



STUDENT CODE

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It is the policy of the Lawton Independent School District
to provide equal opportunities without regard to race,
color, national origin, sex, age, qualified disability,
or military veteran status.

Inquires concerning application of this policy may be referred to

Lawton Public Schools Compliance Officer

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STUDENT CODE

ABSENCES PROCEDURES – FDC-R3

1. Absences

Parents are responsible for ensuring that their children attend school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching children the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Children are expected to be in school a minimum of ninety percent (90%) of the time. The following steps assist in accomplishing this goal.

- A. Before 9:15 a.m., (8:30 a.m. for high school) on the day of any absence, it is the responsibility of the student's parent/guardian/legal custodian (hereafter referred to as the parent) to notify the school secretary or building administrator regarding the reason for the absence. In the event the school is not contacted, a school official will attempt to contact the parent.
- B. If a student has three unexcused absences, a school official will contact the child's home, and the child's parent will be required to meet with the school official to discuss the unexcused absences, as well as the student's academic standing and potential for success in school.
- C. Following the fourth unexcused absence, the parent will be required to meet with an administrator from the district office of student services, and sign a statement of understanding regarding Oklahoma's school attendance laws.
- D. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the district office of student services shall report such absences to the Comanche County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).*

2. Absences and the Ability to Receive Credit

No student shall receive semester credit in a course in which the student is absent more than ten (10) days per semester, excluding approved activity absences, court appearances, religious observances or illnesses documented by a licensed medical practitioner. The building principal shall have discretionary authority to approve any make up or waiver for days missed beyond the 10-day limit.

3. Absence and Removal from Attendance Roll

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

TRANSFERS AND ASSIGNMENTS REGULATIONS – FE-R1

SECONDARY

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian, or such person(s) or institution having legal custody of the student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

If a student has had a legal guardian appointed or has had legal custody placed with an institution or a person who is a resident of the district and has a parent residing in the district, the residence for school purposes shall be the residence of the legal guardian or of the institution or person having legal custody of the student.

Attendance areas have been established for all middle and high schools. Students must attend the designated school, which serves their area of residence. After completing middle school, the student must attend the high school in the area where the student's parents reside. (See Board Policy FDA-R1)

The permanent residence for attendance and athletic eligibility purposes of students moving into the Lawton district from other districts will not be determined until the parent(s) have purchased or rented a bona fide residence within the district.

The permanent residence for attendance and athletic eligibility purposes of students whose parents live in the Lawton district shall be the school attendance area where the parents reside regardless of where the student resides in the school district.

Interpretation: In case a student's parents separate and the court does not award custody of the student and parent remains a resident of the attendance area where the student is participating (or has participated as a secondary student), the student is eligible only where he is participating when the separation occurs. If a student has not participated, Rule 8, Section (e) of the Secondary School Activities Association applies.

Students who received a "health" transfer from one school to another will be eligible for athletics in the new school of assignment. Once the "health" transfer is approved and the student moves to the new school, the student will remain at that school through eight grade (middle school) or graduation (senior high). Upon completion of middle school, students must make reapplication for a high school Intradistrict Health Transfer.

Parent(s) moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school and who do not move into the attendance area to reside permanently, do not establish a bona fide residence in the attendance area for the purpose of attendance or athletic eligibility.

Interpretation: Parents or guardians of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parents live outside the Lawton School District (1-8) shall be required to file a custody affidavit with the Lawton Board of Education. Such students shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student's conduct and attendance in the Lawton Public School District.

Eligibility Rules for Students Transferring Within the District Due to Residence Change

1. Transfer of Middle School Students

A student in middle school whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility, to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic purposes until the end of the middle school years. If the student remains at the school, parents must provide transportation.

If student who has established athletic eligibility at any Lawton high school and then transfers to another Lawton school is not eligible for a period of one year from that date of first attendance at the new school.

Beginning with high school, all students must attend the high school in the area where the student's parents reside.

2. Transfer of High School Students

A high school student whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility, to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic purposes until graduation. If the student remains at the school, parents must provide transportation.

A student who has established athletic eligibility at any Lawton high school and then transfers to another Lawton school is not eligible for a period of one year from that date of first attendance at the new school.

3. Limited Election Time

The election to transfer or remain at the current school must be exercised by the beginning of the school year following the year in which the parents move from the school attendance area. A student who elects to remain at the former school is required to remain enrolled at that school until completion of that middle school or high school. A student who elects to transfer to the school in the new attendance area and who attends the first class at the new school is no longer eligible for attendance or athletic purposes at the former school.

4. Eligibility when Anticipating Change in Residence

A student may transfer enrollment from his/her school of current residency to a school of future residency only within 5 days of the first day of a semester. The student's parent must move to the new residence no later than 45 calendar days from the first day of a semester. In order to be authorized to make such change, the parent must

execute and file with the Student Services Department a 'statement of Intent to Establish Residency' form. A student who has established athletic eligibility at the previous school and who obtained a 'Statement of Intent to Establish Residency' will not be eligible for athletic participation for a period of one year from the date of first attendance at the new school.

If the family has not moved into the intended residence within the forty-five (45) calendar days specified, the student will lose attendance and at the new school and must attend the school in the attendance area where his/her parents resides. Extension of the forty-five (45) calendar days may be granted after being reviewed by the District Eligibility Committee.

5. Under extraordinary circumstances a parent may appeal to the superintendent or the superintendent's designee for an exception to the transfer policy. The transfer must be in the best interest of the student and Lawton Public Schools. The exception to the transfer policy is intended to be a one time, good faith effort to help a student with unusual circumstances. The school to which the student has transferred becomes the student's home school and the student will not be permitted to return to the residence area school.

A student who has established athletic eligibility at any Lawton high school and then transfers to another Lawton school is not eligible for a period of one year from that date of first attendance at the new school.

6. Students who are granted exceptions to the attendance residence rule in middle school and establish athletic eligibility at that school and then are granted exemptions to that school's high school are not subject to extracurricular restrictions. (i.e. MMS to MHS, TMS or CMS to LHS or EMS to EHS).
7. **Revoking an Approved Secondary Transfer**
 - A. Students should remain at the school to which they transferred.
 - B. Violation of any of the following conditions will result in the revocation of transfer and the return to the school of residence:
 - (1) Excessive absences (as determined by principal)
 - (2) Excessive tardies (as determined by principal)
 - (3) Poor academic performance (as determined by principal)
 - (4) Discipline problem (as determined by principal)
 - C. Any student who has had a transfer revoked will not be allowed to participate in O.S.S.A.A. sanctioned activities for a period of one calendar year beginning on the date the transfer was revoked.

ELEMENTARY

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian(s), or of such person(s) or institution having legal custody of student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

Attendance areas have been established for all elementary schools, and students must attend the designated school which serves their area of residence unless students qualify for transfers by meeting the required conditions of the Student Intradistrict and Interdistrict School Assignment Policy approved by the Lawton Board of Education on 6-7-93.

1. Student Intradistrict and Interdistrict School Assignment Policy

Students in elementary school may be assigned or transferred to a school when the following conditions are met:

- A. A written application for school requested is filed with the office of student services
- B. There is space available in the receiving school.
- C. The parents provide transportation for the student.
- D. The transfer is not adverse to district integration efforts.
- E. The option is exercised only once per school year.
- F. The student has not been suspended, expelled or under any type of disciplinary probation at his/her home school.

