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## **Norman Public Schools Mission, Vision and Values**

### **Our Mission**

To prepare and inspire all students to achieve their full potential.

### **Our Core Values**

- Integrity - Integrity is the cornerstone of everything we do.
- Inclusiveness - We positively affirm the unique identity of every individual.
- Collaboration - We collaborate with internal and external stakeholders to maximize our shared knowledge and resources to bring greater value to our students, staff and stakeholders.
- Optimism - We aspire to maintain a positive attitude and expect the best possible outcome in every situation.

### **Our Vision**

#### **To Be:**

- A respected career destination for the best educators
- An inclusive school community that celebrates diversity
- A leader in reform and innovation
- Good stewards through maintaining / planning current and future resources
- Environmentally conscious
- Strategic and focused in all we do

#### **To Do:**

- Hire, retain, and competitively compensate the best people
- Open our schools, establishing a Community Education Program
- Increase safety and security
- Support growth, responding to community needs
- Celebrate having the highest academic achievements
- Create good citizens who are prepared to be engaged members of the community

#### **To Have:**

- A sustainable budget
- 100 percent graduation rate
- Technology resources accessible to all students
- Excellent STEAM opportunities and achievements
- Community and business partners that advocate for public education

# Student/Parent Policy Guide 2021–2022

The **Norman Public Schools Student/Parent Policy Guide** contains policies and procedures of the District. Questions about the guide should be directed to the Administrative Services Center, 405-364- 1339. Copies of the **Norman Public Schools Board of Education Policies and Administrative Regulations** are available online, at each school site, and at the Administrative Services Center at 131 S. Flood, Norman, OK.

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<b>Holly Nevels, NPS Title IX Coordinator 405-447-6599</b>		
<b>Stephanie Williams, Deputy Title IX Coordinator 405-366-5844</b>		

## **Discrimination/Harassment Disclaimer**

Discrimination and/or harassment of students are prohibited by Norman Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. The district also provides equal access to Boy Scouts of America and other designated youth groups.

## **Disclaimer**

The policies and regulations of the Norman Public Schools' Board of Education, or any changes to the Board of Education policies and regulations after the printing of this guide supersede all information provided in this handbook. This is not intended as a comprehensive description of all student-related policies. For more detailed information, and related policies, patrons are encouraged to refer to the Norman Public Schools' Board of Education Policies and Administrative Regulations which can be accessed online at <https://www.normanpublicschools.org/Page/2252>.

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## PARENTS' BILL OF RIGHTS

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the passage the 2014 Parents' Bill of Rights (O.S. 25 §2001).

- I. Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.
- II. Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:
  - a. Safety, general order and discipline
  - b. Academic or extracurricular activities
  - c. Classroom instruction
  - d. Security/surveillance of the buildings or grounds
  - e. Photo ID cards
- III. Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.
- IV. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
  - a. Parent-Teacher conferences
  - b. Back to school / meet the teacher nights/ Title I Parent Nights/ Curriculum Nights
  - c. District sponsored Webpages with class information available to parents
  - d. School newsletters
  - e. District Community Advisory Council
  - f. Program specific parent involvement committees (i.e. Indian Education, Gifted Education Advisory Council and Committee) Norman Public Schools Board Policies and Administrative Regulations
  - g. Encourage parent volunteerism (i.e. Watch D.O.G.S; Parent-Teacher Associations)
  - h. Encourage parent participation in program development and review (i.e. Title I planning teams, Title III planning teams, Indian Education)
- V. The district will inform parents about their children's course of study by disseminating this information:
  - a. During annual enrollment
  - b. In student handbooks
  - c. On the district and school webpages
  - d. In site Title I School wide Plans and at Title I meetings (when applicable)Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.
- VI. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class if alternative arrangements are not possible through consultation with the district.
- VII. The district offers sex education in grades 6th, 7th, and 8th. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not

participating in the district's sex education program will be provided with an alternative assignment during sex education instruction.

- VIII. If a teacher is going to provide instruction or presentations regarding personal sexuality in a course apart from formal sex education, the teacher will send written notice home to parents at least ten (10) days in advance of the presentation. In a course where personal sexuality is a part of the curriculum or personal sexual reproduction is a topic for discussion (i.e. Baby Steps), a syllabus will be sent home during the first week of the course. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
- IX. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
- X. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parents' Bill of Rights, the district has compiled the following information for parents:
- a. The district provides sex education to students in grades 6th, 7<sup>th</sup>, and 8th. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item VIII above.
  - b. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the Superintendent's office, on the district website, and at each school.
  - c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item VIII above.
  - d. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child or if the child qualifies for an exemption under the McKinney-Vento Homeless Education Assistance Act.
  - e. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the Superintendent's office, on the district website, and at each school.
  - f. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
  - g. The district provides AIDS education for students in grades 6 through 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be provided with an alternative assignment during the scheduled instruction.
  - h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of statewide testing by contacting their child's building principal.
  - i. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the Superintendent's office, on the district website, and at each school.

- j. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- k. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available on the district website.
- l. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- m. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- n. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- o. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the Superintendent's office, on the district website, and at each school.
- p. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- q. Parents may opt-out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the Superintendent's office.
- r. Parents can expect that the district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without the district first obtaining a written consent for the proposed assessment or treatment from the parent or legal guardian.
- s. Parents can expect that the district will not procure, solicit to perform, arrange the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of the parent or legal guardian.
- t. Parents can expect that students shall not be vaccinated at school or on school grounds or receive a vaccine as part of a mobile vaccination effort without prior written authorization, including the signature of the student's parent or legal guardian authorizing a vaccine or group of vaccines to be administered during a single visit.

XI. Parents requesting information outlined in this policy should submit written requests for information through the building principal, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within ten (10) days may submit a written appeal to the Superintendent. In the event the Superintendent denies the written appeal, the requesting party may appeal in writing to the Board of Education at least seven business days prior to its next regular meeting.

## EQUAL OPPORTUNITIES

Norman Public Schools, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, gender, national origin, age, disability, sexual orientation, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The district is required by Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975, as amended; as well as board policy, not to discriminate. (Not all prohibited bases apply to all programs. If you suspect discrimination, please contact the individual corresponding to the area of concern listed on page 1 of this handbook.

