

# **PUTNAM CITY ACADEMY**

## **HIGH SCHOOL Student Handbook 2017-2018**



**Principal**  
**Shelly Roper**

**Assistant Principal**  
**Janet Shelley**

**Counselors**  
**Amy Boyd**  
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## MESSAGE FROM THE PRINCIPAL

Welcome to Putnam City Academy. I hope that this year will be filled with many learning opportunities for you. Be prepared to work hard and become successful.

We believe that school should be a safe place where everyone feels comfortable. If it is, you will enjoy coming, and you will learn more.

In this handbook, you will find very important information regarding school policies that relate to: attendance procedures, graduation requirements, discipline procedures, and other pertinent items. Read all items carefully. Students are responsible for knowing the contents of this handbook.

We are dedicated to helping each of you find your special talent and preparing each of you for a bright future after high school.

Again, welcome to the beginning of a great year!

Shelly Roper

## HANDBOOK DISCLAIMER

This student handbook is composed of most of the rules and regulations that students need to know while attending Putnam City Academy. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building. Putnam City Schools will not waive students' responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules that they must live by at Putnam City Academy.

Students and/or parents wishing to see the policies and standards for the school district and/or building may view a copy of these documents in the principal's office. In addition, District policies and regulations may be viewed on the Putnam City Schools website at [www.putnamcityschools.org](http://www.putnamcityschools.org).

Any changes made in state law and/or School Board Policy, after this handbook has gone to press, may require information in this handbook to be amended. An addendum reflecting changes in policy or state law will be issued as soon as possible. We apologize for any inconvenience this may cause you or your student. This does not exempt parents or students from making themselves aware of rules and policies outlined in this handbook. Please feel free to call the school at 495-8838 if we can be of any assistance in questions you may have.

# PUTNAM CITY ACADEMY

## **MISSION STATEMENT**

**To create an environment with rigorous academics and relevant life skills to prepare students to be successful in high school, college, career, or military service in order to positively impact our communities.**

# **Putnam City Academy Vision, Beliefs and Values**

## **Vision**

Our vision is to believe in ourselves and to be recognized as an innovative alternative environment which values excellence in relationships, academics, and personal responsibility.

## **Faculty and Staff Beliefs:**

1. We believe that all students can and must learn at relatively high levels of achievement.
2. We are confident that students can master challenging academic material with our support and help.
3. We establish standards all students are expected to achieve, and we continue to work with them until they have done so.

## **Faculty Values:**

1. We will trust students to reach higher expectations.
2. We will commit to individual communication and intervention.
3. We will be steadfast with rules and expectations.
4. We will plan curriculum with rigor, relevance, and relationships, scales and student engagement in mind.
5. We will be innovative in monitoring and tracking student progress.
6. We will create a positive, safe, and caring environment.

## **Administrative Values:**

1. We will demonstrate our belief and expectation that all students can achieve.
2. We will help to ensure a safe and orderly environment that is conducive to learning.
3. We will work collectively in developing instructional strategies, designing methods of assessment and advancing the mission of the school.
4. We will monitor the results of our collective methods and use evidence of results to guide our process of continuing improvement.
5. We will provide support for building professional learning communities, instructional coaching and mentoring, formative and summative data for continuous monitoring instruction, and study groups for common problems and common professional development activities.
6. We will treat all members of the school community with respect and communicate honestly and openly.

## WHAT IS PCA?

Putnam City Academy is an alternative high school for students in grades 9 – 12 at-risk of not graduating due to academic, social, or emotional barriers. We believe each student has the responsibility to develop his/her potential to the fullest. The mission of PCA is to prepare students to be college, career, or military ready when they leave Putnam City Academy.

### High School Bell Schedule

1 <sup>st</sup> Block	7:55 – 9:15
2 <sup>nd</sup> Block	9:20 – 10:40
3 <sup>rd</sup> Block	10:45 – 12:05
Lunch	12:05 – 12:35
4 <sup>th</sup> Block	12:40 – 2:00

### Office Hours

Day students are allowed to enter the building at 7:35 am. All students must leave by 2:20 pm. Parents should make no assumption that responsible adults are supervising students before 7:35 am. or after 2:20. Night students may enter at 2:50 pm. Students must be picked up by 7:15 pm. Parents should make no assumption that responsible adults are supervising students before 2:50 pm. or after 7:15 pm.

## PCA Staff

Shelly Roper	Principal
Janet Shelley	Assistant Principal
Amy Boyd	Counselor
Jill Carson	Counselor
Terri Cross	Secretary
Tori Richey	Secretary
Karen Radosevich	Library
Randi Butcher	Science Teacher
Rodney Porter	Social Studies Teacher
April Dickerson	Social Studies
Briana English	English Teacher
Nancy Ervin	Math Teacher
Pat Koehn	Math Teacher
Andrea Douglas	Family & Consumer Science Teacher
Chad Parker	Math Teacher
Sherri Rousseau	English Teach
Glen Simpson	A+ Teacher
Larry Sweeney	A+ Teacher
Steve Whitfield	Art Teacher

## **ACADEMICS**

The entire staff of Putnam City Academy is dedicated to providing our students with the very best academic experience to ensure that they become productive citizens. Parents are encouraged to take an active role in the educational process, and to communicate openly with teachers, counselors and administrators in helping to provide maximum educational opportunities for the students at PCA.

### **STUDENT IN GOOD STANDING**

A student in good standing is a student who:

- Is passing all classes and not on academic probation,
- Has not been suspended from school,
- Has regular attendance.

A student must be in Good Standing to participate in privileges and activities, both during school and extracurricular activities.

## **DISCIPLINE**

Students should know what is expected of them in terms of behavior and in terms of education. Students should be treated fairly and with proper due process, but there should be no question that the teacher is in charge of the classroom, and the principal is in charge of the school. While the school should make every effort to help students with problems, those problems can never be allowed to interfere with the education of the rest of the students.

Putnam City has one basic rule of conduct. We desire that all students accept the responsibility of "self discipline." Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that he/she cannot conduct himself/herself in a positive manner, and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

### **Expectations for Classroom Behavior**

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time.
2. Are prepared for class with all materials necessary for class that day.
3. Are attentive to the task at hand until dismissed by the teacher.
4. Show respect and consideration for others
5. Demonstrate care and consideration for school property and the property of others



Each teacher will establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the directions of the teacher. Steps taken by a teacher prior to an office referral (for minor offenses\*) include:

1. Verbal or written warning
2. Phone call to parent
3. Teacher assigned consequence with parent contact (phone, e-mail, or mail)
4. Double teacher assigned consequence with parent contact
5. Office referral with detailed actions taken by teacher prior to referral

\*Severe offenses will require immediate action.

### **Consequences of Inappropriate Behavior**

If you violate the rules of Putnam City Academy, certain consequences will follow. An administrator depending on the severity and/or frequency of the offense will determine the specific consequences.

#### **1. Detention**

You may be assigned a detention either before or after school. The sole activity permitted during detention is silent study. Failure to complete detentions within one school day will result in (for each overdue detention) further consequences.

#### **2. Saturday School**

You may be assigned a Saturday School by an administrator. This program allows students the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 7:45 – 10:45 a.m. each Saturday at Putnam City High School. The sole activity allowed in Saturday School is silent study. Students are denied admittance if they do not bring sufficient study materials, or if they arrive late. Failure to report to Saturday School or failure to follow the supervisor's directives will result in loss of privileges, (ex. driving/parking privileges, dances, etc.) and/or alternate consequence. Saturday School may be rescheduled, at the discretion of the assistant principal, one time during the semester if the request is made in advance of the assigned date.

#### **3. Loss of Privileges (LOP) / Student in Good Standing**

As you advance through Putnam City Academy you may receive certain privileges. However, you will forfeit these privileges and be assigned consequences if you do not comply with school rules. Failure to serve consequences will result in an In-School restriction or Out of School Suspension and an extension of the Loss of Privileges. Along with other privileges, seniors who engage in conduct that endangers others, disrupts the educational process, or vandalizes the school in the name of "senior pranks" will lose senior privileges including Prom, Senior Party, and Graduation Exercises. **YOU MUST RETAIN A SATISFACTORY DISCIPLINE, ATTENDANCE, AND ACADEMIC RECORD IN ORDER TO RETAIN PRIVILEGES.** Students become eligible for privileges beginning their freshmen year.

#### **4. In-School Restriction (ISR)**

The length of an In-School Restriction may vary from one period to ten school days. If you are given ISR, you must report to the ISR room no later than 7:50 a.m. and remain there until 2:00 p.m. The sole activity permitted in this room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the ISR Assignment. In addition:

- \* You will be allowed to leave the room only during specified restroom breaks.
- \* You must bring your lunch or money to purchase lunch from a limited menu.
- \* You must complete all assigned course work.

Failure to comply with any of these provisions will result in an extension of the ISR Assignment, Loss of Privileges, (including parking, etc.), and/or a suspension.

#### **5. Evening ISR**

If you are assigned to evening ISR, you must report no later than 3:00 p.m. and remain there until 7:15 p.m. The sole activity permitted in this room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the evening ISR assignment. Failure to comply with any of these provisions will result in an extension of the ISR assignment, Loss of Privileges, (including parking, etc.) and/or a suspension.

#### **6. Suspension (OSS)**

According to the School Code of Oklahoma, a student may be suspended for up to ten days for "gross misconduct and disobedience." (See section entitled "Student Rights" for information on your rights in regard to suspension.) **IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON.** Failure to observe this regulation is considered criminal trespassing and may result in prosecution.

#### **7. Police Referral**

Acts, which are illegal under the Criminal Code of Oklahoma, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

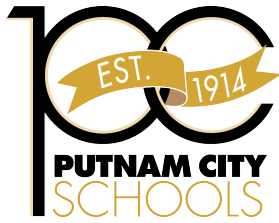
#### **8. Referral to the Office**

If you should continue your inappropriate behavior despite the prescribed efforts to correct it, or if you should commit a serious act that disrupts the school or endangers others, you may be referred to the office. The Principal will initiate a thorough review of your behavior, and will determine the advisability of your remaining in school under your current program.

See: Teacher Discipline Procedures/Steps

#### **9. Long Term Suspension**

In cases of repeated or extreme anti-social or illegal behavior, the Principal may recommend to the Board of Education that long term suspension proceedings be initiated. The Board has the authority to suspend a student for up to two years.



## Points of Pride Putnam City Schools from 2016-2017

Since 1914 Putnam City Schools has been known for excellence in education. Our students benefit from innovative programs taught by dedicated, passionate and experienced educators. Parents, local businesses and the community at large support the educational process at every turn. Many of our schools and educators have won national awards. Our awards and achievements for the 2016-2017 year include:

- Carly Driskill of Putnam City North was named an Academic All-Stater. In the 31 years in which the Oklahoma Foundation for Excellence has named Academic All-Staters, 120 Putnam City students have been so honored. That's the fourth-highest total of any school system in the state. Selection of scholars for this honor has been described by University of Oklahoma President and Oklahoma Foundation for Excellence Chairman and Founder David L. Boren as "Oklahoma's most rigorous academic competition."
- Kylene Huffman from Putnam City North High School was named one of about 16,000 National Merit Semifinalists in the U.S. by officials of the National Merit Scholarship Corporation, an honor placing her among the nation's top high school students.
- Universities continue to seek our students. Graduating seniors from Putnam City Schools in spring 2016 accepted a record \$9.1 million in scholarships.
- Jairo Montelongo, a junior at Putnam City West High School, was one of 33 young students in the nation to be chosen as Hamilton Scholars for academic, personal, service and entrepreneurial accomplishments.
- For an exemplary record of leadership, service and activities to improve the school and community, the student councils at Putnam City High, Putnam City West and Putnam City North received 2017 Gold Council of Excellence Awards from the National Association of Student Councils.
- The Family, Career and Community Leaders of America Chapter at Putnam City North High School earned the Gold Star Chapter award for 2016-2017, one of only 12 chapters in the state to receive this distinction.
- All three district high schools were named recipients of the National Athletic Trainers' Association Safe Sports School "First Team" award for their athletic training programs. The award recognizes

secondary schools that provide safe environments for student-athletes and reinforces the importance of providing the best level of care, injury prevention and treatment.