2. Racial Considerations

- A. Those requests having either a positive or neutral impact on the district’s integration efforts will be approved if otherwise meeting qualifications.
- B. Those requests that have a negative impact on district integration efforts will normally be denied. However, such requests will be considered on a case-by-case basis in order to determine the extent of the need for the transfer. The director of student services has the authority to deny or approve such applications.
- C. A student may be granted an intradistrict transfer, even if the transfer is adverse to integration under the following conditions:
 - (1) The student desires a course of study not offered in his/her home school.
 - (2) The student is recommended for a change of environment by a court or parole officer, a juvenile court counselor, the Department of Human Services or a school principal.

3. Duration of Approved Intradistrict Transfer

Once a transfer to a specific school has been approved and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school year will be approved if the parent(s) completes the district form that expresses the parent(s)’ wish for reapproval and the school’s enrollment does not exceed its designated capacity.

4. Canceling an Approved Transfer

- A. Students should remain at the school to which they transferred for the completion of the school year. A request to return to the school of the parent(s)’ residence must be submitted to the office of student services.
- B. A principal may request that a student’s intradistrict transfer be revoked at any time on the grounds of chronically poor attendance or discipline problems. The director of student services shall hold a conference with the parent(s) and the principals of both schools in the process of reaching a decision to approve or deny the principal’s request.
- C. Failure to comply with designated school hours could result in the transfer being revoked.

The permanent residence for attendance of a student moving to the Lawton district from another district will not be determined until the parents or guardian have purchased or rented a bona fide residence within the district.

The permanent residence for attendance of students whose parents live in the Lawton district shall be the school attendance area where the parents reside, regardless of where the student resides in the school district.

Parents or guardians moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school, and who do not move into the attendance area to reside permanently, do not establish a bona fide residence in the attendance area for the purpose of attendance.

Interpretation: Parents or guardian of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move their personal property to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parent(s) live outside the Lawton School District (1-8) shall be required to file a custody affidavit with the Lawton School District. Such students shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student’s conduct and attendance in the Lawton Public School District.

STUDENT RECORDS – FL

The principal of each school will be the legal custodian of all student records for that school. However, one year after a student has graduated or otherwise left the school district, records shall be maintained in the office of Student Services.

This section of the Student Code represents the district’s formal policy regarding confidentiality of student information and the annual notification to parents of such policy and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights and Privacy Act of 1974.

1. DEFINITIONS

A. Student Records

Student records shall be defined as any written material, to include education and cumulative behavior records, concerning individual students maintained by the school board or its employees, except personal notes and class

assignments kept on file by school personnel solely for their own use and not communicated to any other person. The cumulative behavior records shall be in a form approved by the superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition. All student records, with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be available to a student's parent(s) or guardian(s) and to students who are eighteen years of age or older. School personnel will assist the student's parent(s), or guardian(s) in understanding and interpreting any technical material in the record.

B. FERPA

The federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

C. Eligible Student

An eligible student is a student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the Act transfer from the parent to the student. However, the parent of an 18-year-old student who is a dependent under IRS regulations may review the student's records without the prior consent of the student.

D. Directory Information

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the Lawton Public Schools, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of school attendance, awards received, distinguished academic performance, and most recent school attended. These items so classified as directory information by the district will be released without prior parental consent unless the parent, within 60 days of enrollment each school year, notifies the district in writing of the parent's refusal to let the district designate any or all of such items as directory information for that parent's child.

E. Legitimate Educational Interest

Legitimate educational interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, schedule of subjects, attendance, attitude, behavior, health or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

F. Disclosure

Disclosure means permitting access or the release, transfer or other communication of education records of the student, or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

Right to Inspect and Review Records

Parents or eligible students may inspect and review educational records at the office of the principal of the school where enrolled. The principal is the responsible official for records maintained at the school site. Other records and responsible officials are:

Special education records: Special Education Services Center, 2211 NW 25th Street, Lawton, Oklahoma. The responsible official is the administrator of Special Education Services.

Records of former students: Student Services Department, Shoemaker Education Center, 753 NW Fort Sill Boulevard, Lawton, Oklahoma. The responsible official is the administrator of Student Services. Parents should make a request to the appropriate school officials and present adequate identification in order to inspect and review records.

Right to Request Amendment to Records

Parents or eligible students may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to amend the student's records should be made to the building principal or administrator. If the request is not granted, the following appeal procedure is provided:

1. The decision of the principal may be appealed to the administrator of elementary or secondary education, as appropriate. The hearing will be scheduled and conducted by the administrator within a reasonable period of time following receipt of the request for an appeal.
2. The parents or eligible students will be afforded the opportunity to present evidence relevant to the issues.
3. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. The decision of the administrator of elementary or secondary education will be final.
4. Parents or adult students will be allowed to submit material to be added to the record. Examples of such material are the results of testing and evaluation, medical or psychological reports, and explanations of unfavorable material appearing in the record.

Right to Consent to Release Confidential Information

The parent or eligible student has the right to authorize the release of personally identifiable information contained in the student's education records. Such information will not be released from an educational record without the prior written consent of the parent or eligible student except for those specific situations in which consent is not required by the Act. The building principal or the principal's representative is authorized to control and release information from individual schools. The parents should contact the principal for the release or review of information. The proper form can be obtained from the principal.

The request to release educational information should be granted by the school within a reasonable period of time, but in no case more than 45 days after it has been made.

Right to File Complaint

The parent or eligible student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Act and regulations.

Right to Obtain a Copy of District Policy

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Shoemaker Education Center, 753 NW Fort Sill Boulevard, Lawton, Oklahoma 73507.

Notification of Right to Confidentiality

Parents or eligible students are hereby notified of their rights to confidentiality of educational records and their right to file complaints regarding confidentiality. This notification is made through annual distribution of this Student Code to every enrolled student and by annual publication of the contents of this policy in a daily circulation newspaper.

Parents and adult (18 and over) students have a right to be provided translation if primary or home language is other than English.

Fee Schedule for Copies of Records

The initial copy of education records will be provided without charge. Additional copies will be furnished at the rate of five cents per page.

When Consent Not Required

The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

1. School personnel who have a legitimate educational interest in a student.
2. Officials of another school or school system in which the student intends to enroll.
3. Officials of the U.S. General Accounting Office, U.S. Department of Education, and state departments of education who need specific data to evaluate federal programs or to enforce federal laws.
4. Anyone to whom the student has applied for financial aid or from whom such aid has been received.
5. Accrediting institutions.
6. Testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed when no longer needed.
7. Valid search warrants, court orders, or subpoenas, provided that a reasonable effort is made to notify the parent(s) or eligible student in advance of compliance by the educational institution.
8. Statistical data that does not identify any student.
9. Medical personnel or city, county, state, and federal agencies in an emergency situation when common sense indicates release of the information is necessary for health or safety reasons.
10. Information defined in these policies under the category of "Directory Information."

Record of Disclosures Required

Each school or department responsible for educational records shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:

1. Who has requested or obtained personally identifiable information from the education records.
2. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:

1. Disclosures to a parent or eligible student.
2. Disclosures pursuant to written consent of a parent or eligible student.
3. Disclosures to school officials as described in this policy.
4. Disclosures of directory information described in this policy.

Custodial Parent and Access to Records

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent provides a certified copy of a court order denying the noncustodial parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless a certified copy of a court order vesting custody in the other parent is supplied.

In instances where the parents of the child are not available or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child's guardian.

Release of Directory Information

Directory information relating to student participation in officially recognized activities and sports will be released. In addition, directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies. The procedures for releasing this information will be as follows:

1. Information will be released through the office of Student Services, Shoemaker Center.
2. Representatives desiring information must personally request and pick up information.
3. Representatives must sign a written statement of assurance that the information provided will be strictly confidential.

4. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the administrator of Student Services.
5. No building principal or other school employee will be permitted to release any form of directory information.

In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must sign the appropriate form which states that it is understood that the party to whom these records are transferred will not permit any other party to have access to such information without the written consent of the parent(s) or of students eighteen years of age or older.

Parent and student access to information contained in the psychological evaluation will be as follows:

Upon request from parents or from students eighteen years of age or older for inspection of psychological evaluations, the appropriate school official (principal, counselor, or teacher) will refer said parties to an EXAMINING AGENCY (Regional Guidance Center, Child and Family Service Center, RESC, etc.) for interpretation of the evaluation by a professional examiner (psychologist, psychiatrist, psychometrist). To eliminate obsolete or outdated information, all student records will be reviewed from time to time by school officials. At a minimum, this should be done when the student moves from elementary to junior high, from junior high to senior high, and finally, when the student graduates.

STUDENT DISCIPLINE – FO

The Board of Education is deeply interested in creating the best learning atmosphere possible in every school. The board appreciates the cooperative attitude of the vast majority of students. It is important that our school atmosphere allow cooperative students to pursue their education free from disruption or distractions. Maintaining order necessitates regulations relating to school discipline.

In order to maintain a safe and orderly school environment, each building principal in conjunction with building staff will develop a disciplinary plan setting forth the building organization for presenting and resolving disciplinary incidents. Key components of the disciplinary plan should include parental and staff in-service training. The disciplinary process should include:

Level I: Teacher

Counselor

Assistant principal

Principal

Level II: Appeal process

Executive director of elementary education or the executive director of secondary education and student services

Level III: Board of Education

It is recommended that parents be involved at each level.

(Assignments made to the Student Adjustment Center are not appealable.)

The following are specific examples of unacceptable behavior necessitating optional disciplinary action, including suspension or long-term suspension from school or assignment to the Student Adjustment Center:

1. Open or persistent defiance of authority.
2. Physical or verbal assault upon student(s) or school personnel.
3. Creating or attempting to create a disturbance.
4. Unauthorized or excessive absences from class.
5. Excessive tardies.
6. Willful disobedience.
7. Profanity or vulgarity. (clothing, books or any other possession containing any form of vulgarity, profanity, or obscenity)
8. Disrespect for school property or damage to school property.
9. Stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
10. Hazing by any group in the Lawton Public School System.

11. Dress — The board of education encourages students to dress conservatively and appropriately during school hours. The following is a list of violations of this Student Code:
 - A. bare feet
 - B. see-through clothing
 - C. bare midriffs
 - D. inappropriate shorts, clothing, jewelry, or body marking
 - E. body piercing jewelry or adornments (except in the ears)
 - F. hats worn in the building
 - G. any article of clothing that graphically depicts scenes of violence, death or other gruesome, macabre, or cruel acts; any article of clothing that depicts alcohol, drugs, tobacco or sexually suggestive materials; any clothing accessory that could be used as a weapon - such as chains, belts, handcuffs, studded gloves, studded bracelets, etc.
 - H. wearing pants below the waistline (sagging and dragging)
 - I. wearing shirts exceeding the length of a student's closed fists when the student hangs his/her arms vertically while standing. Shirts longer than fist length must be tucked in.
12. Any violation of federal, state, or local law or ordinance.
13. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with provisions of Board Policy FNA.
14. Participation in the publication or distribution of any printed material in violation of Board Policy GIA.
15. Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210.191, as amended June 1976.
16. Use or possession of tobacco on school premises (elementary, junior high, and senior high)
17. Fighting
18. Verbal or implied threats or threatening gestures by an individual or group

In Addition –

19. Electronic device (Policy FNG)
20. Gang Activity (Policy FMCAA)
21. Selling, Possession or using of Narcotic or Dangerous Drug (Policy FNCF-R)
22. Weapons (Policy FNCGA)
23. Sexual Harassment (Policy FB)
24. Laser Pens
25. Inappropriate Internet use
26. Bullying / Harassment

STUDENT DISCIPLINE – FO-R1

A student will be subject to disciplinary action, including suspension or long-term suspension from school, when charges are filed in any state or federal court accusing the student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring either on or off school premises at any time if it is determined that the filing of such charges causes an adverse effect on the discipline, operation, general welfare, educational environment, or safety of the school.

Students who have been suspended or long-term suspended will not be allowed to ride school buses, to be present at any school-sponsored activities, or to be on the premises of the Lawton Public Schools.

The following is a list of optional disciplinary actions which school administrators may impose for violations of the Student Code of the Lawton Public Schools. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. Principals may therefore use any disciplinary action appropriate to a specific case.

1. In-school detention (before school, noon, after school)
2. Removal from class or group (temporary or permanent)
3. Verbal or documented warning to students

4. Faculty consultation concerning student
5. Contract or action plan
6. Activity suspension
7. Transportation suspension
8. Advise parents
9. Parental conferences
10. Confiscation or temporary holding of personal items
11. Probationary period
12. In-school suspension
13. Corporal punishment
14. Financial restitution
15. Referral to other social or educational agencies
16. Suspension
17. Long Term suspension
18. Involvement of law enforcement
19. Denial of privilege to drive any vehicle on school premises
20. Parent shadowing
21. Assignment to the Student Adjustment Center.
22. Any other disciplinary action deemed appropriate under the circumstance

ELECTRONIC TELECOMMUNICATION DEVICES – FNG

Students will be allowed to possess wireless communication devices/cell phones under the following guidelines:

- Wireless communication devices/cell phones may be brought to school and carried by students.
- Wireless communication devices/cell phones must be turned off, secured and out of sight during the normal school day.
- Wireless communication devices/cell phones can be used at outdoor activities that are not part of the normal school day.
- Wireless communication devices/cell phones brought to school and inside school activities can only be used before or after the event.
- Wireless communication devices/cell phones can be used before school and after school.
- Students possessing wireless communication devices/cell phones that make sounds during class time are subject to disciplinary action.

Students who violate this policy are subject to any disciplinary action deemed appropriate by the principal as detailed in FO-R1 in the Student Code. Principals have discretion to make exceptions to this policy based on extraordinary circumstances.

Permission cards for wireless communication devices/cell phones are no longer required.

**REFERENCE: 70 O.S.§24-101.1, et seq.
70 O.S.§24-102**

DISTRACTING DEVICES – FNH

Students in the Lawton Public Schools are not permitted at any time to have any recording devices, tape players, radios, Walkmans, laser pointer pens, televisions, replica or toy weapons, including guns and knives, or any other device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses. Recording devices required for classroom purposes by the teacher and found to contain music tapes will be considered prohibited under this policy. Electronic devices may be excluded from this policy on activity trips at the discretion of the sponsor and principal.

Policy Violations

Any student who violates this policy shall be subject to disciplinary action, including the confiscation of the device. Confiscated devices will be taken to the building principal's office. The device shall not be returned to the student and may be returned to the student's parents after a conference among the student, the student's parents, and a school administrator.

CROSS-REFERENCE: Policy FNG, Electronic Telecommunications Devices

GANG ACTIVITY – FMCAA

The Lawton Board of Education recognizes that the presence of the emerging gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous. It is, therefore, the policy of the Lawton Board of Education that gangs and gang-related behavior or incidents are prohibited in the Lawton Public Schools.