The district receives federal financial assistance directly and indirectly and, as a consequence, has adopted and published grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 C.F.R. 106.8(b). Title IX is the federal law that prohibits discrimination on the basis of sex: "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by any district receiving federal financial assistance." 20 U.S.C. 1681 (a).

**Grievance Procedure** - Students or parents who wish to have a grievance considered under the District's Title IX policy or in connection with other complaints of discrimination should submit the complaint in writing to the site principal. The principal will then forward the grievance to the NPS Title IX Administrator who will inform the Superintendent. A decision will be made by the Superintendent or his/her designee as to whether non-compliance exists and corrective actions will be taken if needed for compliance. If the parent or student feels that the alleged non-compliance has not been resolved in a satisfactory manner and continues to exist, they may appeal to the Board of Education by submitting the complaint in writing to the Clerk of the Board. A hearing will be scheduled at the next succeeding regularly scheduled meeting of the Board. The Board of Education shall serve as the final grievance committee within the Norman Public Schools.

**Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. The following individuals have been designated to handle inquiries regarding the district's nondiscrimination policies: Holly Nevels, Title IX Administrator and Stephanie Williams, Deputy Title IX Coordinators.**

## EVENTS OR SPECIAL PROGRAMS ACCOMMODATIONS

Norman Public Schools encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about physical access provided, please contact the site principal in advance of your participation. There is a site directory at the end of this policy guide.

## PROFESSIONAL QUALIFICATIONS

Parents have the right to request and receive information on the professional qualifications of their children's classroom teachers and paraprofessionals.

## TRANSLATIONS TO OTHER LANGUAGES

Patrons needing help with translations of English language messages from the schools should call the school or the district's English Learner Office for assistance. The student population of Norman includes speakers of approximately 80 languages other than English. The English Learners (EL) program provides interpreters whenever possible. Most school communications will display a message offering such services. The telephone number of the English Learner Office is 405-366-0589.



## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age older (“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 education records within 45 days after the day the Norman Public receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student’s education 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s school enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Norman Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student—

- a. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- b. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- c. To the authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- f. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- g. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- h. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- i. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- j. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- k. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

# ATTENDANCE, ENROLLMENT AND TRANSFERS

## ATTENDANCE

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education.

### **Norman Public Schools Hours are as follows:**

School Level	Start Time	End Time
Pre-K morning	7:50 a.m.	10:30 a.m.
Pre-K afternoon	12:10 p.m.	2:50 p.m.
Kindergarten	7:50 a.m.	2:50 p.m.
Elementary Grades 1 - 5	7:50 a.m.	2:50 p.m.
Middle Grades 6-8	8:35 a.m.	3:40 p.m.
Middle -Zero Hour	7:20 a.m.	
High Grades 9-12	9:00 a.m.	4:05 p.m.
High - Zero Hour	7:35 a.m.	

### **Excused and Unexcused Absences**

Excused absences will be granted in compliance with 70 O.S. §10-105.

An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer.

The Board designates all building principals and their designees as attendance officers for the Norman Public Schools. Schools will maintain attendance records and provide attendance information to the District Court and other appropriate authorities upon request.

### **Attendance in Grades K-8**

In grades K-8, a student must be present 90% of the quarter unless absences occurred due illnesses confirmed by a physician, to observe religious holy days, suspensions, and approved school activity absences; all absences will be counted. If a student is absent more than 10% of the quarter, the following actions will be taken:

- Students will receive no grades for the quarter. Report cards will reflect "N.G." (No Grade). Student will be expected to attend classes and complete course requirements for the remainder of the quarter.
- A referral shall be made to the appropriate authorities.

- Retention will be considered by the Site Attendance Committee.

If a student, enrolled in a class for which the Norman Public Schools grants transcript credit, see attendance in grades 9-12.

### Attendance in Grades 9-12

In grades 9-12, a student must be in class 90% of the semester in order to receive credit for a class, unless absences occurred due to illnesses confirmed by a physician, to observe religious holy days, suspensions, and approved school activity absences; all absences will be counted. If a student is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, a "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision. Students will be expected to attend classes and complete course requirements for the remainder of the semester.

### Tardy, Left Early, Absence Times

#### Elementary School

Grade	Tardy AM	Absent AM	Left Early AM	Tardy PM	Absent PM	Left Early PM
Pre-K AM	7:51-8:30 0	8:30-9:50	9:51	n/a	n/a	n/a
Pre-K PM	n/a	n/a	n/a	12:11-12:50	12:51-2:10 0	2:11-2:50
Kindergarten	7:51-8:50 0	8:50-9:50	9:51	12:11-12:50	12:51-1:50 1	1:51-2:50
1-5	7:51-8:50 0	8:50-9:50	9:51	12:11-12:50	12:51-1:50 1	1:51-2:50

#### Middle School

- Student is considered to be tardy the first 19 minutes of class

#### High School

- Student is considered to be tardy the first 15 minutes of class

## VACATION POLICY (K-12)

The school administration neither encourages nor condones students missing school for family vacations. However, the reality exists that parents do take their children out of school for such trips. When this occurs, the student will not be considered truant (unexcused absence) if the following procedures are used:

- The parent(s) contacts the attendance officer in advance and submit the dates in writing.
- The parent(s) and attendance officer discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). [The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.]
- The student is responsible for making specific arrangements with the teacher(s) for assignments.

## ATTENDANCE AREAS

The Board of Education will establish school attendance areas for each school 70 O. S. § 5-117. A student will attend school in the attendance area in which he/she lives.

## ENROLLMENT

### **Age Requirements for Enrollment**

In accordance with O.S. 70 § 1-114, students between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

- Children who are at least four (4) on or before September 1, but not yet six (6) may enroll in the early childhood program of the District, within the constraints of available class space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program Children who are at least five (5) on or before September 1, and have not attended a public-school, kindergarten may enroll in a full-day or half-day program in the District.
- Children who are at least six (6) on or before September 1, may enroll in first grade in the District.
- Underage pupils in kindergarten and first grade who have been in legal school attendance in a public or accredited private school in another state, or in a Department of Defense School for military dependents, may enroll in the District (Reference: 70 O.S. 1999, §18- 111).