- Three Putnam City North students and three Putnam City West students were among 50 students from across the metro area who were chosen to participate in Oklahoma Medical Research Foundation Teen Leaders in Philanthropy classes for the 2017-2018 school year.
- District students had 110 pieces of art out of 886 displayed in the 2016 Oklahoma Student Art Exhibition at the State Fair of Oklahoma. The work created by district students earned 20 awards of merit and nine exceptional awards of merit. A crayon drawing created by Putnam City High School Sophomore Fabiola Velasco was judged to be one of the top pieces of art in the exhibition and was sold at auction for \$400.
- Jacob Black, a senior at Putnam City North, was named by the Oklahoma City Symphonic Band as its 2017 Young Artist Competition Winner.
- Andrea Alvizo, a freshman at Putnam City High School, received the Best in Show award in the Oklahoma Education Association's 2017 Read Across America poster contest. Her winning artwork was featured in the OEA magazine, The Education Focus.
- Seven district students earned the State Superintendent's Arts Awards of Excellence.
- Thirty-three orchestra students from Putnam City high schools and middle schools were selected as members of 2016 North Central honors orchestras.
- Nine district students earned membership in the prestigious All-State Children's Chorus chosen by the Oklahoma Music Educators Association this school year.
- Ten Putnam City middle school students and 24 district high school students earned positions in Central Oklahoma Director's Association honor bands following auditions in November 2016.
- Putnam City North High School's top choir, Una Voice, was selected as an honor group for the 2017 Oklahoma Music Educators Association convention. Una Voice is one of only two high school groups selected for this honor.
- In athletics, five district teams qualified for state tournaments and 17 students earned spots on All-State teams.
- Amanda Raupe, a 1<sup>st</sup>-grade teacher at Hilldale Elementary School, was named in January as winner of the prestigious Milken Educator Award, the only teacher so honored in Oklahoma. The award has been hailed in Teacher Magazine as "The Oscars of Teaching."
- Brenda Davis, principal of Arbor Grove Elementary School, was selected as winner of the James Burnett Distinguished Principal award by the Oklahoma Association of Elementary School Principals.
- Susan Clothier, band director at Putnam City North High School, was inducted into the Oklahoma Bandmasters Association Hall of Fame.
- Shantell Barbour, a 5th-grade teacher at James L. Dennis Elementary School, was named the Oklahoma Technology Association's Teacher of the Year during the organization's annual

conference in Oklahoma City. The award is presented to a teacher who exhibits exemplary integration of technology in the classroom teaching and learning process.

- Cooper Middle School teacher Patrick Terry was honored with the Rising Star Award by the Oklahoma Council for the Social Studies.
- Putnam City North boys' soccer coach Tom Pecore became the first ever 6A boys' coach to have been selected both as the West All-State coach and the East All-State Coach. Pecore was the West 6A All-State Boys Coach in 2001 and 2003 and in April 2017 was named the 2017 6A East Boys All State Soccer Coach.
- Randy Utt, a teacher at James L. Dennis Elementary School, received Congressman Steve Russell's 2017 Fifth Congressional District Teacher Recognition Award. The award recognizes outstanding teaching.
- Bob Melton, the district's testing and STEM facilitator, was in early June named winner of the Jack Renner Distinguished Service Award by the Oklahoma Science Teachers Association. The award is presented annually to individuals or organizations who have made significant contributions to the advancement of science education in Oklahoma.
- Putnam City had two of 10 teachers recognized for outstanding work during the year by the City of Oklahoma City and the Downtown Rotary Club. Carla Young of Putnam City West won the award in December and Linda Frantz of Rollingwood Elementary won the award in January. Each was presented with a proclamation from the Oklahoma City Council.
- Kenneth Cooper Middle School was one of about 200 schools and schools districts in the United States and Canada to be recognized as a Model Professional Learning Community by Solution Tree, a leading educational strategies company. The award recognizes successful implementation of the Professional Learning Communities at Work™ process as a major contributing factor sustained success in raising student achievement.
- Celebrating its 30<sup>th</sup> anniversary, the Putnam City Schools Foundation's mission is to enhance and enrich the educational opportunities of children in Putnam City Schools. In that time the foundation has supported programs that honor teachers and students for their outstanding work, offered thousands of dollars each year for training and curriculum to building leaders, provided ways for parents to become true partners with teachers through Early Birds and English language classes, and challenged children to be more creative and career-ready in STEM labs all across the district. This year alone, the Putnam City Schools Foundation donated more than \$110,000 back into the district for a variety of projects, including a MakerSpace Lab at Putnam City West High School, a bus to the Lego competition regional tournament for Northridge Elementary, and substitutes for students and teachers to attend an all-female STEM panel. The Putnam City Schools Foundation meets the needs of students who need glasses, coats, and even Christmas gifts so that nothing stands in the way of their academic success.

## **PARENTS RIGHT TO KNOW**

As a parent of a student in Putnam City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teacher(s) and requires us to give you this information in a timely manner if you ask for it. In addition, per federal law, you will be notified if your child is taught for four (4) of more weeks by a teacher who is not deemed highly qualified by federal standards.

## **PUTNAM CITY SCHOOL DISTRICT HIGH SCHOOL HANDBOOK**

### **ADVANCED PLACEMENT (AP) CLASSES**

Advanced Placement (AP) classes are offered in Putnam City high schools. An AP course is college level course work offered at grades 11 and 12.

English Language & Comp. (III)	Chemistry
English Literature & Comp. (IV)	Biology
Environmental Science	Physics
Computer Programming	Calculus AB
Spanish Language	Calculus BC
Spanish Literature	Latin V
French Language	Art History
Studio Art	Music Theory
U.S. Government	European History
U.S. History	Psychology
Human Geography	

### **ASBESTOS**

Each school has completed an asbestos inspection of the building according to the guidelines set forth by the Environmental Protection Agency. A copy of the management plan is on file in the school, and the master plan is at the Maintenance Building.

### **ATHLETICS/CONDUCT CODE FOR SPECTATORS**

The following conduct code for spectators was drafted by the Oklahoma Secondary School Activities Association and should serve as a model for sports fans at all high school athletic events. Also, see *Event Expectations*.

**BELIEVING THAT** sportsmanship is a by-product of a spirit of tolerance and good will, and the centering of attention on the good qualities involved; and

**BELIEVING THAT** conduct is an important part of the school's athletic program, I pledge to act in accordance with these principles.

As An Athletic Spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.

3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my action at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct, since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting team and spectators as guests, being courteous and fair.
7. Avoid actions which will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests, and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair, and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities, and that spectators have great responsibilities.
21. Obscene cheers, littering of basketball courts, the throwing of objects, and verbal indignities directed toward visiting athletes, spectators or referees have no place in high school athletics.

## **ATTENDANCE**

Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for the first five (5) excused absences per semester. Additional absences will be considered unexcused unless official written documentation is submitted (ex: doctor's note, verification of a court appearance, memorial service folder, etc.). The Administration may provide appropriate consequences for unexcused absences.

Students may be dropped from enrollment for being absent 10 consecutive days or 15 parts of days without proper documentation for being out of school during a semester. Students will need to contact the District Attendance Officer and re-enroll through the District Enrollment Center before returning to school. Upon return, students could be placed on an attendance contract to assist them in being successful in attending school, maintaining grades and earning credits.

**Tardiness:** Tardy is defined for high school students as arriving after the start of each class period. Tardies are excused for illness or personal injury, medical and dental appointments, court appearances, or religious holidays, and require written documentation.

**Early Dismissal:** A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's

parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant. Students must remain in class until dismissed following site procedures.

**Make-Up Work:** A student shall have the same amount of time to make-up any missed assignments equivalent to the amount of class time that they missed for any excused or school activity related absence. This work may be completed and graded for full credit. In the event that a student is aware of dates that they will be absent from school, they are encouraged to obtain their assignments early.

**Truancy:** Putnam City's District Attendance Office works with all schools to ensure that all students attend school on a consistent basis. School and District Administrators may take reasonable measures to enforce the provisions of the State of Oklahoma's Compulsory School Attendance Laws. These measures may include school, district, and legal consequences. Putnam City's District Attendance Office works in conjunction with each school's Administration, and Law Enforcement Agencies from Bethany, Oklahoma City, and Warr Acres, depending on where a particular school is located, to enforce our District Attendance Policy, as well as Municipal Ordinances that pertain to school attendance. During the times when school is in session, any Police Officer may detain and assume temporary custody of any student enrolled in the District who is subject to these Compulsory School Attendance Laws, who is found away from home, and who is absent from school without excuse. Any student located in an area of the school other than the assigned classroom may also be considered truant.

## **CLASS ATTENDANCE**

**ALL STUDENTS ARE REQUIRED TO ATTEND SCHOOL ALL DAY. THE ONLY EXCEPTIONS WILL BE CONCURRENT ENROLLMENT, PEAK MENTORSHIPS, AND DECA OR SPECIAL EDUCATION WORK STUDY. NO WORK PERMITS WILL BE ISSUED FOR WORK DURING THE SCHOOL DAY.**

## **BULLYING**

Students are prohibited from bullying, harassing (sexual or verbal), threatening, or intimidating other students or school personnel. "Bullying" means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or education of any student.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.
2. The principal will gather the information the principal deems necessary and evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.



4. During the pendency of the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
5. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
6. If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
7. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provided to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
8. The principal may also require that the student and the student's parent or guardian meet with the principal, a school counselor, and other appropriate school personnel before being allowed to return to school.

### **CAMERA SURVEILLANCE**

Surveillance Videos: The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other except locker rooms and bathrooms. These video cameras are monitored and are under the control of the District's Campus Police Department. The District's Campus Police Department is responsible for the creation and maintenance of any surveillance videos. Building principals may request copies of any recording made by any surveillance video cameras from the Campus Police Department.

Surveillance videos are NOT considered to be educational records of students, unless used for disciplinary action on a student, which are protected by FERPA.(not subject to Open Records Act) but are considered to be records of a law enforcement unit. As records of a law enforcement unit such records are not subject to the right of inspection by subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos will not be retained unless the District's Campus Police Department determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Communications Director. All other requests for copies of videos should be submitted to the Campus Police Department. The District shall have discretion as to the release of surveillance videos.