Definitions and Descriptions of What is Prohibited:

1. Gangs—Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
2. Gang-Related Behavior or Incidents—Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the Lawton Public Schools:
 - A. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang. Students will not be permitted to wear pants below the waistline (sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
 - B. Participation in any act, either verbal or non verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with, or membership in, a gang.
 - C. Participation in any act that may further the interest in gang affiliation or gang membership.
 - D. Participation in any act that may be evidence of intimidation, threats, “pay for protection,” or any other behavior of potential violence.
 - E. Participation in the writing, painting, or inscribing of gang-related graffiti, to include messages, symbols, or signs on school premises.
 - F. To assemble or congregate as a gang or members of a gang for any purpose.

DRUG FREE SCHOOLS – FNCF

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Lawton Public School District has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Lawton Public School District provides drug and character education units which are integrated within the standard curriculum at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use. Student assistance programs have been established in all secondary schools to provide further assistance in these areas.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Lawton Public School District's

Student Code and Administrative Handbook. Some possible actions include parental contact, suspension, expulsion, and assignment to the Student Adjustment Center.

Every student of the Lawton Public Schools will receive a copy of the Drug-Free Schools Policy and the Student Code. Continual education will be provided by parent seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

Selling, possessing, or using (or having used before arriving at school or a school activity) a narcotic or dangerous drug, including, but not limited to marijuana, LSD, heroin, and barbiturates; or nonnarcotic intoxicants such as unprescribed cough medicine, glue, gasoline, beer (including 3.2 beer), or any form of intoxicating liquor or alcohol. The possession of drug paraphernalia.

Violation of Policy:

Students who violate this policy shall be subject to disciplinary action as provided in the Student Code or may be subject to the filing of criminal charges depending upon the severity of the infraction.

Students who violate this section of the Student Code may be provided the opportunity to correct unacceptable behavior while remaining enrolled in school. If behavior is not corrected, students may be suspended or long-term suspended and not permitted to return unless accompanied by a parent or legal guardian.

These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school-sponsored activity, in transit to and from school, or attending the Great Plains Technology Center.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parent and students which will include 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.)

Parents/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.

DRUG, MOOD OR PHYSICAL ALTERING SUBSTANCES – FNCF-R

The purpose of this policy is to provide a clear and concise message to students, parents, and the school population as a whole, that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses.

Definitions

Alcohol/Drug/Mood-altering Substances - shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.

Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, and rolling papers, etc.

Distribution - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another, or to aid herein.

Possession - possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.

Medical Emergency - a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.

Days - will refer specifically to school days.

School Premises - shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property additionally includes student travel to and from school or school activities.

Extracurricular Activity - shall include any school-sponsored activity such as sports, band, cheerleading, trips, school clubs, and social activities regardless of the time frame of the activity.

Student Assistance Program - school prevention and intervention program that identifies students who are having problems in school because of possible drug or alcohol use (or other high risk behaviors) and refers them for help. The Student Assistance Program provides a way for school officials to help students at the same time as they are dealing with the students' chemical use as a disciplinary offense.

Student Assistance Program Core Team - core group of school personnel who are trained to work with these students. Core team members receive referrals from administrators, faculty and staff, parents, and students themselves. Referrals can be initiated by alcohol/drug policy violations; but more commonly, they happen because of observed changes in behavior or performance — which may or may not be drug related.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES – FNCE

It will be the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession:

1. Nonnarcotic intoxicant beverages
2. Alcoholic beverages
3. Controlled dangerous substances, as the above are now defined by state law or as such definitions are hereafter modified, shall immediately notify the principal or principal's representative of such suspicions. The principal or principal's representative will immediately notify the superintendent of schools and the parent(s) or legal guardian(s) of the student regarding this matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every administrator, teacher, or counselor employed by the Board of Education, who has reasonable cause to suspect that a student's under the influence of or has in his or her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

DISCIPLINARY PROCEDURES FOR ALCOHOL AND DRUG OFFENSES – FNCE-R

Student distribution, use or possession, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the United States, State of Oklahoma, and the City of Lawton. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be reported to the police. When any of the conduct described occurs during school time, on school premises, or during school-spon-

sored activities, district action will be independent of police or court action and could result in suspension, long-term suspension, denial of privilege to drive any vehicle on school premises, participation in the Student Assistance Program, or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, or drug paraphernalia. Thereupon, the administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary action will apply, except in exceptional circumstances:

Use, Possession, Under the Influence, and Possession of Drug Paraphernalia

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

A. First Offense

The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia. The administrator may recommend or permit the student to receive urinalysis or blood testing, at student's expense, and provide the results to the school prior to disciplinary actions being imposed. The administrator will not be bound by the results of the urinalysis or blood tests. The student will receive one of the following disciplinary options:

The student will be assigned to the Student Adjustment Center (SAC) for a minimum of 30 days and must participate in the Student Assistance Program by completing six consecutive sessions in the appropriate support group through the Student Assistance Program. A portion of the SAC time may be modified if the student furnishes proof of completing an assessment at a licensed treatment agency.

B. Second Offense

- 1 The appropriate administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances, and/or drug paraphernalia.
- 2 The student will be long-term suspended for a minimum of the remaining semester and up to the next full semester. At the long-term suspension hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency, a second formal hearing will be held to consider the disposition of the student's long-term suspension if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.
- 3 During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

C. Third and Subsequent Offenses

- 1 The student will be long-term suspended for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.
- 2 During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

Distribution

Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that purport to be any of the foregoing to other students or persons during school time, on school premises, on school buses, or during school-sponsored activities are subject to long-term suspension and will be referred to law enforcement authorities.

First and Subsequent Offenses

- 1 The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.

- 2 The student will be long-term suspended for the remainder of the current semester and up to the next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.
- 3 Upon readmission to school, the student will be counseled and placed in an appropriate support group through the Student Assistance Program, or corresponding service for elementary students.

Any student suspended or long-term suspended under the provisions of Board Policy FNCE-R may be prohibited from driving an automobile on school property for any reason for a period of one (1) calendar year from the date the student returns to school from the suspension or expulsion.

TOBACCO USE – FNCF C

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

No tobacco shall be used or possessed by any student on school premises. All district buildings are designated as non-smoking or non-tobacco use facilities.

The tobacco use/possession warning shall be given to all students at the start-of-year class orientation meetings, at the time of enrollment for new students throughout the school year, and via the PA system periodically during the school year.

When the PA system and/or start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco use/possession is to serve as their first warning and that any violation will cause a penalty. New enrollees must be given the same warning.

Offense Penalty

1st	Three (3) day suspension
2nd	Three (3) day suspension
3rd	Student is now subject to long-term suspension for the remainder of the semester or remainder of the school year.

WEAPONS-FREE SCHOOLS – FNCGA

It is the policy of Lawton Public Schools 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 will 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. Replica and look-a-like firearms will be treated the same as actual firearms.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district 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 weapon as defined below:

“...any pistol, revolver, 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.”

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.

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any long-term suspensions imposed under this policy, including the name of the school, the number of students long-term suspended from the school and the type of weapons concerned.

NOTE 2: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-defense Act, shall not be in violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety, or firearms training courses, the principal or chief administrator of any public or private school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course.

ASSAULT ON STUDENT(S) OR SCHOOL PERSONNEL – FNCH

Students who maliciously injure another person are subject to long-term suspension and will be referred to law enforcement authorities. Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

1. The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
2. The student will be long-term suspended for the remainder of the current semester and up to the next full semester.
3. During any period of long-term suspension, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.
4. Upon readmission to school, the student will be placed in an appropriate support group through the Student Assistance Program.

Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension. This policy shall be interpreted by principals and their designees in a just manner, given the circumstances of each individual case.