## MCKINNEY-VENTO

The McKinney-Vento Homeless Assistance Act applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless migratory children.

According to the Act, homeless children and youth:

- do not need a permanent address to enroll in school;
- have a choice of school placement.
- cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- have the right to participate in all federal, state, or local programs and activities for which they are eligible;
- cannot be isolated or separated from the mainstream school environment;
- have the right to receive prompt resolution of any dispute regarding educational placement.

## STUDENT TRANSFERS

### **In-District Transfers**

After all children within each school's attendance area have been accommodated, requests for In-District transfers will be granted according to the following rank- order priorities:

- Juniors or seniors affected by boundary or residence changes;
- Siblings of students already on a transfer;
- District employees' children;
- Students who have attended Norman Public Schools for two years and are impacted by a residence change;
- students on a transfer who wish to remain in the feeder pattern of their original transfer;
- students whose childcare needs necessitate a transfer;
- high school students whose work schedules create hardship.

### **Out-of-District Transfer**

In compliance with Oklahoma statutes, Norman Public Schools will accept or deny transfer of a nonresident student in accordance with the following criteria: availability of programs, staffing, space; and class capacity. The district will also look at a student's behavior, attendance, and grades in his/her current district. If a student is under suspension from the sending district for any reason, a transfer will be denied. Applications for Open Transfers are due prior to May 31 of each year.

### **General Guidelines for all Transfers**

Parents with multiple children seeking placement in a school must submit a separate transfer application for each child. The student must provide his/her own transportation to the assigned school. Renewals for transfers must be requested each year.

Unless there are extenuating circumstances due to health, safety and/or educational issues, no more than one transfer request per school year will be approved for a student.

Requests for transfer renewals are required yearly and must be submitted to the Director(s) of Student Services. If the transfer is granted, transportation shall be the responsibility of the parent.

An in-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student's grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level. In the event of revocation, the student shall return to his/her home school.

The following definitions shall be used for transfers:

**Eligibility** is generally established or determined by the residence of the student's parents (custodian). A transfer does not guarantee immediate eligibility.

**Transfer** – when a student attends a Norman Public School outside the residential area in which the student's parents (custodian) are bona fide residents,

**Renewal** - The annual request to continue attending the school to which the student has transferred.

Students who move out of Norman Public Schools during the school year may complete the school year at the site but must provide their own transportation.

### **Secondary Transfers and Eligibility**

- Unless there are extenuating circumstances due to health, safety and/or educational issues, no more than one transfer request will be approved for a student while in middle school or while in high school; a renewal of a transfer is not considered a second transfer. If a student requests and is granted a second transfer, the student must attend the school to which transferred for a calendar year before gaining eligibility for participation in OSSAA sanctioned events. The student will be allowed to participate in practice sessions.
- Students entering 9th grade from a Norman middle school who are approved for transfer but fail to meet the May 31st application deadline will be ineligible for varsity/OSSAA athletic competition for the 9th grade school year.
- Current Norman Public Schools 9<sup>th</sup>-12<sup>th</sup> grade students who are approved for transfer to another Norman high school shall be ineligible for all sports in which regulated games are in session at the time the student transfers and any other varsity/OSSAA athletic competition for one (1) calendar year beginning on the first day the student attends class at the new school. The student will be allowed to participate in practice sessions.
- When a transferred student, enrolled in athletics, returns to their residence area school within the same school year, the student will lose interscholastic athletic eligibility for 90 school days. The 90 school days begin the first day the student attends class at their school of residence. The student will be allowed to participate in practice sessions.

- The Superintendent or designee may waive the eligibility requirements of this policy for extenuating circumstances.
- When a transferred student returns to their home school, it is treated as a second transfer and the student is ineligible for one calendar year. If a student returns to their residential area school in the same school year as the initial transfer, a student will be ineligible for ninety (90) school days. This does not apply to a student who returns to their residential area school during a renewal year.

## GENERAL INFORMATION

### CONTACT DURING SCHOOL HOURS

Norman Public Schools encourages parent involvement in the education of their children. Parents are recognized as active participants in the learning process and are considered a valuable resource for all schools.

- **Reporting to Parents** In order to keep parents adequately informed, quarterly reports of pupil progress will be available to parents through the parent portal. Parents may request a paper copy through the school's office. Two (2) parent conferences will be held annually.
- **Contact During School Hours** Parents/guardians have the right to contact their children during the school day. They are encouraged, however, to limit contact with students during the school day to necessary/emergency contact, thereby reducing disruptions to instruction. In order to protect the rights of students, the following guidelines will be followed related to student contact during school hours:
  - **Contact with Police, Department of Human Services, and Agents of the Court and Community Service Agencies.** Official representatives of state and community agencies may talk with students without parental permission, within the confines of the law. It is the responsibility of agency personnel to protect student and parent/guardian rights.
  - **Divorced/Separated Parents.** A student's custodial parent may refuse to allow the non-custodial parent to see the child or check him/her out of school. The custodial parent must show a court certified copy of custody papers to school officials when requesting that the non-custodial parent not be allowed access to the child. In the case of parent separation, either parent may check the child out of school regardless of where the child is living, unless a court order is presented to the school that prohibits parental contact. The non-custodial parent may legally receive information concerning their child's attendance, conduct and grades. Schools must abide by the most current legal papers on file. Parents are highly encouraged to provide updated legal papers to the school site.
  - **Attorneys at School.** Any attorney wishing to see a child at school must secure prior approval from the Student Services office.
  - **Others.** Anyone other than those specified in Board Policy must have the permission of the principal or his/her designee before having contact with a student during school hours.
- **Superintendent Authority** In accordance with state statutes, the Superintendent and principals have the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor. Additionally, the district may pursue legal action against any individual engaged in workplace harassment and/or violence or threat of violence directed at district employees, students or patrons.

## GUIDELINES FOR NOTIFYING STUDENTS IN GRADES 6-12 OF NON-SCHOOL RELATED EVENTS

Non-school related events are those events which are not related to the curriculum and student achievement.