### **CHANGE OF TELEPHONE AND/OR ADDRESS MUST BE DONE AT THE DISTRICT ENROLLMENT OFFICE**

PC Center  
5604 NW 41<sup>st</sup>, OKC, OK  
(405) 491-7631

### **CHILD NUTRITION PROGRAM**

The Child Nutrition Department provides meal service at all Putnam City Schools. All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. Due to HHFKA guidelines, all students will be required to take a serving of fruit or vegetable with all meals.

A computerized cashiering system is used for all students in the cafeteria. Students will enter their student I.D. number assigned by the school district to purchase meals or any food items.

The following information has been compiled to answer some of your food service questions. Please feel free to contact your school cafeteria manager or the Child Nutrition office at (405) 495-0184 to address any other questions.

**What are the secondary school meal prices?**

Lunch	\$2.60
Reduced price Lunch	\$ .40
Breakfast	No Charge

**How do I qualify for Free or Reduced Price Meal Benefits?** Free and reduced price meal applications are sent home at the beginning of the school year and are available to all students throughout the year. Parents may resubmit applications if family circumstances change during the school year. Once an application has been approved it is valid for the current school year only. Applications can be obtained from the cafeteria manager, at the Child Nutrition Office or at [www.heartlandapps.com](http://www.heartlandapps.com). Please contact the Child Nutrition Office at (405) 495-0184 if you have additional questions.

- Applications must be processed, eligibility determined and approval notification made before students receive free or reduced price meals. This process may take up to 10 business days. Students are responsible for paying full price for all meals received prior to application approval.
- Charging of meals is not allowed at the high schools.

**Account Prepayments:** Two payment methods are available:

- An on-line payment option is available at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your student's ID number to set up an account.
- Students or parents may also bring checks/cash to the cafeteria manager before classes any school day. Writing the student's name and/or I.D. number on your check will assist the cashiers in crediting the proper account. Please make checks payable to the school cafeteria.
- Money credited to the student's account may be used to purchase lunches, breakfasts, and a la carte items. If you prefer to restrict the purchase of a la carte items, please note MEALS ONLY in the memo section when making payments to the student accounts.

For additional information about meal programs and service, contact the:

Child Nutrition Office  
5604 NW 41<sup>st</sup> St, Suite 280  
Oklahoma City, OK 73122  
(405) 495-0184

**CIVIL RIGHTS POLICY**

The Chief Officer of Human Capital shall coordinate compliance efforts and investigate complaints with discrimination on the basis of race, color, sex, national origin, disability, religion or age under Title VII, the ADA, and Section 504 with respect to employees. The Executive

Director of Special Services shall coordinate compliance efforts and investigate complaints of disability discrimination under Section 504 and the ADA with respect to students. The Executive Directors for Secondary Education and Elementary Education shall coordinate compliance efforts and may investigate complaints of discrimination on the basis of race, color, sex, national origin, and religion under Title VI and Title IX which concern secondary and elementary students respectively. A District Compliance Officer may delegate any duties specified in this policy to another district employee as the District Compliance Officer deems appropriate. The compliance officers may be contacted at 5401 NW 40<sup>th</sup>, Oklahoma City, OK 73122 or (405) 495-5200.

The principal of each school site shall serve as the Site Compliance Officer to receive and investigate complaints of discrimination or harassment made by students. The principal may designate an employee of the school of the same gender as the complainant to investigate claims of gender discrimination.

Pre-filing Procedures:

Prior to the filing of a written complaint, a student complainant is encouraged to visit with the Site Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

If a student or employee complainant desires to proceed with a complaint, then, within twenty (20) days of an alleged violation, a student complainant shall submit a written and signed complaint to a Site Compliance Officer, and an employee grievant complainant shall submit a written and signed complaint to the District Compliance Officer. The complaint shall, at a minimum, state the complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, or any witnesses, and the requested action or relief sought.

In addition to taking action with respect to a written complaint, a compliance officer may investigate allegations of discrimination without a written complaint according to the procedures set forth in the policy whenever a compliance officer deems such action to be appropriate.

**Compliance Officers:**

**Section 504, Title II:** Scott McCall, Executive Director of Special Services, 495-3770, ext. 1362

**Title VI:** Patricia Balenseifen, Chief Officer of Human Capital, 495-5200, ext. 1231

**Title IX:** Dr. Dick Balenseifen, 495-5200, ext. 1260

**Age Act Coordinator:** Patricia Balenseifen, Chief Officer of Human Capital, 495-5200, ext. 1231

**CLASS RANKING**

The Board of Education and Administration believe in excellence in education. The focus of the entire school program is on the students and ways students can be encouraged to reach out and to prepare for a successful future in a complex world. In order to assign proper weight to Advanced Placement programs which go beyond basic requirements, class ranking will be determined as follows:

1. All classes will earn a maximum grade point of 4 for an "A".
2. A "simple average" of the grade points from all classes for a student will be calculated  
(adding grade points from each class and dividing by number of classes). If a student has not taken Advanced Placement courses, the process ends here.
3. Students taking Advanced Placement courses receive an "Honors Courses Adjustment" (HCA) for each Advanced Placement course in which they receive a passing grade. Advanced Placement and Pre-Advanced Placement courses are recorded based upon a 5-point scale.

#### **Advanced Placement**

English Language & Comp. (III)  
 English Literature & Comp. (IV)  
 Environmental Science  
 Computer Programming  
 Spanish Language  
 Spanish Literature  
 French Language  
 Studio Art  
 U.S. Government  
 U.S. History  
 AP Human Geography

Chemistry  
 Biology  
 Physics  
 Calculus AB  
 Calculus BC  
 Latin V  
 Art History  
 Music Theory  
 European History  
 Psychology

#### **Pre-AP Classes**

English I, II  
 Geometry  
 Algebra II  
 Math Analysis  
 World Lang. IV  
 OK History  
 Biology I  
 Chemistry I  
 Physics I  
 French III  
 Spanish III  
 Chinese III  
 Latin III

4. Students moving into the Putnam City system will be permitted to receive Advanced Placement credit for only those courses listed above. Advanced Placement credit must be recorded on the official transcripts from sending schools before additional credit will be granted.

### **CODE OF CONDUCT**

Student behavior in the Putnam City Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

### **COLLEGE NIGHT**

Putnam City Schools will be hosting the West Metro College & Career Fair during the fall semester in conjunction with Francis Tuttle Career Technology Center. Students can register for college fairs (outside the district) at: <http://gotocollegefairs.com>. All juniors, seniors, and their parents are urged to attend one or more functions for orientation to colleges and universities in Oklahoma and out-of-state. In past years, over 75 colleges and universities have had representatives available to give information and materials, and to answer questions regarding their particular college.

### **CONCERNS OF STUDENTS/PARENTS**

A student or parent who has a concern should **first** bring the matter to the appropriate teacher or coach. If the outcome is not satisfactory, a call should next be made to a building administrator or athletic director. A conference can be scheduled, if necessary. If the outcome of the conference with the principal is not satisfactory, the next step would be to contact the Executive Director of Secondary Education.

## **CONCURRENT ENROLLMENT**

A student enrolled in an accredited Oklahoma high school may, if he or she meets the requirements, be admitted provisionally to a college or university in the Oklahoma State System of High Education as a special student. A student admitted under these provisions may enroll in a combined number of high school and college courses not to exceed a full time college workload of nineteen (19) semester credit hours. For purposes of calculating the workload, one high school course equates to 3 - 4 college hours.

An 11<sup>th</sup> or 12<sup>th</sup> grade student must attend at least two (2) periods each semester at the high school. Concurrent enrollment courses may be counted as credit for graduation in addition to college credit, assuming that the student is enrolled at both institutions at the same time. Concurrent enrollment grades can be listed on the transcript by grade earned and will affect GPA.

Students who wish to enroll concurrently will enroll in a full school day. When the student can provide verification that he/she has enrolled and paid for these college hours, he/she will be released from the necessary classes. It is the student's responsibility to notify the school if he/she withdraws from these college courses. Failure to do so will revoke the releases from concurrent enrollment, and the student will not be allowed to be released a second time for this reason.

Students must provide concurrent transcripts to the registrar before enrollment will be approved for the next semester.

## **DENIAL OR CANCELLATION OF DRIVER LICENSE**

School district attendance officers, upon request, shall provide documentation of the enrollment status of a student on a form which has been established and approved by the Department of Public Safety to any student under eighteen (18) years of age who is properly enrolled in a school under the jurisdiction of the attendance officer, for presentation to the Department of Public Safety an application for/or "reinstatement" of an instruction permit, restricted license or license to operate a motor vehicle. Whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the attendance officer shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of receipt of such notice, the Department of Public Safety shall provide written notice by certified mail with return receipt requested to the student that the license of the student will be canceled or the application of the student will be denied thirty (30) days following the date the notice to the student was sent, unless documentation of compliance is received by the Department of Public Safety. After the thirty-day period, the Department of Public Safety shall cancel the driving privileges of the student.

"Withdrawal" means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single term.

## **DIRECTORY INFORMATION/MEDIA RELEASE**

See **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

## **DISCIPLINE**

Students should know what is expected of them in terms of behavior and in terms of education. Students should be treated fairly and with proper due process, but there should be no question that the teacher is in charge in the classroom, and the principal is in charge of the school. While the school should make every effort to help students with problems, those problems can never be allowed to interfere with the education of the rest of the students.

Putnam City has one basic rule of conduct. We desire that all students accept the responsibility of "self-discipline." Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that he/she cannot conduct himself/herself in a positive manner, and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

### **DRESS CODE**

Clothing and grooming must be such that it does not constitute a health or safety hazard. All students are expected to be groomed and dressed appropriately with respect to the following criteria:

#### **Shirts/Blouses/Tops**

- No spaghetti straps, halter tops, strapless shirts, or tank tops may be worn without an appropriate shirt underneath.
- Clothing and/or accessories that promote violence, gang activity, drugs, or alcohol are inappropriate.
- No low cut (front or back), transparent, see-through or muscle shirts can be worn; cleavage and midriffs can not be exposed.

#### **Pants/Shorts/Skirts/Dresses**

- Pants/shorts/skirts are to be worn at the waistline and should cover undergarments at all times.
- Skirts and shorts must be at least finger-tip length.

#### **Accessories**

- Accessories such as bandanas, do rags, gloves, hats, or sunglasses are not to be worn inside the building.
- While hoodies are acceptable attire, hoods should not be worn in the building due to security reasons.
- Footwear must be worn at all times. Note: House shoes should not be worn to school.
- No spiked or studded clothing and/or jewelry are allowed that would compromise the safety of student(s).
- No heavy chains or multi chains.
- Blankets are not allowed at school

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the dress code. As a last resort, the school may provide an appropriate clothing item in exchange for the original clothing (if the school has something available). The

student can redeem their original clothing item when they return the school's appropriate clothes at the end of the school day. Failure to comply after a student has been asked to make corrections will result in disciplinary action.

If a student violates the dress code, a contract can be used as an agreement. Failure to uphold the agreement will result in an appropriate consequence.

### **ELIGIBILITY FOR ACTIVITIES**

The maximum number of absences for ACTIVITIES, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

Eligibility criteria for student participation in activities sponsored or sanctioned by Putnam City Schools:

1. A student participating in activities which occur during the school day must be passing in all classes in which he/she is enrolled. A student's scholastic eligibility depends upon his grade averages from the beginning of the term to the close of the school week immediately proceeding the week of the contest. It shall be the responsibility of the sponsor to make a grade check by the Thursday proceeding the week in which the activity occurs. The student will remain on probation or ineligible during the week following the grade check.
2. Activities which involve the entire student body or an entire class will not require an eligibility check. In these activities, all students will be expected to be in attendance.