At the conclusion of any suspension or long-term suspension the building principal or his designee may require the student and his/her parent or legal guardian to have a conference with the office of Student Services of the Lawton Public Schools as a condition for reentry to school.

Threats to School Personnel

The following was approved by the Lawton Board of Education on August 3, 2009:

Any threat of physical harm to school personnel whether verbal, written or conveyed in any manner upon school personnel will result in disciplinary action to include long-term suspension. If long-term suspension is not imposed, the student will be assigned to an alternative program in another location. New state law from House Bill 1598 requires the following. Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

HARASSMENT, INTIMIDATION, AND BULLYING – FNCD

It is the policy of this school district that harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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.

Bullying is the exploitation of a less powerful person by taking unfair advantage, repeated over time, and having a negative effect on the victim. The power may be physical strength, verbal ability, social skills or other resources. It is a form of aggression in which one or more students physically, psychologically or sexually harass other students. Typically the action is unprovoked and the bully is perceived as stronger.

As used in the School Bullying Prevention Act, harassment, intimidation and bullying means any gesture, written or verbal expression, or any 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 act. Such behavior is specifically prohibited.

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

1. Aggressive behavior or intentional harming;
2. Physical, verbal, emotional, psychological, written, gestured or sexual threats or acts;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning remarks, jokes, stories, or activities directed at the student;
5. Unwelcome physical contact;
6. Behavior carried out repeatedly over time;
7. Behavior that occurs within an interpersonal relationship characterized by an imbalance of power.

The superintendent shall develop procedures providing for:

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

The superintendent shall direct building principals to develop procedures for handling and reporting bullying/harassment and provide for the training of staff and students during the first week of each school year.

A copy of this policy will be furnished to each student and teacher in the district.

SEXUAL HARASSMENT OF STUDENTS – FB

The Lawton Board of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of Lawton Public School District employees and students is prohibited.

The following sexual harassment reporting procedure/investigation will be communicated:

1. The board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment the principal will conference with the student within five school days, and the principal will complete an investigation into the complaint within ten school days.
5. Verbal reports of sexual harassment will be put in writing by the student or the person who receives the complaint and will be signed by the student.

Each principal has the responsibility of maintaining an educational environment free of sexual harassment. Principals shall take appropriate actions to reinforce the Lawton Public School District sexual harassment policy. These actions will include:

1. Prompt removal of vulgar or sexually offensive graffiti.
2. Providing staff in-service within two weeks of the adoption of this policy and at the time of employment.
3. Taking appropriate disciplinary action as needed including contacting the parents and recording the incident as part of the student's disciplinary file.
4. All homeroom teachers shall discuss this policy with their students within one month after its adoption by the board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student as part of these discussions. Discussions shall be carried out in age appropriate ways and should assure students that they need not endure any form of sexual harassment.
5. In addition, all teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as-needed basis.

The following complaint process will be utilized in dealing with allegations of sexual harassment.

1. A student or parent who has a complaint alleging sexual harassment by another student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, designee, or the Title IX coordinator. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student shall be held with a person who is the same gender as the student, when possible. The conference shall be scheduled and held as soon as possible, but in any event within five school days.
2. The principal, designee, or the Title IX coordinator shall coordinate an appropriate investigation to be completed within ten school days. The student or parent shall be informed if extenuating circumstances delay the investigation.
3. If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has ten school days to request a conference with the superintendent or designee, who shall schedule and hold a conference. Prior to the conference, the student or parent will submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or the parent's signature, and the date of the conference with the principal, designee, or Title IX coordinator.
4. If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Lack of official action by the board upholds the administrative decision at Level Two. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

The board shall hear complaints alleging sexual harassment by students or sexual harassment by employees in closed meeting, unless otherwise required by the Open Meeting Act.

Sexual harassment may take many forms, including but not limited to:

1. Unwelcome leering, staring, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Unwelcome touching of an individual's body or clothes in a sexual way.
8. Limiting a student's access to educational opportunities because of gender.
9. Basing academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff.
10. Cornering or blocking the normal movements of an individual in a sexual manner.
11. Displaying sexually suggestive objects in the educational environment.

Any student who believes he or she has been subjected to sexual harassment should report the incident to a teacher, counselor, or principal. Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken. This action may include suspension of the student and suspension or termination for the employee. The school district prohibits retaliatory behavior against any student who complains or participates in the complaint process. A complaint of sexual harassment will not reflect negatively on the student's academic standing, rights, or privileges.

Laser Pens

Laser pens can be very harmful to the human eye. Laser pens are not allowed at school or school activities. Possession of a laser pen or other laser-light emitting device may result in disciplinary action.

SUSPENSION OF STUDENTS – FOD

SHORT-TERM SUSPENSION

A student may be short-term suspended (excluded from classroom instruction) by the principal or the principal's representative for a period not to exceed three (3) days under the procedure which follows.

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code which could justify a short-term suspension, an informal conference will be held between the student and the principal.

At this conference the student will be informed of the provisions of Board Policy FO which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges; and if this is so determined, the principal or principal's representative will administer a short-term suspension based upon the severity of the violation for whatever time period is necessary, not to exceed three (3) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

1. If a student is suspended, the student will not be released from the school premises until a parent has been contacted and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) will be required to discuss the reason(s) for the suspension with school officials. The parent is responsible for transporting the student home. If at the end of the school day, the parents have not been contacted, then the principal or the principal's representative will mail a notice giving all pertinent information and require the parent(s) to contact the principal to discuss the matter.

2. If the act(s) in violation of Board Policy FO is committed while the student is in attendance at the Great Plains Technology Center and suspension is being considered, the initial informal conference required by Board Policy FO will be conducted at the home school.

A short-term suspension of three (3) days or less may be appealed to the administrator of secondary education for the secondary students or the assistant superintendent of elementary schools for elementary students. There will be an informal hearing before one of the above school officials.

Information about a short-term suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

Students who are suspended from school will be allowed to make up work missed under suspension. The homework must be turned in the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

The same procedure will be followed for in-house as out-of-school suspensions.

Suspension

A school **must** provide an education plan for students suspended for six days or more unless the student is suspended for possession of a dangerous weapon, a controlled dangerous substance (as defined in the Uniform Controlled Dangerous Substances Act), or a firearm. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.

A student may be suspended (excluded from classroom instruction) by the principal or the principal's representative for a period of more than three (3) days but not to exceed ten (10) days under the procedures which follows.

When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the principal.

At this conference the student will be informed of the provisions of Board Policy FO which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges, and if this is so determined, the principal or principal's representative will administer a temporary suspension based upon the severity of the violation for whatever time period is necessary, not to exceed ten (10) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

1. If a student is suspended, the student will not be released from the school premises until a parent has been contacted and the specific acts(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) will be required to discuss the reason(s) for the suspension with school officials. The parent is responsible for transporting the student home.
2. If at the end of the school day the parents have not been contacted, then the principal or the principal's representative will mail a notice giving all pertinent information and requiring the parent(s) to contact the principal to discuss the matter.
3. If the act(s) in violation of Board Policy FO is committed while the student is in attendance at the Great Plains Technology Center and suspension is being considered, the initial informal conference required by Board Policy FOD will be conducted at the home school.

The student will be informed of the right to appeal the decision. The student will continue to participate in regular classroom instruction, pending the hearing, unless the suspension is for three (3) days or less. At the conclusion of the informal hearing, if suspension is imposed, the student will be informed of the right to request an appeal review committee. This should be arranged through the administrator of elementary education or the administrator of secondary educa-

tion. This committee will consist of at least three (3) members of the administrative staff. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or long-term suspended. The decision of the hearing committee will be final.

