investigation of the matter. The Greenville School District will investigate all reports.

## **TITLE IX NOTICE**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities. Any student who believes that the Greenville School District has violated Title IX is encouraged to file a discrimination complaint using the District’s Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent.

## **NOTICE OF NONDISCRIMINATION STATEMENT**

“This school district does not discriminate against any person on the basis of race, creed, national origin, color, age, sex, or disability in the implementation of its programs and activities.

Greenville Public School is in conformity with the Civil Rights Act of 1964, Title IX Educational Amendments Act of 1972, Section 504 or the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, and Age Discrimination Act of 1975.

## **Procedures for Obtaining an Oklahoma Driver’s License**

Students must have a passing grade on their eighth grade CRT reading test or an equivalent test to be eligible for an Oklahoma driver’s license. Tests will be offered once during the school year at an announced time.

Beginning January 1, 1998, for persons under the age of eighteen (18) to be eligible for a driver's license, he or she must, according to Oklahoma Statute Title 47 Section 6-107.3:

1. Score satisfactory on the 8<sup>th</sup> grade reading Criterion-Referenced Test (CRT)
2. Score satisfactory on an alternative reading proficiency test approved by the State Board of Education.
3. Be certified as a special education student documented to be reading at potential.

### **Withdrawal from School**

In order to insure proper handling of school records and to facilitate entrance to another school, a student wishing to withdraw from school should:

1. have a parent call or come by the office;
2. obtain a withdrawal notice from the office as early as possible on the day he/she intends to check out of school;
3. have the withdrawal notice properly endorsed by all subject teachers, the librarian, counselor, cafeteria, and the principal;
4. bring completed withdrawal notice to the office by 3:00 p.m.;
5. a student should have in his/her possession the following items before leaving school.
  - a. withdrawal notice
  - b. physical education/music equipment and other personal belongings,
  - c. final clearance from the principal's office.

Records will be withheld without final clearance from the principal's office.

### **Honor Roll**

1. Honor roll will be based on semester grades only.
2. In order to be eligible for the honor roll, a student must be enrolled in at least four solid courses.
3. Those students who have an "A" in all subjects will be named to the Superintendent's Honor Roll.
4. Those students who have a "B" average will be named to the Principal's Honor Roll.

### **Internet and Other Computer Networks Acceptable Use And Internet Safety Policy**

The Greenville School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting reasonable use of this access.

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

returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing 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.

### **Terms of the Permitted Use**

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agree will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

### **Acceptable Uses**

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

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

## **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 her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or 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, the distribution of obscene or pornographic materials, or which any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of student information.** Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student



himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school 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 system may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

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

### **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 expectations 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 violated this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment 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 of 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 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.

REFERENCE: 21 O.S. 1040.75, 1040.76

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

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

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

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedure, certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using copyrighted Materials

### **BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a. violation of a school regulation;
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts which fall within part "e," above. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

## SCHOOL DISTRICT'S OBLIGATION APPLICABLE TO ALL OUT-OF SCHOOL SUSPENSIONS

### *Alternative In-School Placements:*

Before the School District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in a alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

### **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

### *Pre-Conference Applicable to Out-of-School Suspensions:*

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, 571), principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent.

## WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Greenville Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search

of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

## OUT OF BOUNDS

### Teacher's Lounge

The teacher's lounge is strictly for teachers' use.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

## Notes