**Scholastic Eligibility:** OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities.

#### Section 1. Semester Grades

- a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.) If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- b. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

#### Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of career-tech students and all concurrently enrolled students. Schools may choose to run eligibility checks on any day of the week.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **INTRA-DISTRICT TRANSFERS FOR ATHLETICS**

Students entering 9<sup>th</sup> grade from a Putnam City middle school who desire to transfer to a Putnam City High school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall have the opportunity to apply for said transfer provided application is made on or before May 15.

Any high school student who is making their first entry into the district and who desires to transfer to a Putnam City high school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall make a request in writing to the Superintendent or designee who will form a review committee to determine whether or not eligibility requirements will be waived.

Students entering 9<sup>th</sup> grade from a Putnam City middle school who are approved for a transfer but fail to meet the May 15 application deadline, will be ineligible for varsity/OSSAA athletic competition for the 9<sup>th</sup> grade school year.

When a transferred student, enrolled in an OSSAA sanctioned sport, returns to their resident area school, the student will lose interscholastic athletic eligibility for (1) calendar year, beginning on the first day the student attends class at their resident school.

### **ELIGIBILITY RULES FOR PARTICIPATION IN O.S.S.A.A. SANCTIONED SCHOOL ACTIVITIES**

#### **You are not eligible:**

- ◆ If you reach 19 years of age before September 1
- ◆ If you do not follow the code of conduct established by your school and are consequently placed under discipline as a result of reflecting discredit upon your school
- ◆ If you enter a contest under an assumed name
- ◆ If you are a member of a fraternity, sorority, or secret society in violation of the State Laws of Oklahoma or the regulations of any local Board of Education



- ◆ If you have violated the amateur rule by (a) using your knowledge or skill or athletics or reputation as an athlete for financial gain, (b) by being compensated for your participation in physical activities with professionals, or where professionalism is practiced, (c) if your team or their sponsors are compensated or reimbursed on a win or lose basis, or (d) if you accept cash or usable merchandise other than trophies, medals, or plaques given to individuals or teams
- ◆ If you have attended more than eight terms after entering the ninth grade or if your seventh and eighth terms do not follow consecutively
- ◆ If you have participated or had the opportunity to participate in any sports for all, or part of, four (4) seasons beginning with the ninth (9) grade
- ◆ If you and your parents do not live in the school district in which you attend school unless you have served one term of ineligibility or, unless your resident situation has been approved by the O.S.S.A.A. office
- ◆ If you participate in a school district other than where your parents live, you are ineligible at all other schools including the school of the district where your parents reside
- ◆ If you violate the end of the season rule by participating after the state championship tournament for that particular sport without being approved to do so
- ◆ If you allow anyone other than you or your parents to pay a fee for specialized training in summer basketball or football camp

### **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY DISCIPLINE**

Any freshman student entering National Collegiate Athletic Association Division I and II institutions must complete a core curriculum and maintain certain standards.

If you have any questions concerning your status as it relates to this policy, contact your coach and/or counselor.

### **EVENT EXPECTATIONS**

So that everyone can enjoy Putnam City events, here are expectations for people who attend:

- ◆ If you leave the building, you may not re-enter.
- ◆ Do not loiter during or after an event.
- ◆ Be well-behaved and respectful.
- ◆ Noisemakers are not allowed.
- ◆ No backpacks or bandanas.
- ◆ Students in ISR, Evening ISR or serving a suspension are not allowed at school events.

Failure to comply with these guidelines will result in your removal from the event and future events.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

### **Notice to Parents and Students Regarding Directory Information**

#### **Note to Parents:**

**Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please notify your child's school principal in writing.**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Putnam City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Putnam City Schools may disclose appropriately designated "directory information" without your written consent, unless you advise the district to the contrary. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from your

child's education records in certain school publications or media stories. Examples of these uses include:

- ◆ Honor roll or other recognition lists
- ◆ Graduation programs
- ◆ School directories
- ◆ Sports programs, such as for football, showing weight and height of team members
- ◆ A program showing student roles in plays or other fine arts programs
- ◆ Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- ◆ Companies that manufacture class rings
- ◆ Companies that publish yearbooks
- ◆ Companies that provide tutoring

Putnam City has designated the following information as directory information:

- ◆ Student's name
- ◆ Parent's or guardian's name
- ◆ Address
- ◆ Telephone number
- ◆ Date and place of birth
- ◆ Weight and height
- ◆ Grade level
- ◆ Dates of enrollment
- ◆ Honors and awards received
- ◆ Most recent previous school attended
- ◆ Student statements/quotes
- ◆ Photographs
- ◆ Audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The district will be free to release or use directory information as appropriate without prior consent, unless parents notify the school principal in writing within 10 days of the date of receiving this handbook that the above information should not be released without consent. Parents/guardians may write a letter or use a form available in the school counseling office.

## **STUDENT SEARCHES**

As allowed by law, school officials have the right to question, detain, search or authorize the search of a student. A search will only be conducted if it is connected to a legitimate educational interest and is based on reasonable suspicion. In addition, any police officer in possession of a valid warrant or with probable cause may search a student's locker or vehicle.

Searches may include a student's person (emptying of pant pockets, checking of shoes/socks/coats/hoodies), property (back pack, gym bag, purse, car, cell phone, etc.), or school property assigned to the student (locker, desk, textbooks, athletic bags, etc.). All searches of a student's person will be conducted by persons of the same sex and under no circumstances will a strip search be conducted. Factors to be considered in making this determination include, but are not limited to: the age of the student, the nature of the alleged misconduct, the likelihood of truthfulness by the student, the credibility of the information leading

to the questioning or search of the student, the role of the student, the urgency of the situation, and the seriousness of the offense.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or on their person. If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless communication devices, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

Parents or guardians will be notified immediately if a search is conducted and if any questioning leads to confirmation that a policy, rule, regulation or law was violated by the student.

#### **Notice to Parents Regarding Directory Information and Military Recruiting**

Provisions of the No Child Left Behind Act of 2001 (P.L. No. 107-110), Title IX General Provisions § 9528 and the National Defense Authorization Act of 2002 require high schools to provide to military recruiters, upon request, access to secondary students' directory information unless parents/guardians have "opted out." In accordance with those acts, military recruiters are entitled to receive the name address, and telephone listing of juniors and seniors in high school. If your child is a junior or senior in high school, and you do not wish Putnam City Schools to release your child's name, address and phone number to military recruiters, you may opt-out by notifying your child's school in writing. To opt-out of disclosure of student information to military recruiters, you must provide written notice to the school principal. Parents/guardians may write a letter or use a form available in the school counseling office. **If parent/guardians do not provide written notice, their child's directory information will be released to military recruiters as required by law.**

#### **FIGHTING**

It is the goal of Putnam City to make every student feel safe from intimidation or harassment. In an effort to maintain a safe campus, Putnam City has entered into partnerships with Oklahoma City, Warr Acres, and Bethany police departments. It is our goal to assist students in identifying alternatives to violent, physical confrontations in order to solve a conflict.

The school will continue to use the same administrative procedure in dealing with physical confrontations. Upon completion of the administrative process, the police department will be notified of the situation. The need for charges to be filed will be determined once the campus or municipal officer arrives on the scene and is briefed on the circumstances surrounding the incident. In the event that a student is taken into custody, the arresting officer will determine who should contact the parent &/or guardian.

### **FREQUENCY OF MARKING**

High school report cards are available to students after the end of each semester. Second semester – will be available for pick-up in the main office.) Parents & students can utilize Parent Portal to access current student grades 24/7. For additional information on Parent Portal contact the counseling office. Parents of students who are making a D or below shall be notified.

### **GRADING SYSTEMS**

The grading system is designed to promote continuous evaluation of student performance, communicate progress, and celebrate successes. Printed grade reports are received by each student following the end of the marking periods. These are for the parents' records, and do not have to be returned to the school. Besides the letter grade, each report contains a citizenship grade and the attendance record. The Putnam City grading scales:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	50-59
I	=	Incomplete
N	=	No Credit

### **CRITERIA FOR AVERAGING GRADES (9-12)**

Comprehensive tests will be given for each transcript grade. Each comprehensive test will count 20% of the transcribed grade for that period. All high school finals will be given the last two days of each semester.

Incomplete. When a grade of incomplete is issued, the incomplete work and timeline for completion should be communicated both verbally and in writing to the student and recorded with the principal. Make-up work shall be graded and credit awarded.

### **Test Exemptions**

High school students with no more than three (3) absences in any given class, and no more than three (3) tardies in any given class are eligible to be exempt from their semester exams. Students must have at least a "B" average in the class of exemption to be eligible. Students who have been suspended, in ISR or have missed one class due to truancy during the semester are not eligible for test exemptions. This exemption/attendance incentive will apply for twelfth grade. Grades 9<sup>th</sup> – 11<sup>th</sup> will be able to earn eligibility for exemptions from 2 finals each semester.

The following absences do not count against the exemption:

School ACT (SACT) or (QACT)(OFF)	Career Tech (VOT)
Religious (REH)	Funeral (FNL) – day of service only
Pre-approved college visit (CVT)	immediate family members

In order to receive exemption status, a student must be within the required number of absences and tardies for each class enrolled in for that semester. All students who earn an exemption status may choose to take the exam without the risk of their average being lowered.

No student, regardless of grade, may be exempt from an exam if they have an unexcused absence or more than three unexcused tardies in any given term. All absences must be verified within 5 school days of occurrence for exemption purposes

### **GRADUATION REQUIREMENTS**

The Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. A full course load allows students to gain a comprehensive high school education.

Graduation requirements directed by Board policy shall be subject to Administrative Regulations as follows:

1. A student not completing both semesters of any course taught as a two semester course shall be granted one-half unit for successful completion of either semester. A student who has completed one semester of work of a full unit course and enters another school that does not offer the course, shall be granted credit for the one-half unit of work completed.
2. At least two (2) units of the last three (3) units must be at the school from which the student will receive a diploma.
3. In order to graduate with a standard diploma, students entering the 9<sup>th</sup> grade prior to or during the 2016-2017 school year must complete 25 credits and have participated in any of the following:
  - a. The Oklahoma State Testing Program.
  - b. If a student has not had the opportunity to participate in the Oklahoma State Testing Program a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.
4. All seniors must seniors must meet the following criteria to participate in graduation ceremonies...
  - Earned 21.5 credits by end of first week in May
  - Passing all required courses for graduation
  - Participated in one of the following:
    - Oklahoma State Testing Program
    - State testing program from another state\*
    - Taken a nationally recognized assessment (such as ACT or SAT)
      - Supporting documentation is required

5. Work Study associated with the certified program may count as part of the hour requirement or residency requirement.
6. A student who has reached 15 years of age on or before September 1 may be enrolled in 9<sup>th</sup> grade.
7. Students entering high school from high schools that did not offer the opportunity to earn seven (7) credits per year may be allowed to graduate with an adjusted credit count. They must have met the credit requirements in their previous school district, the core requirements for the state of Oklahoma and Putnam City District, and successfully complete seven (7) units of credit per year while attending a Putnam City high school.
8. For the purpose of immunizations, students will be considered a freshman during their 1<sup>st</sup> year in high school, sophomores during their 2<sup>nd</sup> year of high school, juniors during their 3<sup>rd</sup> year of high school and seniors during their 4<sup>th</sup> year of high school.
9. Web-based courses may be taken through Putnam City Public Schools by enrolling in Putnam City Virtual School. Virtual courses may be taken for remediation, credit deficiencies and course acceleration. Students that are seniors or juniors may take one additional virtual course each year of enrollment in addition to the seven courses required for full-time enrollment at no cost to the student. Students may apply for virtual courses by contacting the District Enrollment Office for Putnam City Public Schools.
10. Unless otherwise authorized, students must be in school the full day and maintain a full schedule to graduate.
11. Concurrent enrollment at a college or university may be counted toward the full day requirements. A student may not carry a combined course load equivalent to more than 19 college hours. One high school course is equivalent to three (3) college hours.