Information about a suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

Students who are suspended from school will be allowed to make up work missed under suspension. The same procedure will be followed for in-house as out-of-school suspensions.

1. Elementary students may make up work within a time frame determined by the teacher.
2. Secondary students must turn in all homework the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive credit for work made up on this time schedule.

LONG-TERM SUSPENSION

When a student violates one or more parts of Board Policy FO, the principal may recommend long-term suspension (exclusion from regular classroom instruction) for any period exceeding ten (10) days.

A school must provide an education plan for students suspended for six days or more, unless the student is suspended for possession of a dangerous weapon, a controlled dangerous substance (as defined in the Uniform Controlled Dangerous Substances Act), or a firearm. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.

Directive for long-term suspension educational plan:

1. Provide lessons for two weeks without books (books optional).
2. If assignments are returned at the end of two weeks, provide two more weeks of assignments and issue books (issuance of books is at the discretion of the principal).
3. Continue assignments in two week increments.
4. Students will receive credit if all assignments are completed satisfactorily.

When long-term suspension of a student is being considered, the principal should mail a notice of an informal hearing to the parent(s) or guardian(s) of the student. This notice should include:

1. Time and place of the hearing.
2. Description of the proposed action.
3. Description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student.
4. Name of witnesses who will be present.

Form FOD-E1 may be used as a guide.

The informal hearing shall take place no sooner than five (5) days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) should be encouraged to participate in this hearing.

When a student enrolled at the Great Plains Technology Center has allegedly committed certain acts, either while in attendance at the home school or at the vocational-technical school, in violation of Board Policy FO, and long-term suspension is being considered, the hearing required by Board Policy FOD will be by a joint committee composed of one representative from the Great Plains Technology Center and one from the home school.

The right to appeal is explained in Board Policy FOD. If the alleged violation of the Student Code is such that long-term suspension is contemplated, the informal conference set forth in Board Policy FOD is not required.

Unless the student is suspended under the provisions of Board Policy FOD or Board Policy FO for three (3) days or less, he/she will continue to participate in regular classroom instruction pending the hearing.

The principal should try to contact the parent(s) of the student by telephone to communicate directly the information in the written notice. A tape recording or verbatim transcript of the hearing will be made.

No long-term suspension will extend beyond a calendar year.

At the conclusion of the informal hearing, if long-term suspension is imposed, the student will be informed of the right to request an appeal review of the disciplinary action before an appeal review committee. This should be arranged through the administrator of elementary education or the administrator of secondary education. This committee will consist of at least three (3) members of the administrative staff. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or expelled.

The committee conducting the appeal review will determine if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed is appropriate for the violation(s). A tape recording or verbatim transcript will be made of any new evidence presented to the committee.

If the long-term suspension is upheld by the committee, the student will be advised of the right to request a hearing before the board of education. This hearing will be scheduled through the superintendent of schools.

The hearing will be held at the next regularly scheduled meeting of the board of education or at a special meeting called for the hearing after written notice of appeal by the student, parent(s), or guardian(s) has been received by the superintendent.

The parent(s) or guardian(s) will be informed of the time and place of the hearing, as well as of the witnesses against the student who will be present. The decision of the board of education will be final.

The board of education will determine specifically if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed was appropriate.

1. The student and parent(s) or guardian(s) should be present; in addition, the student may have a representative or an attorney attend.
2. The student, parent(s), guardian(s), or the student's attorney will be allowed to cross-examine witnesses presenting testimony against the student as well as to offer witnesses as evidence in the student's behalf.
3. In the event of the board of education hearing the appeal of a suspension of ten (10) days or less, the testimony of student witnesses, on behalf of both the school and the student, may be presented in written form.
4. The school will present evidence and witnesses first. The presentation of evidence by the parent(s), student, and their representative will follow.
5. The decision of the board of education will be based solely upon the evidence presented at the hearing.
6. Written notice of the decision of the board of education will be mailed to the parent(s) or guardian(s) by certified mail in a timely manner.

EMERGENCY SUSPENSION

The building principal or principal's representative may, in an emergency, suspend a student without a hearing if reasonable cause exists to indicate:

1. The physical safety of the accused student or of others is endangered.
2. The school is in the midst of a violent upheaval.
3. The student is causing substantial interference with the operation of the school.

An emergency suspension will terminate when it is determined that the student's presence at school will not result in a situation warranting emergency suspension under Board Policy FOD. This suspension should not exceed three (3) days unless the principal commences the notice and hearing procedure provided in Board Policy FOD for long-term suspension, or unless an informal hearing is held for temporary suspension under the provisions of Board Policy FOD.

The principal or principal's representative will make a reasonable effort to contact the parents by telephone, stating the act(s) for which the suspension was ordered, and the parents will be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice shall be mailed.

NOTE: HB 2130 (1997) and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.

The following are excerpts from the
LPS Use of Technology Policies EFBC and EFBCA.
(For the complete policy refer to LPS Board Policy Manual.)

ACCESS TO AND ACCEPTABLE USE OF TECHNOLOGY AND INFORMATION DATABASES – EFBC

7. Inappropriate Activity

Restrictions: Use of the district’s network for or in furtherance of the following activities is prohibited:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language. Users will not use the district’s network to access material that is profane or that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature).
- Damaging computers, computer systems or network services; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or over-use of the Network or the spreading of computer “viruses” through the use of infected files or diskettes.
- Using of inappropriate language when using the district’s network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person.
- Users will not attempt to gain unauthorized access to the district system or to any other computer system within the district or go beyond their authorized access. Attempting to “browse” the system will be construed as an attempt to gain unauthorized access.
- Users may not use the district network system for commercial purposes, defined as advertising, offering or providing goods or services or purchasing goods or services for personal use.
- Users may not use the system for political purposes.

NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT – EFBCA

2. Network and Internet Access - Terms and Conditions.

- A. Acceptable Use. – The use of the District system, whether by students, faculty, staff or guests, must be in support of education and consistent with the educational objectives of the District. The use of any other organization’s network or computing resources must comply with the rules and regulations appropriate for that network. The transmission of any material in violation of any United States or state law or regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use of the District system for commercial activities is not permitted. Use for product advertisement or political lobbying is also prohibited.
- B. Parental Consent.—In order for a student (if under 18 years of age) to gain access to the District system, the student’s parent or guardian must be provided a copy of the “Network and Internet Acceptable Use Policy” and they must sign the Network and Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value or does not meet with the particular values of the family of the student. The District system “Network and Internet Acceptable Use Policy” contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. The District believes that

parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.

- C. Privilege of Use.—The District network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, school board policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet/network in-service program administered by the District to familiarize themselves with the District's policy and sign the appropriate agreement.
- D. Inappropriate Use.—Each system user is expected to comply with all District policies governing network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:
1. Appropriate language—Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
 2. Safety—Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
 3. Electronic mail—Users should be aware that electronic mail (E-Mail) is not assumed to be a private communication. The District and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 4. Network resources—System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. Users will not be allowed to download large files.
 5. Intellectual property—Do not plagiarize works obtained from the network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- H. Vandalism.—Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software.
- I. Inappropriate Material.—Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and must agree not to use the District system to access information or to distribute information or material that is:
1. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
 2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
 3. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
 4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs," insults and abuse.
6. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

INTERSCHOLASTIC ATHLETICS - FMFD

In-District Athletic Eligibility for Grades 7 through 12

This policy established the athletic eligibility rules and procedures, including transfer between schools within the Lawton district, to be followed for students in grades six through 12.