- **Announcements** Public address systems in the schools shall be used to promote school related events approved by the principal. No classroom announcements may be made to inform students of non-school related events.
- **Bulletin Boards** Bulletin Board for Posting of Non-School Related Events
  - Any poster or other announcement of a non-school related event must be submitted to the Executive Director of Student Services or designee for approval prior to being posted on the designated bulletin board.
  - The group sponsoring the event must be clearly identified on the announcement.
  - If the announcement has been approved by the Director of Students Services or designee, the announcement will be posted on the bulletin board by the person designated by the Principal.
  - The announcement may be posted no earlier than two weeks prior to the event.
  - The announcement will be removed immediately after the event by the person designated by the Principal.
  - No announcement shall remain posted longer than two weeks.
  - An announcement of a weekly meeting may remain posted at the discretion of the principal based upon space available.
  - Posting of the following types of material is prohibited:
    - Indecent, vulgar or lewd material or obscenity defined in reference to minors;
    - Libelous material;
    - Material that invades the privacy of others;
    - Material that promotes unhealthy activities;
    - Material that promotes illegal activities for minors;
    - Material that infringes upon someone's copyright; and
    - advertising or commercial material.

## LOCKERS AND DESKS

As specified in state statute 70 § 24-102, school personnel will have access to school property in order to ensure the welfare of students. Schools shall inform pupils in the student handbook that they have no privacy rights in relationship to school lockers, desks, or other school property.

## LOST OR DAMAGED INSTRUCTIONAL MATERIALS AND EQUIPMENT

Students, and their parents or legal guardians, who have been issued or have borrowed instructional materials or equipment shall be responsible for the care and return of such materials and equipment to the school upon request or the student's withdrawal from the district. The material and equipment should be returned in the same condition as it was received by the student, less any reasonable wear through regular use.



## MINUTE OF SILENCE

At the beginning of each school day in which students are present at school, the school shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

## PARENT PORTAL

Along with bi-annual parent teacher conferences, Parent Portal is the primary tool for the District to share current student grades and academic status with parents and guardians. As such, faculty members are to input grades into the Parent Portal in a timely manner, as soon as new grades are available.

## PROCEDURES FOR PROCESSING COMPLAINTS

In the interest of handling all complaints fairly and expeditiously, the Board has established the following policy:

- When a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take the concern to the appropriate school staff member: a teacher, supervisor, principal, the office of Student Services, or the Superintendent.
- The individual or group will be advised of the proper channeling of complaints as follows:
  1. Supervisor or Teacher
  2. Building Administrator
  3. The Office of Student Services
  4. Superintendent
  5. Board of Education
- Complaints will be channeled to the proper individual within this framework. Problems and questions concerning individual schools should be directed to the principal of the school. Problems and questions concerning the school system as a whole should be directed to the Superintendent.

### **The procedure to be followed:**

#### **Step One**

A complaint will first be discussed by the complainant and the person(s) against whom the complaint is registered with the object of resolving the matter informally. If the complaint cannot be resolved at this level, the individual against whom the complaint is lodged will be given the opportunity to be involved at each subsequent step.

#### **Step Two**

If the complaint is not satisfactorily resolved in Step One, the complainant will submit his/her complaint in writing to the building administrator or the appropriate supervisor, stating the reasons for the complaint and the relief desired. The administrator will then meet with the complainant at a mutually convenient time within ten (10) working days of receipt of the written complaint. Within five (5) working days of this

meeting, the building administrator will provide a written response to the complainant stating reasons for his/her decision.

### **Step Three**

In the event the matter is not yet resolved, the complainant will file a written appeal to the Superintendent or designee within ten (10) working days of the final meeting in Step Two. The written appeal to the Superintendent or designee will include the reasons for the complaint and the relief desired. The Superintendent or designee will then meet with the complainant and the building administrator within ten (10) working days of the receipt of the written appeal. Within five (5) working days of this meeting, the Superintendent or designee will communicate his/her decision in writing with supporting reasons to the building administrator and complainant.

### **Step Four**

Within ten (10) working days of receiving the decision of the Superintendent or designee, the complainant may appeal to the Board of Education. This appeal, directed to the Clerk of the Board, will be in writing and will be accompanied by a copy of the appeal and the decision rendered at Step Three. The Board will meet on the matter at the next regularly scheduled Board Meeting, provided the appeal is received by the Clerk of the Board in time to place it on the agenda. The appeal will be heard in an open meeting. The Board of Education will set a format and time frame for all participants. Within five (5) working days after this meeting, the Board will provide a decision to all parties involved.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

## **PUBLIC ACTIVITIES, SOLICITATION, FUND RAISING, ADVERTISING AND CONTESTS**

Students, school personnel and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fund raising or promoting the interest of any non-school agency, organization or individual without the prior approval of the Superintendent or designee.

Participation in any fund-raising activity involving sales off school premises will be determined by the principal and Board of Education. There will be no door-to-door selling by students in grades K-8<sup>th</sup>. Participation in contests by students shall relate to the educational goals and objective of the Norman Public Schools. Material or activities required for participation shall be judged by the principal according to their contribution to the total educational program.

## **SMALL VEHICLES**

Riding of bicycles, motor scooters, motorcycles and other small vehicles shall not be permitted on school property except for the purpose of riding to and from school. (Reference: City Ordinance No. 2372). When used for the purpose of riding to and from school, all vehicles shall be parked immediately upon arrival in the space provided at the school. Vehicles must use the designated paths to the parking spaces. Failure to abide by these policies may result in loss of the privilege of riding such small vehicles to the school.

## **STUDENT RESPONSIBILITIES AND RIGHTS**

A student and/or the parents shall receive, at the beginning of the school year or at the time of enrollment, a digital and/or printed publication setting forth the major policies and regulations to which students are subject.

Student meetings outside of school hours on school property are subject to approval of the school administration of the building and may require the presence of a staff member. Freedom of expression is subject to laws relating to libel and slander, to due consideration of the rights of other students and to the maintenance of a positive learning environment. The school administration is responsible for passing judgment on materials containing obscenities and commercialism.

Procedures in the redress of grievances or complaints of a student are as follows:

**Step 1**

The student and his/her parent/guardian shall attempt to resolve the difference with the teacher or other person involved.