An 11<sup>th</sup> or 12<sup>th</sup> grade student must attend at least two (2) periods each semester at the high school. Please note the following regulation by the Oklahoma State Board of Education.

“College coursework taken concurrently MAY qualify toward high school graduation credit. Check with your counselor for details as some college coursework may qualify only as elective high school credit, and credit-hour equivalencies depend upon the correlation of the college class syllabus with the Oklahoma Academic Standards (OAS).”

12. Concurrent enrollment courses may be counted as credit for graduation in addition to college credit, assuming that the student is enrolled at both institutions at the same time. Concurrent enrollment grades can be listed on the transcript by grade earned and will affect GPA.
13. A student may earn credit toward high school graduation at any level upon demonstrating proficiency in the specific course. Proficiency shall be demonstrated by successful completion of the course or passing the Proficiency Based Promotion (PBP) exam with a score of 90%. Student is given the option of receiving the letter grade earned or a ‘P’ for pass.
14. A student who successfully completes Algebra I, Geometry and/or Spanish I in middle school shall receive high school elective credit if the teacher is certified according to the guidelines of

the Oklahoma State Department of Education. Grades for these courses will be transcribed at the end of each semester. Note: Students still must complete three (3) math credits while in high school.

**Graduating Classes of 2017 & 2018**

	<u>Core</u>	<u>College Prep</u>
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
The Arts	2	1
Physical Education	½	½
Financial Literacy	½	½
Technology	½	½*
Computer Technology Or World Language		2*
Personal Financial Literacy	½	½
Electives	<u>8</u>	<u>7</u>
<b>Total</b>	<b>25</b>	<b>25</b>

**Course Requirements for Graduation**

**Language Arts:**

One (1) grammar and composition and three (3) – which may include, but not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English courses or other English courses with content and/or rigor equal to or above grammar and composition. Must complete four (4) units or sets of competencies.

**Mathematics:**

One (1) Algebra I or Algebra I taught in a contextual methodology, and two (2) which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science or other mathematics course with content and/or rigor equal to or above Algebra I, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center. Must complete three (3) units or sets of competencies.

**Science:**

One (1) Biology I or Biology I taught in a contextual methodology, and two (2) in the areas of life, physical, or earth science or technology which may include, but not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry,



Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), contextual science courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center or other science courses with content and/or rigor equal to or above Biology I. Must complete three (3) units or sets of competencies.

**Social Studies:**

One (1) United States History,  $\frac{1}{2}$  - 1 of United States Government,  $\frac{1}{2}$  unit of Oklahoma History, and  $\frac{1}{2}$  - 1 which may include, but are not limited to the following course: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History. Must complete three (3) units or sets of competencies.

**Arts:**

Two (2) which may include, but are limited to, courses in Visual Arts and General Music. Must complete two (2) units or sets of competencies for the standard diploma. For a college prep diploma, only one (1) unit or set of competency is required.

**Notes:**

- Students are to complete college prep courses, two units or sets of competencies of World Language or Computer Technology as part of the core curriculum for high school graduation.
- To earn a college prep diploma one additional unit or set of competencies selected from English, Mathematics, Science, Social Studies, Technology, World Language or career and technology education courses, concurrently enrolled courses, Advanced Placement courses or International Baccalaureate courses approved for college admission is required. This will be considered as an elective credit.
- Credit may be granted for Applied Biology/Chemistry, Physics, Principles of Technology, Applied Mathematics I & II and Computer Science whether taught at the comprehensive high school or a Career and Technology Education Center.
- The requirement of Oklahoma History is waived for students of military families who have completed a similar state history class in another state. A transcript must be provided showing the other similar state history class with a corresponding passing grade.
- Beginning with the 2015-2016 school year, students shall receive instruction in cardiopulmonary resuscitation and awareness for the purpose of an automated external defibrillator at least once between the ninth grade and graduation from high school. A school administrator may waive this curriculum requirement for an eligible student who has a disability. A student shall not be required to meet this requirement if a parent or guardian of the student objects in writing.
- Applicable career-tech classes offered by comprehensive high school career-tech programs qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics

required and one unit of their six concentrated career-tech curriculum units of one unit of science required. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

**Graduating Class of 2019 and beyond**

	<b><u>Core</u></b>	<b><u>College Prep</u></b>
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
The Arts	1	1
Physical Education	½	½
Financial Literacy	½	½
Computer Science	1	
Computer Technology		
Or World Language		2*
Personal Financial Literacy	½	½
Electives	<u>8 ½</u>	<u>7 ½</u>
<b>Total</b>	<b><u>25</u></b>	<b><u>25</u></b>

**Course Requirements for Graduation**

**Language Arts:** One (1) Grammar and Composition and three (3) – which may include, but not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English courses or other English courses with content and/or rigor equal to or above grammar and composition. Must complete four (4) units or sets of competencies.

**Mathematics:** One (1) Algebra I or Algebra I taught in a contextual methodology, and two (2) which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science or other mathematics course with content and/or rigor equal to or above Algebra I, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center. Must complete three (3) units or sets of competencies.

**Science:** One (1) Biology I or Biology I taught in a contextual methodology, and two (2) in the areas of life, physical, or earth science or technology which may include, but not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry,

Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), contextual science courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center or other science courses with content and/or rigor equal to or above Biology I. Must complete three (3) units or sets of competencies.

For a college prep diploma, three (3) units or sets of competencies of laboratory science approved for college admission requirements, including:

- Biology I
- Physical Science, Chemistry or Physics
- One unit the domains of physical science, life science or earth & space science at the rigor above Biology I or Physical Science.

**Social Studies:**

One (1) United States History,  $\frac{1}{2}$  - 1 of United States Government,  $\frac{1}{2}$  unit of Oklahoma History, and  $\frac{1}{2}$  - 1 which may include, but are not limited to the following course: World History, Geography, Economics, anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History. Must complete three (3) units or sets of competencies.

**Arts:**

One (1) which may include, but are limited to, courses in Visual Arts and General Music. Must complete one (1) unit or sets of competency for the standard diploma.

**Notes:**

- Students are to complete college prep courses, two units or sets of competencies of World Language or Computer Technology as part of the core curriculum for high school graduation.
- To earn a college prep diploma one additional unit or set of competencies selected from English, Mathematics, Science, Social Studies, Technology, World Language or career and technology education courses, concurrently enrolled courses, Advanced Placement courses or International Baccalaureate courses approved for college admission is required. This will be considered as an elective credit.
- Credit may be granted for Applied Biology/Chemistry, Physics, Principles of Technology, Applied Mathematics I & II and Computer Science whether taught at the comprehensive high school or a Career and Technology Education Center.
- The requirement of Oklahoma History is waived for students of military families who have completed a similar state history class in another state. A transcript must be provided showing the other similar state history class with a corresponding passing grade.

- Beginning with the 2015-2016 school year, students shall receive instruction in cardiopulmonary resuscitation and awareness for the purpose of an automated external defibrillator at least once between the ninth grade and graduation from high school. A school administrator may waive this curriculum requirement for an eligible student who has a disability. A student shall not be required to meet this requirement if a parent or guardian of the student objects in writing.
- Applicable career-tech classes offered by comprehensive high school career-tech programs qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required and one unit of their six concentrated career-tech curriculum units of one unit of science required. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

### **Valedictorian**

- ♦ Cumulative GPA through the 1<sup>st</sup> semester of a student's senior year will determine valedictorian status. The top 1% of graduating seniors with the highest weighted GPA will earn valedictorian status. Eligible courses used to determine valedictorian status will be defined as those taken on campus, at Francis Tuttle Technology Center and concurrently during the potential 24.5 credits a student may be enrolled in from the 1<sup>st</sup> semester of their freshman year through the 1<sup>st</sup> semester of their senior year.
- ♦ For honor graduates, cumulative GPA through the 1<sup>st</sup> semester of a student's senior year will be used to determine eligible status.

### **LAW REQUIRES THAT INCOMING STUDENTS PASS ACE (ACHIEVING CLASSROOM EXCELLENCE) EXAMS TO GET DIPLOMA**

In 2005, Oklahoma legislators passed a new state law, Achieving Classroom Excellence (ACE), that launched many new programs and requirements aimed at strengthening Oklahoma schools and insuring that high school graduates master skills to succeed in college and the workplace.

### **PARTICIPATION IN GRADUATION EXERCISES**

For a student to participate in graduation exercises, the following guidelines must be met:

1. All correspondence classes and credit recovery classes must be finished and the final grade documented in the counselors' office by May 1<sup>st</sup>.
2. Students must meet graduation requirements by the end of the spring term

A student may still receive his/her diploma in the summertime after graduation has been completed. The above information only pertains to graduation exercises.

### **OKLAHOMA'S PROMISE (HIGHER LEARNING ACCESS PROGRAM)**

*Applications and detailed information are located in the Counselors' office or online at: <http://www.okhighered.org/ohlap/> or by phone at (405) 225-9100.*

Oklahoma's Promise allows eighth-, ninth- or 10th-grade students from families with an income of \$55,000 or less to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school.

Created in 1992 by the Legislature to help more Oklahoma families send their children to college, Oklahoma's Promise was originally designated as the Oklahoma Higher Learning Access Program. The program is administered by the Oklahoma State Regents for Higher Education.

#### **Student Requirements:**

1. The family income of the student's parents may not exceed \$55,000 at the time of enrollment in the eighth-, ninth- or 10th grade.<sup>1</sup> In addition, prior to receiving any program benefit in college, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000. Each year in college Oklahoma's Promise students will be required to complete a Free Application for Federal Student Aid (FAFSA), which will be used to determine whether the federal adjusted gross income exceeds \$100,000. For any year that the income exceeds \$100,000, the student will not be eligible to receive the program benefit.
2. Take 17 units of [required high school courses](#) to help get ready for college. The Oklahoma's Promise [Curriculum Worksheet](#) (*Excel, 23k*) can help you record your grades and make sure you have taken the right courses. You can also get more [details about what high school courses count toward the Oklahoma's Promise curriculum](#). external link, opens in new window
3. Make a cumulative 2.50 GPA for all courses in grades 9-12.
4. Make a cumulative 2.50 GPA or better in the 17-unit OK Promise core curriculum.<sup>2</sup>
5. Do your homework.
6. Don't skip school.
7. Don't abuse drugs or alcohol.
8. Don't commit criminal or delinquent acts.
9. Meet with a teacher, counselor or principal to go over your schoolwork and records.
10. Provide information when requested.
11. Apply for other financial aid during your senior year of high school.
12. Take part in Oklahoma's Promise activities that will prepare you for college.
13. The student must be a U.S. citizen or lawfully present in the United States at the time they enroll in college in order to receive the scholarship.