The district subscribes to and enforces all athletic eligibility rules and regulations of the Oklahoma Secondary Schools Activities Association (OSSAA) including residence and migration rules as they relate to athletics in the middle and senior high schools. These state rules and regulations are published in the OSSAA Annual Yearbook and are not repeated here.

Definition of terms as Used in This Policy

Establishing Athletic Eligibility. A student established athletic eligibility at a Lawton Public School high school by participating in any sanctioned OSSAA athletic event for that school to one of its feeder school (i.e MMS to MHS or TMS and CMS to LHS or EMS to EHS). A student shall be considered as having participated when he/she represents the school in a game, contest or meet as a member of the varsity, junior varsity, B team, etc. A student in uniform with his/her team shall be considered as having participated. An interschool scrimmage is considered to be a meet or contest.

Recruiting. Means offering any inducement, directly or indirectly, to a prospective athlete or his/her parents to enroll in a given school. An inducement may be actual or any other beneficial consideration. Charges of recruiting must be made in writing, with substantial documented proof, and be submitted to the building principal of the student allegedly being recruited. Hearsay evidence will not be accepted.

Bona Fide Residence. Requires that parent(s) actually live and sleep in the house, move or purchase furniture for the house, receive their mail at that address, and plan to continue to live there.

Eligibility Rules for Students Transferring Within the District Due to Residence Change

1. Transfer of Student in Grades Six Through Eight

A student in grades six through eight whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic purposes until the end of the eighth-grade year. If the student remains at the school, parents must provide transportation.

A student who has established athletic eligibility at any Lawton high school and then transfers to another Lawton school is not eligible for a period of one year from the date of first attendance at the new school.

Beginning with the ninth-grade year, all freshman students must attend the high school in the area where the student's parents reside.

2. Transfer of Students in Grades Nine Through Twelve

A freshman, sophomore, junior or senior student whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic purposes until graduation. If the student remains at the school, parents must provide transportation.

A student who has established athletic eligibility at any Lawton high school and then transfers to another Lawton school is not eligible for a period of one year from the date of first attendance at the new school.

3. Limited Election Time

The election to transfer or remain at the current school must be exercised by the beginning of the school year following the year in which the parents move from the school attendance area. A student who elects to remain at the former school is required to remain enrolled at that school until graduation (8th or 12th grade). A student who elects to transfer to the school in the new attendance area and who attends the first class at the new school is no longer eligible for attendance or athletic purposed at the former school unless another bona fide move occurs.

4. Eligibility when Anticipating Change in Residence

A student may transfer enrollment from his/her school of current residency to a school or future residency only within 5 days of the first day of a semester. The student’s parent must move to the new residence no later than 45 calendar days from the first day of a semester. In order to be authorized to make such change, the parent must execute and file with the Student Services Department a ‘Statement of Intent to Establish Residency’ form. A student who has established athletic eligibility at the previous school and who obtained a ‘Statement of Intent to Establish Residency’ will not be eligible for athletic participation for a period of one year from the date of first attendance at the new school.

If the family has not moved into the intended residence within the forty-five (45) school days specified, the student will lose attendance rights at the new school and must attend the school in the attendance area where his/her parents resides. Extension of the forty-five (45) days may be granted after being reviewed by the District Eligibility Committee.

Other District Eligibility Rules

1. Students who received a “health” transfer by the district to transfer from one school to another will be eligible for athletics in the new school of assignment. Once the “health” transfer is approved and the student moved to the new school, the student will remain at that school through eighth grade (middle school) or graduation (senior high). Upon completion of middle school students must make reapplication for a high school Intradistrict Health Transfer

Lawton district sending principals should call receiving principals when eligibility of a student transferring in district is questionable, Ineligible athletes or athletes with questionable eligibility may practice until eligibility is granted but may not participate in contest or scrimmages.

All principals should withhold students from athletic contests or scrimmages until eligibility is not in question. Every effort should be made as soon as possible to determine eligibility so student misses as few opportunities as possible.

Grades, attendance, residence and all other local and OSSAA eligibility requirements should be verified before student’s name is placed on official OSSAA eligibility forms.

Creation of District Eligibility Committee

The District Eligibility Committee will:

1. Review compliance with all rules and regulations and to settle all disputes and all questions of eligibility arising inside the district according to the district rules and regulations.
2. Initiate and receive the results of any investigation, verify the eligibility of players in the district, and investigate transfers of students changing schools with a view to determining whether or not transfers or changes are bona fide. The committee shall have the authority to declare the student in question eligible or ineligible.
3. Uphold the principles that high-school athletics are worthwhile in the school as a educational force when properly controlled. Efforts on the part of any school official or a local “fan” to recruit players shall be considered a violation of this principle and appropriate action shall be recommended by the committee.

The District Eligibility Committee will consist of the following voting members:

1. District athletic director, chairperson
2. Executive director of secondary education
3. Director of student services
4. Three middle school or high school principals or assistant principals who would be unaffected by the outcome, as selected by the chairperson.

The District Eligibility Committee will utilize the following person as non voting consultants and investigators:

1. School attorney
2. Other staff members or resource people as determined.

In-District Athletic Eligibility Appeal or Complaint

1. The District Eligibility Committee will consider complaints only if the complaint is presented in writing to the chairperson within three (3) days after sending principal calls receiving principal, and the chairperson feels the sending principal’s written complaint contains substantial proof to authorize convening the committee.
2. If the District Eligibility Committee will report its findings in detail to both principals. If the results of the investigation are questioned by either principal, the results will be forwarded to the OSSAA for review and possible action. (3-15-88)

MEDICATION: ADMINISTERING TO STUDENTS – FFACA

It is the policy of the Lawton 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 nonprescribed medication be dispensed to that student, the school nurse, 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, the school nurse, or the principal’s designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma 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 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 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 shall be permitted to possess and use a prescribed inhaler at all times.
 - E. Definitions:
 1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 2. Self-administration means a student’s use of medication pursuant to prescription or written direction from a physician.

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 administrator, or administrator's designee, and/or the school nurse will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

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.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: **10 O.S. §170.1**
 59 O.S. §353.1
 70 O.S. §1-116, et seq.

STUDENTS RIGHTS AND RESPONSIBILITIES FREEDOM OF SPEECH AND ASSEMBLY – FNA

The board of education recognizes the following:

Students have the right to assemble on school property, subject to the following conditions:

1. Prior approval must be obtained from the principal at least twenty-four hours prior to the meeting.
2. The time and place of the meeting will be determined by the principal.
3. Such meetings will be scheduled before or after school to avoid disrupting the normal operation of the school.

Students will have the right to demonstrate peacefully, subject to the following conditions:

1. Demonstrations must be conducted off school property.
2. Demonstrations must be conducted before or after school to avoid interfering with the normal operation of the school.
3. Demonstrations must be conducted so as not to disrupt school academic or activity programs.

SEARCH OF STUDENTS – FNF

The Lawton Public Schools Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. This policy will be carried out according to the regulations established by the superintendent.

REFERENCE: **70 O.S. §24-102**

SEARCH OF STUDENTS (REGULATION) – FNF-R

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, counselor, teacher, security personnel, or other authorized personnel of the district may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property, including purses and book bags, intoxicating beverages, nonintoxicating beverages (low-point beer), dangerous

weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, missing or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections.
4. If there is **no** reasonable suspicion that a student has on the student's person or property items that are listed in paragraph one (1) and seven (7), authorized personnel may search the student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
6. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
7. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
8. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, or pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items that may pose a threat to a student, the student body, or other school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.
9. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester or up to one full calendar year or longer (for firearms). Such suspension may be in addition to any civil or criminal liability.
10. If a student flees pending a search or destroys any property in their possession prior to or after the search, this will be considered a serious violation of the student code and punishment shall be a minimum of a ten-day suspension.
11. A student suspended as a result of this regulation may appeal the suspension to the board of education.
12. The person in authority will always contact the appropriate district administrator and will contact the Executive Director of Special Services if the student is a special education student.