**Step 2**

If within five (5) working days after meeting with the teacher or other person involved the matter has not been resolved, the student and the parent/guardian shall request a conference with the principal or his/her designee. The principal shall attempt to achieve a satisfactory settlement of the problem within ten (10) working days.

**Step 3**

If after ten (10) working days after the meeting with the principal the student and the parent/guardian are not satisfied, a written complaint must be submitted to the principal with a copy to the office of Student Services.

- a. The written complaint must be submitted within three
- b. (3) school days after the ten (10) working days have elapsed in Step 2.
- c. The written complaint must be specific as to the nature of the situation and, if a staff member is involved, must designate in detail who is being grieved against and when and where the incident(s) happened. The complaint must include the relief sought.
- d. Within five (5) school days after receiving the written complaint, the office of Student Services shall conduct an investigation to include the student, parent/guardian teacher(s) and administrator(s) affected by the complaint. In the course of the investigation, guarantees of due process will be afforded.
- e. Within three (3) school days following the investigation the student and parent/guardian will be sent a written summary of the investigation to include any recommendations of the office of Student Services.

**Step 4**

The decision of the Director(s) of Student Services may be appealed to the Executive Director of Student Services in the following manner:

- a. The notification of appeal must be made in writing to the Superintendent's Office within three (3) school days following receipt of decision.
- b. The Assistant Superintendent of Educational Services will provide a meeting within three (3) school days of receipt of the written notification of appeal in which the student and parent/guardian may participate. The teacher(s), administrator(s) or staff member(s) affected by the complaint may also participate.
- c. A ruling will be rendered within three (3) school days after the hearing.

**Step 5**

If the student and parent/guardian are not satisfied with the Executive Director of Student Services decision, they may request a hearing before the Board of Education. This notification of appeal will be made in writing through the Superintendent within three (3) school days after the Executive Director of Student Services decision. The Board of Education will hear the appeal at the next regularly scheduled meeting.

The procedures listed below shall be followed:

- a. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act in his/her behalf.
- b. The teacher(s), administrator(s) or staff member(s) affected by the complaint will have the opportunity to be present at the Board hearing accompanied by a representative to act in his/her behalf.
- c. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
- d. The decision of the Board of Education will be final.

## STUDENT TRANSPORTATION

### District Vehicles

The Superintendent or his/her designee shall establish guidelines for the assignment and use of district-owned, leased or rented vehicles.

### Student Transportation

- As specified in state statute 70 O.S. 1999 §9-101: Any school district may provide transportation for each student who should attend any public elementary or secondary school when, and only when, transportation is necessary for accomplishment of one of the following purposes:
  - To provide adequate educational facilities and opportunities which otherwise would not be available which shall include those purposes provided in the Education Open Transfer Act; and
  - To transport students whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such students. Provided, that no state funds shall be paid for the transportation of a student whose residence is within one and one-half (1½) miles from the school attended by such student.”
- The local school district is responsible for providing transportation for an eligible special education student when transportation has been identified as a related service necessary to enable the student to receive the educational services outlined in his/her individualized education program (IEP). (Reference: Policies and Procedures for Special Education in Oklahoma; Oklahoma State Department of Education)
- A district-owned bus may be used for:
  - Group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education.
  - Activity trips for children participating in regularly scheduled school activities within the State.
  - Trips, in state, for purposes connected with summer youth activities, upon approval of the school board governing said school district.
  - Other uses for adult community education activities as approved by the local board of education as defined in 70 O.S. § 5-130. The local school district may charge a reasonable fee for the use of such transportation equipment.” Reference: State Board of Education Rules for Administration, and Organization, February 1998.
- Eligibility for Transportation - Transportation shall be provided by the District for those students who meet the following criterion: Place of residence is within the transportation area of the District and is one and one-half miles or more by the most direct, commonly used streets from student's place of residence to the attendance center designated for that location. Transportation will be provided to half-day kindergarten age students only to class in the morning (not to home at the end of the morning class) and to home from school in the afternoon (not to school in the afternoon). Transportation is not provided for preschool

classes. In defining most direct, commonly used streets to determine distance, provisions will be made to alter the distance interpretation to account for severe physical hazards. The privilege of free transportation is contingent on reasonable behavior by the student and will be withdrawn, as necessary, to correct behavioral problems. Students who move out of the District during the school year may complete the school year at the site but must provide their own transportation.

In-district and open transfers are not provided transportation.

- Exceptions to Transportation Eligibility Students diagnosed as in need of transportation as a "related service" necessary to enable the student to receive the educational services outlined in his/her individualized education program will be provided transportation as required by state and federal statute. A student with medical reasons verified by a physician's written statement may be provided transportation even though the place of residence is less than one and one-half miles from the designated attendance center.

### **Bus Rider Procedures**

The school bus is considered an extension of the school and the classroom and the same rules of discipline will apply with the added emphasis on even stricter behavior compliance needed for safety as defined in State School Bus Regulations. It is the joint responsibility of the school principal and the bus driver to ensure compliance with federal, state and local school bus regulations.

Students eligible for transportation can only ride their designated bus. Riders will only be picked up and dropped off at their authorized stops. The following bus rider expectations will define acceptable students' behaviors and consequences: Be at the stop when the bus arrives. Rider should be at their designated bus stop 10 minutes prior to assigned bus stop time. Riders should also:

- Stay out of the street or road while waiting for the bus.
- Wait until the bus comes to a complete stop and the driver opens the door before moving toward the bus.
- Board policies and school regulations which apply to fighting, use of tobacco, alcohol, drugs, dangerous weapons and vandalism also apply to riders on the bus.
- Keep all objects out of the aisles of the bus.
- Remain seated while the bus is in motion.
- Take all their things with them when leaving the bus.
- Remain on the bus if a road emergency occurs.
- Discharge of riders will be at regular bus stops only unless the Director of Transportation issues other authorization.
- Respect the requests of the chaperone or monitor appointed to ride the bus.

These expectations and regulations apply to any trip under school sponsorship.