#### **HEALTH SERVICES**

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. It is the responsibility of the parent to inform appropriate school personnel of medical conditions of the student and medications that the student is taking that may have an effect on their child's educational success, even if the medications are not taken at school. This information will be kept in confidential health records.

### **Administration of Medicine**

A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

#### **1. General procedures for the administration of medicine:**

- ◆ Written authorization must be on file in the school clinic or office before the school nurse or designated school employees may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
- ◆ Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
- ◆ Medicine to be administered shall be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
- ◆ For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's professional discretion will be used to determine if the administration is in keeping with the health and well being of the student and sound medical practice.

#### **2. Specific procedures for the administration of medicine:**

- ◆ It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
- ◆ No controlled substances (such as hydrocodone, percocet, tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
- ◆ Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
- ◆ Sample drugs must be accompanied by a physician's written order, specifying the dosage, the frequency and directions for administration.
- ◆ Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
- ◆ A new authorization form must be completed for any change in medication.
- ◆ All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student **after** the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is

proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

- ◆ Non-prescription inhalers for asthma will **not** be given at school.
- ◆ Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- ◆ Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
- ◆ Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school. \*
- ◆ In the absence of **either** the written authorization from the parent/guardian, **or** medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

### **Use of Crutches and Knee Scooters in School**

Due to the danger of using mobility aids in school, if it is necessary that your child use them at school, please inform the school nurse. Your child will need to check in with the school nurse so that accommodations can be made for the safety of your child while using a mobility aid at school.

These accommodations may include an early release pass for leaving class early (5 min.) to avoid crowds in the hallways, elevator keys, and any other accommodation that is necessary. The school does not provide crutches, knee scooters, etc. to students.

### **Health Screenings**

Each year, various health screenings may be done at school. While each school is different in the screenings they do, the following health screenings may be done on the students at your child's school: height, weight, BMI, blood pressure, vision, hearing, and/or dental. If you do **not** want your child screened, please call your child's school and specify which screenings you do not want done on your child. If you **do** want a specific screening done on your child, please call the school and request this.

### **HOME-SCHOOLED STUDENTS AND PRIVATELY SCHOOLED STUDENTS**

The Putnam City School District accepts enrollment of students who have been enrolled in private schools (accredited & non-accredited) and who have been home schooled. A counselor at the site will share enrollment and graduation requirements with the student and his/her parent or guardian. In order to be awarded credit for a course and class placement, the following criteria must be met: Private School (Accredited by Oklahoma Private School Accreditation Commission) - Present transcript from school - Credit will awarded based on completed courses - Class placement will be based on completed years of enrollment - Students will be required to take any End of Instruction (EOI) tests required by law for graduation even if the student has already been awarded credit for the course. - Note: OPSAC is a consortium of private school accrediting associations recognized by the Oklahoma State Department of Education. Private School (Non-Accredited) & Home Schooled - Present transcript, standardized test scores, report cards, portfolio/work samples and additional documentation - Take semester finals of classes listed on transcript or report card. Students must obtain a score of 70% to receive credit for course for Putnam City Schools. Credit awarded will be recorded on transcripts with a passing mark (P). - Students will be required to take any End of Instruction (EOI) tests required by law for graduation even if the student has already been awarded credit for the course.

## IMMUNIZATIONS

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through 12<sup>th</sup> for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry.

### Guide to Immunization Requirements in Oklahoma – 2014-15 School Year

	CHILDC ARE	PRE-SCHOOL/PRE-KG	KG-6th	7th -10th	11th -12th
<b>VACCINES</b>	<b>PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION</b>				
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTP/DTaP ★	5 DTP/DTaP★ & 1 Tdap booster	5 DTP/DTaP ★
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	Not required for school			
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV ◀	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib◆●	Not required for school			
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B ■	3 Hep B ■
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

★ If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.

◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

● Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.

■ Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2<sup>nd</sup> dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
- **Children attending licensed childcare facilities must be up-to-date for their age for the**



**vaccines listed in the “Childcare” column.** Refer to this web page for information on when doses are due for children attending childcare:

[http://www.ok.gov/health/Disease\\_Prevention\\_Preparedness/Immunizations/Vaccines\\_for\\_Childcare/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/Vaccines_for_Childcare/index.html).

- **Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. They are required for children attending licensed child care facilities.**
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
- For doses given on or after Jan. 1, 2003, the 5<sup>th</sup> dose of DTaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due because longer than recommended intervals between doses do not affect final immunity.
- **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.**

**12-09-13 IMM 400**

If you have any questions, call the Immunization Service at 405-271-4073 or 800-234-6196 or visit our website at <http://imm.health.ok.gov>.

**Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health**

### **What is meningitis?**

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

■ Brain damage,

- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

### **What types of bacteria cause meningitis?**

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- Group B streptococcal disease, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

### **Who is at risk from meningococcal disease?**

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

### **How is the disease spread?**

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

### **Why is meningococcal disease dangerous?**

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United

States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or  
splotches
- Confusion
- Seizures

### **How can meningococcal disease be prevented?**

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose. MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

### **Is this vaccine required to attend school in Oklahoma?**

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus

student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

### **Is the meningococcal vaccine safe?**

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

### **Does the meningococcal vaccine work?**

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

### **Does the meningococcal vaccine prevent all cases of meningitis?**

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

### **Where can I get the vaccine for my son or daughter?**

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

### **Where can I find more information?**

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11) Oklahoma State Department of Education

## **CONCUSSION FACT SHEET FOR PARENTS**

### **WHAT IS A CONCUSSION?**

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?**

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion: **SYMPTOMS REPORTED BY ATHLETE:** • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down” **SIGNS OBSERVED BY PARENTS/ GUARDIANS:** • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

### **DANGER SIGNS**

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has: • One pupil (the black part in the middle of the eye) larger than the other • Drowsiness or cannot be awakened • A headache that gets worse and does not go away • Weakness, numbness, or decreased coordination • Repeated vomiting or nausea • Slurred speech • Convulsions or seizures • Difficulty recognizing people or places • Increasing confusion, restlessness, or agitation • Unusual behavior • Loss of consciousness (even a brief loss of consciousness should be taken seriously)

### **WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports. 2. **KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime. 3. **TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

### **HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?**

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.

However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

#### HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with your child’s teachers, school nurse, coach, speech-language pathologist, or counselor about your child’s concussion and symptoms. As your child’s symptoms decrease, the extra help or support can be removed gradually.

JOIN THE CONVERSATION [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

>>[WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC’s Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

#### **IN-SCHOOL RESTRICTION (ISR)**

The In-School Restriction (ISR) program is designed to offer an alternative setting to the regular classroom that provides students with continued educational access while serving the consequences for inappropriate behavior.

##### District Guidelines:

- ♦ ISR will be administratively assigned.
- ♦ The assignments for students in ISR will be provided by the regular classroom teacher. Substitute assignments may be given by the ISR staff.
- ♦ Students in ISR will be separated from their peers during lunch.
- ♦ Students will not be allowed to attend or participate in school events during or after school until they have been dismissed from ISR on their last day assigned. The only exception to this rule would allow students to attend and participate in **practices** conducted after school hours.
- ♦ Rules of behavior will be provided, and full compliance is expected by each student assigned to ISR.

#### **IN-SCHOOL RESTRICTION (Evening ISR)**

The Evening In-School Restriction (ISR) program is designed to offer an alternative setting in the evening to the regular classroom that provides students with continued educational access while serving the consequences for inappropriate behavior.

#### **INDIAN EDUCATION**

The Department of Indian Education of Putnam City Schools exists to serve Native American students in this school district. Services are provided in these areas: (a) Tutoring, (b) Student Advisement, (c) Indian Culture classes, (d) Classroom presentation of Indian Culture, (e) Resource Lending Library and Student Assistance. The staff is comprised of: Director, Tutor Coordinator, Student Advisor, Cultural Coordinator, and Project Secretary. For more information, call 495-5200, or come by the office in the Putnam City Administration Building, which is located at 5401 NW 40<sup>th</sup>, Oklahoma City, OK 73122.

## **INTERNET**

**General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material, which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

The District makes no warranties of any kind, either expressed or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment, or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes, and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs, which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students, who are granted access to the Internet, shall receive instruction regarding safety and security when using electronic mail, chat rooms, social networking sites, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

**Acceptable Uses:** The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only, as according to Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching, or which promote the District's mission and goals.

**Prohibited Uses:** According to Administrative Regulations, the District's computers and the Internet access provided by the District shall not be used:

1. To violate an individual's right to privacy
2. To access materials, information, or files of another person or organization without permission
3. To violate the copyright laws
4. To spread computer viruses
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District' property or the property of any other individual or organization
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others
7. To distribute religious materials
8. To campaign for or against any political candidate or ballot proposition
9. For any commercial purpose resulting in personal gain or other commercial purposes not authorized by the Administration, Board or Board policies and regulations
10. To engage in any illegal activity

11. To engage in cyberbullying at school or in the workplace
12. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension or criminal charges.
13. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension or criminal charges.

**Consequences for Misuse:** The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended, and may be subject to other disciplinary sanctions.

**No Expectation of Privacy:** No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access. The District's system operators may access any electronic mail, and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

**Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder, and the approval of the appropriate administrator or system operator.

**Remote Internet-based Courses:** The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guideline adopted by the State Board of Education.

**Internet-based Instruction:** The District may allow for students to complete required coursework through internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

#### **LEAVING SCHOOL DURING THE DAY**

If a student finds it necessary to leave school during the day for a doctor's appointment or some other valid reason which is known by the student and parent, the parents should call and advise the attendance office before time for the student to check out. **The student must then stop by the attendance office and sign out before leaving.** If returning to school the same day, the student must sign in at the attendance office.

If students should find it necessary to leave school for some unexpected reason, they must report to the attendance office, contact parents by phone, and let the attendance secretary speak with a parent or guardian before leaving. They will then be allowed to check out and receive a verified absence when returning for the classes missed. **Students leaving school should check-out through the attendance office unless they have received notification they have already been checked out. Failure to do so, could result in an unexcused absence.**



## **NON-CURRICULUM RELATED CLUBS**

A Non-Curriculum Related Club is one in which the subject matter of the group does not directly relate to the body of courses offered by the school. Non-curriculum related clubs must meet the following requirements:

- a. Each Non-Curriculum Related Club must have a certified faculty member willing to serve as sponsor. Any certified faculty member serving as sponsor of a Non-Curriculum Related Club will serve in a custodial capacity only.
- b. Non-Curriculum Related Clubs must be led by current students of the local school. Sponsors should not promote, lead, or participate in meetings. Non-school personnel should not direct, conduct, control, or regularly attend the activities of a Non-Curriculum Related Club.
- c. Non-Curriculum Related clubs must have a statement of purpose, a constitution outlining the governance of the organization, and a sample meeting agenda. Each of these items must be approved by the site principal.
- d. Non-Curriculum Related Clubs will not be allowed to meet during instructional hours.
- e. Non-Curriculum Related Clubs must not interfere with the instructional activities in the school.