REFERENCE: 70 O.S. §24-102

Cross Reference:

**Policy FNCE, Reporting Students Under the Influence
or Possessing Intoxicating Beverages, etc.
Policy FNCE, Drug Free Schools
Policy FNCGA, Weapons-Free Schools**

DISTRIBUTION OF INFORMATION AND MATERIALS TO STUDENTS – GIA

No printed matter or literature may be distributed on any property of the Lawton Public School System without the prior approval and consent of the school officials authorized by the Lawton Board of Education to make decisions in such matters.

Suspected Use of Alcohol or Drugs

The possible alcohol/drug use of a student is a concern; however, there is no evidence of a violation of law or school policy.

- a. The teacher (or the concerned person) should fill out the Student Assistance Program Behavioral Report form documenting their specific concerns and submit the form to the Core Team leader or any Core Team member of the Student Assistance Program.
- b. The Core Team will collect data through normal Student Assistance Program procedures for review and staffing by Core Team members.
- c. Student will be offered assistance, if deemed appropriate, through the Student Assistance Program.

Trespassing on School Property

City Ordinance (Section 15-82) states that all persons who enter the premises of public property without permission are guilty of trespassing. It shall therefore be the policy of the Lawton Board of Education, acting in the best interest of the public, to request full enforcement of this ordinance.

Any damage to school property will be dealt with as provided in applicable city ordinances. It is the policy of the Lawton Board of Education that the superintendent of schools and the principals of all educational facilities within the district will strictly enforce the provisions of Title 70, Oklahoma Statutes, Section 24-131, pertaining to the removal of persons from school buildings and school property when the presence of such persons interferes with the peaceful operation of the school.

Visitation in Classrooms

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for American Education Week and other special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

It is required therefore that all visitors to classrooms register in the school office and state the purpose of their visit. The principal will approve or deny the visit. Controversial matters should first be discussed with the principal and should not be discussed in the classroom where such discussions will detract from the instructional process and have a disruptive effect upon the classroom environment.

If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave. If they do not leave, the principal may invoke City Ordinance 15-40.

Section 15-40. Offenses Near Schools

It is unlawful for any person to engage in any of the following acts in or near schools, school grounds, or streets and alleys adjacent to schools.

- a. Loitering by any person not having lawful business in connection with school or its employees.
- b. Any conduct that would disturb the orderly conduct of the school.
- c. Annoying or molesting any student or employee of the school.
- d. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools.
- e. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school.
- f. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school. (Ordinance 1238, Section 1, 4-15-1958)

Vandalism

The Lawton Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

Lawton Public Schools Asbestos Management Plan

Initial inspection for asbestos-containing materials in all buildings in the Lawton Public Schools was completed in 1989 by Stanley Engineering, Inc., and approved by the State Department of Health. LPS conducts three-year-reinspections as required under regulations of the Asbestos Hazard Emergency Response Act of 1987 and the Oklahoma Department of Health.

To ensure safety and to comply with EPA and State Department of Health regulations, the district has chosen an OSHA-approved program of management of asbestos-containing building materials. A copy of the asbestos management plan for each school is available in the principal's office and from the safety coordinator in the LPS Maintenance Department.

Permission to be Interviewed by the Media

Lawton Public Schools works diligently to call attention to the success of its students by working with media and by posting information on the district web site, www.lawtonps.org. It is not unusual during the course of the school year for local television, newspaper and radio outlets to visit schools to do stories. These visits usually include requests for interviews, photographs or video footage of students. In these cases, Lawton Public Schools personnel remain with the media at all times during their visit, including during interviews with your student.

Although federal privacy guidelines allow the district to give out a student's name in conjunction with an event or an honor, the media cannot photograph or speak with your student without your authorization. Obviously, the majority of families are thrilled for their child to receive recognition. However, for a variety of reasons, it is possible that some may not wish for their child to appear in the media. If you do not wish your student be made available for media opportunities, you must submit a statement of that effect in writing. It should be signed by you and submitted to the principal's office at your child's school. This statement will remain in effect for the remainder of the school year.

Lawton Public Schools

VACCINES REQUIRED BY SCHOOL YEAR AND BY GRADE LEVEL

YEARS	1 Dose Both Measles & Rubella*	2nd Dose Measles*	1 Dose Mumps*	3 Doses DTP & 3 Doses Polio	5 Doses DTP & 4 Doses Polio**	3 Doses Hepatitis B		2 Doses Hepatitis A		Varicella *** (Chicken Pox)
96-97	K-12	K-6	K-9	K-12	K					
97-98	K-12	K-7	K-10	K-12	K-1			7		
98-99	K-12	K-8	K-11	K-12	K-2	K	7-8	K	7	
99-00	K-12	K-9	K-12	K-12	K-3	K-1	7-9	K-1	7-8	K-1
00-01	K-12	K-10	K-12	K-12	K-4	K-2	7-10	K-2	7-9	K-2
01-02	K-12	K-11	K-12	K-12	K-5	K-3	7-11	K-3	7-10	K-3
02-03	K-12	K-12	K-12	K-12	K-6	K-4	7-12	K-4	7-11	K-4
03-04	K-12	K-12	K-12	7-12	K-6	K-4	7-12	K-4	7-11	K-5
04-05	K-12	K-12	K-12	9-12	K-8	K-6	7-12	K-6	7-12	K-6
05-06	K-12	K-12	K-12	10-12	K-9	K-12		K-12		K-7
06-07	K-12	K-12	K-12	11-12	K-10	K-12		K-12		K-8
07-08	K-12	K-12	K-12	12	K-11	K-12		K-12		K-9
08-09	K-12	K-12	K-12	12	K-12	K-12		K-12		K-10
09-10	K-12	K-12	K-12	12	K-12	K-12		K-12		K-11
10-11	K-12	K-12	K-12	12	K-12	K-12		K-12		K-12
11-12	K-12	K-12	K-12	12	K-12	K-12		K-12		K-12

* All measles, mumps, & rubella doses must have been administered on or after child's first birthday.

** If the 4th dose of DTP & 3rd doses of polio are administered on or after the child's 4th birthday, then the 5th dose of DTP and 4th doses of polio are not required.

*** A parental history of a child having had chickenpox disease is acceptable in lieu of varicella vaccine.

FREE immunizations are available at

COMANCHE COUNTY HEALTH DEPARTMENT

1010 S.W. Sheridan Road • Lawton, Oklahoma
(580) 248-5890

Clinic Hours: 8:00 a.m. - 4:30 p.m. – Monday thru Friday

LAWTON PUBLIC SCHOOLS
(Detach and Return)

Student Code Handbook Acknowledgment Form

Student Name _____ Grade _____
(print)

School _____

I understand and consent to the responsibilities outlined in the Student Code Handbook. I also understand and agree that my child will be held accountable for behavior and consequences outlined in the Student Code Handbook at school and at school-related and school-sponsored activities, including school-sponsored travel, and for any student misconduct, regardless of time or location. I understand that any student who violates the rules set forth in this handbook is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student Signature

Date

Parent Signature

Date

Maintain a copy at the school site for one year.

Lawton Public Schools Student Code Handbook