### **Unacceptable Behaviors**

While riding on any District school bus or other District- provided mode of transportation, engaging in any of the following acts is prohibited:

- throwing any object;
- placing any part of one's body out of window (bus moving or stationary);

- eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus);
- failure to remain seated (feet on floor, facing front);
- disrespectful words, comments or actions toward the driver or other passengers;
- blocking the aisle;
- pushing while loading/unloading or while bus is approaching;
- transporting unauthorized items;
- any type of harassment;
- excessive noise; and
- improper street crossing during loading or unloading. Laser pens and any disruptive behavior in regards to electronic devices are not permitted on the bus.

### **Bus Incidents**

When an incident has occurred on a school bus, the bus driver or monitor will report the incident to the Transportation supervisor. The Transportation supervisor will provide an incident report to the school site. The school administrator shall talk with the student regarding the violation and, if necessary, investigate the incident. When a student is to be suspended from riding the bus, the site administrator shall call the parent/guardian of the student and inform him/her of the incident.

**The following are recommended consequences that may be modified at the discretion of the administrator, unless the incident involves behavior noted in *Immediate Bus Suspensions* below:**

- 1<sup>st</sup> referral: Warning
- 2<sup>nd</sup> referral: Warning
- 3<sup>rd</sup> referral: 3-day bus suspension
- 4<sup>th</sup> referral: 5-day bus suspension
- 5<sup>th</sup> referral: 10-day bus suspension
- 6<sup>th</sup> referral: 10-day bus suspension
- 7<sup>th</sup> referral: Remainder of semester and or school year bus suspension

### **Immediate Bus Suspensions**

- Engaging in physical assault on students
- Throwing an object inside or outside of the bus
- Spitting on driver or other students
- Tampering with bus equipment and emergency exits
- Being in possession of fireworks and/or incendiary devices on the bus
- Indecent exposure
- Engaging in another behavior which would require suspension from school
- Failure to provide identification
- Any violation of Policy 8156, Section II, F. may result in immediate suspension from the bus

# TECHNOLOGICAL RESOURCES

## **Acceptable Use for District Owned Electronic Devices**

Norman Public School views the use of electronic resources and devices as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources and devices as an essential part of learning, working and interacting with the community.

Norman Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

In addition to filtered Internet access, the district also provides each student with the opportunity to use electronic devices, such as laptops, calculators, etc. Any equipment used by the student is for the express purpose of increasing educational opportunities. The student is required to return all loaned equipment, when requested, in the same condition that it was issued to the student, minus normal wear and tear.

A student who uses a District-Owned electronic device will be responsible for its use and care at all times. Failure to comply with appropriate procedures and practices may terminate a student's rights of possession effective immediately; at the discretion of a school administrator, the District may repossess a device when a violation of District policy or practice occurs.

## **Checkout Procedures**

The student and the parent/guardian will be required to sign the Acceptable Use Agreement, either physically or through the online enrollment process, each year when the student enrolls. The agreement will be for one academic year, unless terminated earlier by the District or upon withdrawal from school. Failure to return District property in a timely way and/or use of it is for non-school purposes, without the District's consent is considered unlawful taking of the District's property.

## **Loss, Theft, and Vandalism**

If a device is lost on or off school property, the student should immediately report the loss to the school office. In cases of theft, vandalism, or other criminal acts, a police report must be filed by the parent/guardian within forty-eight (48) hours. A copy of the police report must be presented to the school office after the police report is filed.

## **Wide Area Network, and the Internet**

Norman Public Schools recognizes the advantages and opportunities associated with using computers and internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Norman Public Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Norman Public Schools rules for internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a

new policy, for example, to reflect developments in the law or technology. Such new policy must be signed before internet use is continued.

### **Internet Uses and Behavior**

The District provides access to its computer network and the internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an internet activity, site, or resource.

The District recognizes that online based instruction can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District and for students who have met requirements outlined in regulation. Prerequisites for online courses are the same as for regular courses. The Principal or designee shall determine the appropriateness of course/s for each student.

### **Netiquette**

All students must abide by rules of network etiquette, which include the following:

- Being polite.
- Using appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.
- Asking permission.
- Forwarding email or materials without permission of the sender is prohibited.
- Being considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### **Unacceptable Uses of the Internet and Computers**

The following are among the uses considered unacceptable and a violation of this policy.

- Uses that violate the law or encourage others to violate the law. Students may not:
  - plagiarize works found on the internet;
  - transmit offensive or harassing messages;
  - offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
  - view, transmit or download pornographic materials or materials that encourage others to violate the law;
  - intrude into the networks or computers of others; or,
  - download or transmit confidential, trade secret information, or copyrighted materials.
  - Students should assume that all materials are copyrighted unless explicit permission is given to use them.
- Uses that cause harm to others or damage to their property.
  - engaging in defamation (harming another's reputation by lies);
  - using another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet;



- uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
- participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the internet.
  - disclosing or sharing their password with others;
  - impersonating another student or member of the District Staff
- Uses that are commercial transactions.
  - selling or buying anything over the internet.
  - disclosing private information about themselves or others, including credit card numbers and social security numbers.
- Uses for the purposes of campaigning and/or lobbying.

### **Internet Safety**

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school- aged pupils. Every student must take responsibility for his or her use of the computer network and internet and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member.

Students should be safe. In using the computer network and internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or internet without their parent's permission.

Students should never agree to meet a person they have only communicated with on the internet in a secluded place or in a private setting.

The District-provided internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The District must monitor the activities of minors and must educate minors about: (a) appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, (c) cyber bullying awareness and response. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Privacy**

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

## **Compliance**

A student who violates the District's internet policy will be subject to disciplinary action.

## **No Warranties**

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

# **HEALTH/SAFETY/CHILD NUTRITION**

## **24/7 TOBACCO FREE CAMPUS**

Tobacco Products are products that contain or are derived from tobacco and are intended for human consumption, excluding drugs or devices approved for cessation by the United States Food and Drug Administration. All district staff are expected to assist in enforcing the District's tobacco-free campus prohibition. Site administrators will take appropriate steps to enforce this policy.

Tobacco Product use is prohibited anywhere on School Property, 24 hours a day, seven days a week, by any person. This includes e-cigarettes and vapor products with or without nicotine. This policy extends to personal vehicles while such vehicles are on School Property, school vehicles, and school sponsored or school-sanctioned events, including those held off-campus.

Students are prohibited from possessing Tobacco Products on School Property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events.