## **NON-DISCRIMINATION**

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, gender, age, disability, or veteran status.

## **OPEN/CLOSED CAMPUS**

All students are to remain on the school campus between the time of arrival and the close of the school day. Students leaving school during school hours, except for school sponsored events, are to be checked out by a parent or guardian through the office. **Students who leave campus during the school day without being properly checked out could receive disciplinary action.**

## **PRIVACY RIGHTS**

PUPILS SHALL NOT HAVE ANY REASONABLE EXPECTATION OF PRIVACY FROM SCHOOL ADMINISTRATORS OR TEACHERS IN THE CONTENTS OF A SCHOOL LOCKER, DESK OR OTHER SCHOOL PROPERTY. SCHOOL PERSONNEL SHALL HAVE ACCESS TO SCHOOL LOCKERS, DESKS, AND OTHER SCHOOL PROPERTY IN ORDER TO PROPERLY SUPERVISE THE WELFARE OF PUPILS. SCHOOL LOCKERS, DESKS, AND OTHER AREAS OF SCHOOL FACILITIES MAY BE OPENED AND EXAMINED BY SCHOOL OFFICIALS AT ANY TIME, AND NO REASON SHALL BE NECESSARY FOR SUCH SEARCH; MORE SPECIFICALLY:

1. Student lockers and desks remain under the jurisdiction of the District, even though assigned to students, and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
2. Classrooms and other common areas are subject to a search at any time when students are not present, or when there is reasonable cause to conduct a search.
3. The police may search students or their lockers if they have a valid warrant to do so, or if they have "probable cause" to believe that students are in possession of unlawful items.
4. Metal Detectors - Principals retain the right to use metal detectors when needed, to assure a safe and secure learning environment.

## **PROFICIENCY BASED PROMOTION (PBP)**

To maximize the academic growth opportunities for students in the Putnam City Schools, the district offers a Proficiency Based Promotion (PBP) program in grades K-12.

In either June or August of the current school year, after completing the PBP application process, student applicants will take a criterion exam appropriate to the curriculum area. If passed at the 90% or higher proficiency level, a student will receive credit and may be promoted to the next level of study. Credit earned in high school level courses will count toward meeting graduation requirements. Credit will be noted on the transcript with a 'P' for pass or with an assigned letter grade based on the preference of the student/parent. No record of unsuccessful attempts at PBP will be maintained in a student's permanent school record.

Guidelines, application procedures, and forms will be available in the Counselor's office at all Putnam City high schools. The deadline for submitting an application for the tests given in June and August is the second Friday in May. Completed applications must be returned to the Counselor's office.

(PBP) exam grades will be accepted from other school districts only under the following conditions:

1. The student was enrolled in the examining district at the time of the test.
2. The credit appears on an official transcript from the examining district.

## **PUTNAM CITY CAMPUS POLICE DEPARTMENT**

The Putnam City Schools Campus Police Department is authorized by State Statutes (70 OS 360.16) and Board Policy (ECAA). The statute allows local boards of education to appoint officers to be designated Campus Police, pursuant to board policy. Those officers appointed to Campus Police have the same powers vested as peace officers. They must receive C.L.E.E.T. certification because of the peace officers status.

Oklahoma State law provides for Campus Police Officers to enjoy the same powers, liabilities, and immunities with regard to criminal matters and enforcement of the law of the state and the city in which the institution is situated as sheriff and police officers. Jurisdiction includes all campuses and district properties.

Security officers are hired during the school year at each high school, and they report to the Executive Director of Operations.

The Campus Police Department is located at 5604 NW 41<sup>st</sup>, and is open 24 hours a day, year round. Dispatchers answer emergency telephones around the clock. The telephone number is 787-3621. Patrol units are radio dispatched to respond to routine or emergency calls for service at the school sites. Campus Police provide safety and security, crime prevention, patrol and traffic control on all district property.

## **SECRET WITNESS HOTLINE**

IT IS THE DESIRE OF THE PUTNAM CITY DISTRICT THAT SCHOOL BE A SAFE PLACE FOR STUDENTS. **WE NEED YOUR HELP.** YOU CAN HELP BY NOTIFYING AN ADULT IN YOUR BUILDING OR BY CALLING THE **SECRET WITNESS HOTLINE - 787-1919**, WHEN YOU HAVE KNOWLEDGE OF DRUGS, WEAPONS, OR VIOLENT ACTS IN YOUR SCHOOL. YOUR SAFETY IS AT STAKE. ALL OF US WORKING TOGETHER CAN MAKE PUTNAM

CITY SCHOOLS A SAFE LEARNING ENVIRONMENT. **THE SAFE-CALL HOTLINE THROUGH THE STATE DEPARTMENT IS (877) 723-3225, EXT. 651.**

**SEXUAL HARASSMENT**

It is the policy of the Putnam City School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another member or a student, or for a student to harass another student or staff through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

If you have been sexually harassed, it should be reported immediately to the building principal. For additional information on Putnam City's policy on sexual harassment, see District Policy BL. This policy can be accessed on the District web site at [www.putnamcityschools.org](http://www.putnamcityschools.org).

**SMOKING POLICY**

Smoking and/or the possession of tobacco (including electronic cigarettes) and vaping products and/or accessories by students while in or on school properties, otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in a school sponsored event is prohibited.

**Smoking by Students:**

**First Offense:** Up to 3 days of In-School Restriction, parents notified and warning of ABLE Commission being notified if under the age of 18.

**Second Offense:** Up to 3 days of Night In-School Restriction, ABLE Commission notified, and parents notified.

**Third and subsequent offenses (within the same school year):** Principal and/or designee may assign up to 10 day suspension from school, ABLE Commission notified and parent conference should be scheduled.

**Distribution or Selling:**

Distribution or selling of tobacco, vaping, electronic cigarette products and/or accessories by students and while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in school-sponsored events is prohibited.

First offense..... Administration may assign a suspension up to 5 days and parents notified.

Second and subsequent offenses..... Administration may assign a suspension up to 10 days and parents notified.

## **BUS SAFETY GUIDELINES FOR STUDENTS**

School bus transportation is the safest means of over the road transportation in America. Putnam City Schools take pride in their safety record and in the service it provides. Buses are provided for those students who because of distance from the school or health make the service essential. Students and parents should read and understand the following guidelines.

1. All Putnam City District Policies apply to passengers boarding, riding, and departing from Putnam City School buses. Students using or possessing tobacco products, electronic cigarettes, vapes, alcohol, drugs, lasers, and/or weapons will be disciplined according to the District policies.
2. All students must sit properly and safely while on the bus. Students should be sitting on their bottom in the seat facing forward. Students should NEVER be sitting on their knees, turned around facing backward, standing or walking in the aisle, standing on a seat, climbing over or crawling under seats while the bus is moving. Students who cannot follow these safety guidelines create a danger to themselves and will be subject to bus suspension.
3. A parent/guardian should call the Putnam City Transportation Department at 789-3244 when asking for their student to ride another bus to and from school. The parent should call before 1:00 p.m. on the day of the request. Some requests may be denied due to rider capacity of buses. Please do not call the school or write a note for the student to give to the driver when requesting a change in riding procedures.
4. Students are required to use the bus stop nearest their home. Students must be at their bus stop five (5) minutes prior to the scheduled time ready to board. Any student failing to be on time will be responsible for their own transportation to school. Buses cannot return for late students due to time restrictions.
5. Students shall remain back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things or playing at a bus stop.
6. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
7. Students must keep their hands, arms, and heads inside the bus at all times.
8. Students must keep their hands to themselves and use an inside spoken voice.
9. Bus riders are expected to be courteous to fellow students and the bus driver. **THE BUS DRIVER MUST BE TREATED WITH RESPECT LIKE ANY SCHOOL EMPLOYEE.**
10. Students should never throw any type of object while inside the bus. **IT IS AGAINST THE LAW TO THROW ANY OBJECT FROM A BUS WINDOW.**
11. All articles such as athletic equipment, books, musical instruments, coats, backpacks, etc., must be kept out of the aisle. These items should be held on the student's lap or placed on the floor between the student's feet. Students are **NOT TO SIT** on back packs or musical instrument cases.
12. Students are not to be eating or drinking while riding a bus. Eating and/or drinking while on the bus may result in choking, spilled food, sticky seats and floors, and health violations. **PLEASE WAIT UNTIL YOU ARE OFF THE BUS TO OPEN AND EAT FOOD ITEMS.**
13. Students are not to write on seats, poke holes in seats, spit on the floor, or damage any bus equipment.
14. Students should always check their seating area for books, lunches, phones, purses and other articles that have fallen out on the route. Articles left on the bus will remain on the

bus until the next route occurs. A parent may call the Transportation office to see if property was found on the bus by the driver.

15. Students should do everything to avoid a FIGHT while on the bus. A fight may cause injury to those fighting and endanger the entire bus by distracting the driver. A student should stay on the bus if he/she feels that a fight will occur once they get off at their stop. The driver will keep the student on the bus until it is safe for departure.
16. The emergency door and window latches are for emergency use only. Students must not touch safety equipment on the bus unless there is an emergency.
17. Students must remain on the bus when there is a road emergency. Students must remain on a bus involved in a wreck until released by the nurse and local police.
18. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the bus driver may adequately observe them. This means that the student should be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed.
19. All directions given by the bus driver are to be followed.
20. Flowers, balloons and other party favors are not permitted on the bus because they create vision problems for the driver. Animals such as turtles, lizards, snakes, etc., or insects are not allowed on the bus as they may create a danger for other riders and distractions that may occur.
21. It is against federal regulations for a bus driver to alter their route. Therefore, all students must board and unload at designated stops. Any alternate stops must be approved in advance with the Transportation Office.
22. A regular route driver will make his/her first stop at the designated time as listed on the Putnam City web site under Transportation. All other stops will be made according to route assignments. Bus stop arrival times may be affected by weather, traffic congestion, and/or student discipline problems.
23. We ask that each bus rider sign and return a "Parent/Student Application Form for Transportation Service." This information allows the driver to know who is riding as well as notifying the parent/guardian of all bus policies. The form is handed out at the beginning of each school year by the driver and returned to the driver upon completion.
24. The Putnam City School District operates buses for transportation of its student body based upon the following guidelines:

**ELEMENTARY and MIDDLE** school students that live farther than one (1) mile from their school are eligible for bus service.

**HIGH SCHOOL** students that live farther than 1 ½ miles from their school are eligible for bus service.

Students that live within the walk boundary distance are not eligible for bus service.

**Violation of bus safety guidelines may result in a student losing his/her privilege to ride ANY school bus. Loss of privileges to ride may include, yet not be limited to, one (1) day, multiple days, or the remaining days of the school year. Safety infractions may also result in other disciplinary action deemed necessary by school officials.**

#### Responsibilities of Parents and Drivers

1. The school bus is considered an extension of the classroom. The Transportation Department has the authority and responsibility for the discipline of all children riding buses.
2. It is the parent's responsibility to discuss with the child the bus safety guidelines and cooperate with district administration. These guidelines should be kept by the parent/guardian for reference during the school year.
3. It is the responsibility of the driver to provide the student with orientation regarding bus safety.
4. Drivers have the authority to enforce all bus rules. Any student refusing to obey these rules may be reported to transportation authorities and may lose bus-riding privileges.
5. If the behavior of the child riding the bus results in a bus suspension, it is the responsibility of the parent/guardian to arrange transportation to and from school until privileges are reinstated.