## ADMINISTERING MEDICATION TO STUDENTS

Medication, including acetaminophen and aspirin, may not be administered by school personnel unless the NPS Medication Request and Release form, necessary for administration of medication, is filled out and signed by the parent, guardian, or custodian on an annual school year basis. In the case of prescribed medication, the NPS Medication Request and Release form must be signed by both the parent, guardian, or custodian and the physician.

[The NPS Medication Request and Release form](#) shall be kept at the school for one (1) year after the student was last enrolled. Each school shall keep a written record of medication that includes the name of the student, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine administered (Reference: 10 O.S.§170.1).

## ASBESTOS DISCLOSURE

Inspection of district facilities for asbestos have been conducted and Asbestos Management Plans have been developed in accordance with state and federal regulations. There is no need for removal of the asbestos at this time.

Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees and other occupants of the buildings. Asbestos Management Plans are available for review in the administration offices.

## CHILD NUTRITION

### **Elementary and Middle School Charge Policy**

The building principal and kitchen staff are responsible for the implementation of the charge policy at elementary and middle school. The following steps will be taken related to lunch charges:

- Parents will be notified about account balances.
- When a student's "Prepaid Meals" for breakfast or lunch has three charges, the Child Nutrition Office will call the parents to remind them that this needs to be paid.
- When a student's "Prepaid Meals" for breakfast or lunch has five charges or more, the Child Nutrition Office will contact the parents with a reminder that payment is due this needs to be paid.

### **High School Charge Policy**

When a student's prepaid meals for breakfast or lunch has one charge the Child Nutrition Office will call or send a reminder to parents that payment is due.

### **General Policies for Elementary and Secondary Schools**

- Students will not be allowed to charge ala carte items if they have unpaid meal charges.
- All meal charges should be paid before a student withdraws from school.
- Any meals charged prior to the completion and approval of the free/reduced meal application must be paid in full.
- There will be a charge for an insufficient check; it will be charged against the student's account.

Parents/guardians having students with a balance in their child nutrition account will be notified by the end of April each year. The notice will include the student's current meal balance.

For any refunds, please contact the **Child Nutrition Office, 111 N. Berry Rd., Norman, OK 73069.**

Any refund of \$2.00 or less not picked up by the parent/guardian or designated in the signed refund request form will be considered a donation to the non-profit school food service account. All positive balances left on the accounts will be carried to the beginning of the next school year. All negative balances will be available for collection at enrollment.

## MEAL PRICES

### Breakfast:

- **Elementary 90¢**
- **Secondary 95¢**

### Lunch:

- **Elementary \$2.90**
- **Secondary \$3.05**

## DISMISSING AND CLOSING SCHOOL

It is very important for students to be in school every day. Norman Public Schools will not be dismissed for any non-school related events. Attendance at any event should be scheduled on non-school days.

Inclement or bad weather such as snow, ice or road conditions may require school to be cancelled. If school should be cancelled due to the weather, all other school related activities for that day will be cancelled. Some OSSAA activity exceptions apply based on Superintendent's approval.

School closings may be obtained through the local news media. The closing of school will also be posted on the District website, [www.normanpublicschools.org](http://www.normanpublicschools.org). Parent notification will also be made through our automated messaging system.

### Inclement Weather

At Norman Public Schools, student safety is always a top priority. Teacher, administrators and staff are committed to creating and maintaining a safe learning environment for all students. Please visit <http://www.normanpublicschools.org/safety> for information on our severe and inclement weather protocols.

## IMMUNIZATION REQUIREMENTS FOR 2021-2022

For the protection of children throughout the community, state law and District policy requires that each child enrolled in school provide proof, either certification from a licensed physician or authorized representative of the State Department of Public Health, that the child has received or is in the process of receiving immunizations.

### Pre-K through 12<sup>th</sup> Grade Immunization Schedule

By law, all students attending school must have received the following immunizations:

- **Pre-Kindergarten**  
4 DTaP, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A, 1 Varicella
- **Kindergarten through 6<sup>th</sup> Grade**  
5 DTaP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella
- **7<sup>th</sup> Grade**, add 1 Tdap booster

If the 4<sup>th</sup> dose of DTaP and or 3<sup>rd</sup> dose of Polio are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTaP and/or the 4<sup>th</sup> dose of Polio are not required.

All Measles, Mumps, and Rubella (MMR), Varicella, and Hepatitis A vaccine doses must have been administered on or after the child's first birthday or no earlier than 4 days before the first birthday.

Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. Doses administered more than 4 days before the minimum intervals or ages are not considered valid.

Parental history of a child having had varicella (chickenpox) disease is acceptable in lieu of the varicella vaccine.

Hepatitis A vaccine has a minimum interval of 6 months between doses.

Further information regarding immunizations may be obtained by calling your school or the NPS Director of Health Services at 405-366-5939.

## MASS NOTIFICATIONS

The district uses a mass communication system to notify parents and guardians about school closures, emergencies or other important information. Please make sure your contact information and communication preferences are kept up-to-date in the Parent Portal. Additionally, parents are encouraged to download the district's mobile app by searching "Norman Public Schools" in the app store on their smartphone.

## MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD)

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district, except as otherwise noted in this policy. Marijuana is not permitted in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of its use being for medical purposes. Except as specifically allowed in this policy,

possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

For more information on this policy click this link:

<https://www.normanpublicschools.org/cms/lib/OK02210265/Centricity/Domain/47/ADA032020BOEPolicyBook33020.pdf>

## MENINGITIS IMMUNIZATION

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or bacterium. If caused by a virus, it is usually less severe and resolves without special treatment.

Meningitis caused by a bacteria can be severe and may result in:

- Brain damage
- Hearing loss
- Limb amputation
- Learning disabilities

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

- Neisseria meningitidis,
- Streptococcus pneumonia,
- Group B streptococcal disease,
- Haemophilus influenzae type B

The risk for meningococcal disease increases for adolescents and young adults ages 15 to 22 years, due to behaviors that spread the disease. Other persons at increased risk include those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes/vapes, lipstick, and lip balm – anything an infected person touches with his or her mouth.

Meningococcal disease is especially dangerous because every year in the United States about 1,000 people are infected and about 150 of those people die in spite of treatment with antibiotics. Of those who live, about 200 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally disabled or suffer seizures or strokes.