### Bus Discipline Action Plan

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action.

**DRIVER ACTIONS:** For minor disruptive misbehavior such as safety violations, name-calling, eating/drinking on the bus, noise distractions, or other inappropriate behavior, the driver/district staff will do the following:

**1<sup>st</sup> Offense:** Provide verbal warning by the driver.

**2<sup>nd</sup> Offense:** The driver may reassign the student to an assigned seat. Student will be informed how long they will be in the assigned seat. A parent contact form may be filled out by the driver and given to the student for a parent/guardian to sign and return.

**3<sup>rd</sup> Offense:** **The Transportation Office will call the parent/guardian, conference with the student at school or by phone, conference with the Principal or other School Staff, review the bus video, or a combination of the above. Disciplinary actions may include bus suspension or other appropriate disciplinary actions. Parent/guardian will be notified of all bus suspensions.**

**4<sup>th</sup> Offense:** The above procedures will be followed with disciplinary actions that may include a five day or longer bus suspension. Parent/guardian contact will be made.

**5<sup>th</sup> Offense:** A recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

**MAJOR BEHAVIOR PROBLEMS:** BEHAVIORS INCLUDING, YET NOT LIMITED TO FIGHTING, VANDALISM, THROWING OBJECTS IN THE BUS OR OUT BUS WINDOWS, PROFANITY OR OBSCENE GESTURES, DISRESPECT TOWARD THE DRIVER OR OTHER STUDENTS, AND ANY OTHER DISTRACTIONS OR DISRUPTIONS TO A DRIVER CAN AFFECT STUDENT SAFETY AND BYPASS THE STEPS LISTED ABOVE AND RESULT IN BUS SUSPENSION OR TERMINATION.

The Putnam City Transportation Department is located at 7111 N.W. 42<sup>nd</sup>. Office hours are 6:00 a.m. until 5:00 p.m. The phone number is 789-3244.

## **SPECIAL EDUCATION CHILD FIND**

The Special Services Department of the Putnam City Public Schools requests your cooperation in our attempt to search and find children who may have a disability. Public schools are mandated under Public Law 108-446, "Individuals with Disabilities Education Improvement Act" 2004 (IDEIA), to coordinate services for disabled children throughout the local communities within their district. Each district is also mandated to search and find all disabled children who reside within their district. If you know of any children who are in need of services, please contact the Putnam City Special Services Department at 495-3770.

## **SUBSTANCE USE BY STUDENTS**

For purposes of this regulation, "semester" is defined as one-half of the school year. At the high school level, this time period is also referred to as a "term".

Whenever a student is suspected of using, consuming, possession, or being under the influence of drugs or alcohol, a principal shall verify such suspicion by observation and/or documentation.

**Use, Possession, or Being Under the Influence of Drugs or Alcohol/Distribution of Non-Controlled Prohibited Substances:** The following discipline shall be imposed on students who violate the provisions of Policy EH relating to (a) the use, consumption, possession, or being under the influence of any alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled dangerous substance, or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the-counter medication, counterfeit drugs, alcoholic beverages, or low-point beer:

**First Offense:** Upon verification of a first offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator shall suspend the student found to have violated these provisions for a minimum of 10 days. An administrator may modify the suspension with proof of student compliance in the Student Assistance Program as recommended by counselor(s). Furthermore, the principal may assign a long-term suspension up to the remainder of the semester/term depending on circumstances of violation and/or lack of compliance with Student Assistance Program.

**Subsequent Offenses:** Upon verification of a subsequent offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator may assign a long-term suspension for the remainder of the current semester/term and succeeding semester/term. Students and parents or guardians may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

**Sale, Transfer, or Distribution of Drugs:** The following discipline shall be imposed on students who violate the provisions of Policy EH relating to the sale, transfer, distribution, barter, or exchange of any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, controlled dangerous substance, or controlled dangerous substance without a valid prescription.

The principal shall immediately notify the Putnam City Campus Police Department and the student's parent or guardian. The principal may assign a long-term suspension for the remainder of the current semester/term and the succeeding semester/term and shall refer the

student to the Student Assistance Program to receive information regarding resources within the community.

**Medical Emergency:** If a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parents or guardians cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

**Verification of Substances:** If verification of a substance seized from a student is necessary, a field test shall be conducted in the presence of a Putnam City Campus Police Department officer. The Putnam City Campus Police Department officer shall take possession of the substance, and at the direction of an administrator, may transport the substance to the Oklahoma City Police Department for a complete lab test. The results of the lab test conducted by the Oklahoma City Police Department may be used by the District in applying its policies and Administrative Regulations.

## **SUSPENSIONS**

### **CAUSE FOR SUSPENSION OF STUDENTS**

The following behavior may be cause for a principal to suspend a student when such behavior occurs while the student is in attendance at school, in transit by either school district transportation or under school district supervision either to or from school or a school function authorized and/or sponsored by the school district, or when on any property subject to the control and authority of the school district.

1. Smoking, using and/or possessing &/or distribution of tobacco (including electronic cigarettes) and vaping products and/or accessories
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia
5. Unauthorized use of a telecommunication device during the instructional day
6. Possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which includes but is not limited: guns; rifles; pistols; shotguns; stun guns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; pepper spray; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers
8. Leaving school grounds or activities at unauthorized times without permission
9. Refusing to identify or falsely identifying one's self to District personnel
10. Entering, without authority, into classrooms or other restricted school premises
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law
12. Engaging in conduct which endangers or jeopardizes the safety of other persons



13. Bullying, harassing, hazing, threatening, intimidating, or verbally abusing another person, including any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission
14. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property
15. Using profanity, vulgar language or expressions, or obscene gestures
16. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults
17. Assaulting, battering, inflicting bodily injury on, or fighting with another person
18. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process
19. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person
20. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, or cheating
21. Engaging in sexting which is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/images or the creation of or relayed transmission of obscene material or child pornography that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Oklahoma County whether the transmission of such material constitutes a felony or a misdemeanor under Oklahoma law and whether to prosecute.
22. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension or criminal charges.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred. A student may appeal a short-term suspension for 10 days or less to a local committee at the school site where the student attends school. The appeal should be made in writing, and submitted to the building principal. The length of the suspension shall not exceed the current school term and the succeeding school term, except in the case of a firearm. A student who brings a firearm in school shall be suspended for not less than one year.

The effect of any student suspension on grades, attendance, course credits, and make-up work requirements shall be in accordance with policy.

Since the time limits for notice set forth in the policies relating to student suspension provide for school days, when school is not in session in the summer, business days (Monday through Friday) shall be used in lieu of school days. During the regular school year, the time limit for notice shall be held in accordance during official school holidays. A suspended student may

not participate in any extracurricular activities nor may the student come back on campus without principal permission.

### **EFFECT OF STUDENT SUSPENSION ON GRADES, ATTENDANCE, COURSE CREDITS, MAKE-UP WORK, AND EXTRA-CURRICULAR ACTIVITIES**

1. A student may not participate in any extra-curricular activities or be on any Putnam City school property while the student is suspended from school. Special arrangements may be made by the principal if necessary.
2. The student can receive full credit for:
  - a. Completing the work assigned during the suspension
  - b. It is the responsibility of the student to ask his/her teacher for the work assigned and missed during suspension. Parents can also request work.
  - c. One make-up day is allowed for each day of suspension to turn in assignments.

### **VIRTUAL SCHOOL**

While many students benefit from traditional approaches to school, there are other conditions in which learning can take place. Putnam City Virtual School is a resource for parents and students looking for an alternative approach to traditional schooling. Putnam City Virtual is free, online education for Oklahoma elementary, middle school and high school students. Putnam City partners with Connections Learning. To enroll in Putnam City Virtual classes, parents should work with Putnam City counselors and Enrollment Office Director Joe Ellis. For more information, go to <http://www.putnamcityvirtual.org>

### **WEAPONS**

#### Possession or Use

Possession or use of any type of weapon, facsimile or counterfeit weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons are becoming increasing hazards. Therefore, the possession or use of weapons on school property, at a school function, in a locker, on a school bus, in a personal vehicle, or in transit to or from school or any District function is expressly prohibited. If a student discovers that he/she has a weapon at school, they should immediately turn it in to an administrator.

A weapon under the regulation includes, but is not limited to: guns, rifles, pistols, shotguns any device which throws, discharges or fires objects, bullets or shells; knives; explosive or incendiary devices; hand chains, metal knuckles, or any other object that can reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile or counterfeit weapon resembling a weapon.

Exempt under this regulation are any instruments and devices that may be considered a weapon under this regulation, but are specifically authorized by District personnel for use in an approved curricula or extra-curricular activity and are used in the appropriate manner.

Any student who knowingly aids, accompanies, and/or assists in the violation of this regulation shall also be deemed in violation of this regulation, and shall be subject to discipline in the same manner as any student who directly violated this regulation.

Possession of a firearm shall result in a one-year suspension. For possession of other weapons under this regulation, a suspension for not less than the balance of the term in which the

infraction occurred. If the remainder of the term is less than forty-five school days, the suspension for the balance of the term and the next term.

When a student is suspected of violating this regulation, the following procedure shall be followed:

1. The school principal or his designee shall contact the Putnam City Campus Police Department to have an officer present, if possible, when confronting the suspected student.
2. The police officer shall take custody of all weapons confiscated from a student's possession.
3. The officer shall mark any weapon to ensure the chain of custody of the evidence to be exhibited at an administrative hearing and/or criminal action.

At the conclusion of any and all administrative hearings, appeals, and appropriate criminal actions, the Campus Police Chief shall legally and properly dispose of the seized property.

Written evidence that parents and students have been notified of this policy should be on file at the school site for each student enrolled.

### **WIRELESS TELECOMMUNICATION DEVICES – CELL PHONES AND OTHER ELECTRONIC EQUIPMENT IN THE SCHOOLS**

Wireless Telecommunication Device (WTD) includes, but is not limited to, a cellular or digital telephone, two-way radios, personal digital assistants (PDA's), and smartphones. It shall not include an amplification system utilized in a classroom or school building.

Whenever a student is suspected of unauthorized use of a WTD, a principal, an assistant principal or a teacher shall verify such suspicion by observation and/or documentation. The following discipline shall be imposed on students who violate the provision of the policy relating to unauthorized use of a WTD.

**First Offense:** The student shall receive a verbal warning, and a written notice shall be sent with the student to the student's parent describing what will occur if there are subsequent offenses.

**Subsequent Offenses:** For subsequent violations during a school year regarding unauthorized use of a WTD during the instructional day, the WTD will be taken from the student and secured in the office, then returned to the student at the end of the day. A student with repeated offenses may be asked to check their phone into the office at the beginning of each day for a period of time.

**Search for and of Wireless Telecommunication Device:** Whenever school personnel have a reasonable suspicion that a student is misusing a WTD during regular school hours, school personnel have the authority to search the student and remove the WTD from the student's possession. School personnel must have a reasonable suspicion, based on objective and articulated facts, that the search of the WTD will provide evidence that the student used the WTD to violate some other provision of the Student Conduct Code or the law. Such a search may include, but not be limited to, searching text messages, photos, phone numbers, and e-mails stored in the WTD. The scope of such a search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.