### Signs and Symptoms of Meningitis:

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

If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Vaccines can prevent many but not all types of meningococcal disease. The vaccines available in the United States protect against the five (5) most common strains of the meningococcal bacteria.

Vaccination is recommended for all adolescents 11-18 years of age.

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.

The meningococcal vaccines are safe. However, there are risks with any vaccine. About half of the people who get the 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 two (2) dose vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These four types (A, C, Y and W135), cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent Type B, which causes about 40% of the cases in teenagers. A separate two (2) dose vaccine to protect against Type B is now available. The CDC recommends all teens be vaccinated with Type B meningococcal vaccine, preferably at 16 through 23 years old.

If your child has health insurance, you may obtain the meningococcal vaccine from your regular health-care provider. Local county health departments also have the vaccine for vaccine eligible children (VFC), please refer to [www.cdc.gov](http://www.cdc.gov) for VCF eligibility requirements.

The meningococcal vaccines are not required to attend public schools in Oklahoma. For more information, contact your healthcare provider, or the Cleveland County Health Department, or visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

# REQUIREMENTS FOR NPS STUDENTS & VISITORS AS THEY RETURN TO CAMPUS

Daily Health Screening: Before coming to school, students and their parents, guardians or caretakers are encouraged to do self-screening at home for signs and symptoms of the COVID-19 virus. The CDC self-screening measures include the following questions. Answers to all questions must be NO before coming to school:

Today or in the past 24 hours, have you had any of the following symptoms:\*

- Fever of 100.4 degrees or above
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Vomiting

In the past 24 hours have you had a combination of three (3) or more of the following symptoms:\*

- Chills
- Fatigue
- Muscle or body aches
- Headache (new onset)
- Congestion or runny nose
- Diarrhea

\*Symptoms that are not explained by an existing condition, such as asthma

## STUDENT ILLNESS AND CONTAGIOUS DISEASES

An individual should not attend or remain at school with certain symptom(s) or combination of symptoms, illness, or if feeling unwell. Contact your school's health professional for information on when to return to school.

Pathways to Return to Work or School following illness, symptom(s), or if feeling unwell. Contact your school's health professional for detailed information on when to return to school.

- An individual can return to school after 10 days from symptom(s) onset and if symptom free\* for the last 24 hours prior to returning.
- An individual can return to school after three days from symptom(s) onset if symptom free\* for the last 24 hours prior to returning and have a negative COVID-19 test (laboratory confirmed and not an antibody test) or with a doctor/physician's note indicating the date to return to normal activities.

### Symptoms

- **Fever 100.4 Degrees or Above** - Individuals should be fever-free and off of all fever-reducing medication for the last 24 hours prior to returning to school.
- **Sore Throat or Tonsillitis** – A sore throat could be a symptom of a more serious illness.
- **Spots/Rash** – Do not attend school with a rash until your health care provider says it is safe to do so. An individual with ringworm, scabies, impetigo, or other skin infection may return to school after 24 hours of appropriate treatment. The affected area should be covered if possible.



- **Cough/Cold Symptoms** – Individuals with a cough or cold symptoms need to stay home and possibly see their health care provider. Common cold symptom(s) including: stuffy or runny nose, congestion, body aches, or chills and combined with a headache may indicate an infection. If you experience several cold symptoms at one time, contact your health care provider or school’s health professional for information on when to return to school.
- **Vomiting or Diarrhea** – Stay home with vomiting or diarrhea. Nausea is an uneasiness of the stomach and may come before vomiting or diarrhea.
- **Eye Inflammation or Discharge** – If the eye(s) is red with cloudy or yellow/green drainage, matted eyelids after sleep, eye pain, or redness contact your health care provider for recommendation and/or treatment. If diagnosed with pink eye, they may return to school 24 hours after treatment has begun.
- **Difficulty Breathing** - New onset of difficulty breathing or shortness of breath can be an indication of a respiratory infection or other condition.
- **Head Lice** – Must be treated with a special over-the-counter preparation for killing live head lice and progress made on removing all nits before returning. School health professionals will check to ensure there are no live lice for an immediate return.
- **Acute Pain** – Individuals with pain that requires narcotic medication for relief should not attend school.
- **New Loss of Taste or Smell** - A new loss of taste or smell can be an early symptom to a viral upper respiratory infection.

**\*Symptom Free/Asymptomatic includes:** resolution of symptom(s) and fever-free for the last 24 hours prior to returning, without the use of fever-reducing medication.

NPS Illness Protocol applies to all NPS staff and students. All of the information is subject to change based upon guidance from the CDC, OSDH, and medical experts.

## UNAUTHORIZED PERSONS AT SCHOOL

In accordance with state statutes, the Superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor. Additionally, the district may pursue legal action against any individual engaged in workplace harassment and/or violence or threat of violence directed at district employees, students or patrons.

# CURRICULUM AND INSTRUCTION

## ACADEMIC APPEALS

An Academic Appeals Committee shall be established to hear student appeals when: (a) a failing grade received at the end of a credit-earning period results in a student not passing a course and, (b) the student and his/her parent/guardian have reason to believe that a teacher has made an arbitrary, capricious, prejudicial, or erroneous evaluation of the student's performance.

- **Filing the Appeal**

The appeal must be submitted in writing to the Principal no later than the end of the next nine (9) weeks of a regular school year.

- **Appeals Committee**

An Academic Appeals Committee shall consist of one (1) teacher, one (1) administrator, and one (1) citizen from the community appointed by the Superintendent.

- **Procedures**

The Superintendent/designee shall be responsible for developing and monitoring the regulations needed to implement this policy.

## ATHLETICS

Our schools have a rich tradition of excellence in the sports program, and there is a well-rounded offering for both young men and women desiring to participate on athletic teams. Students should be aware that participation in interscholastic competition requires extra time both outside the regular school day and on Saturdays. Students with a desire to participate in competitive athletics should contact the coach of the sport involved for more information. **Students enrolled in athletics will be graded either "Satisfactory" or "Unsatisfactory," and grades will not carry points when calculating the overall grade point average.**

In order to participate in competitive activities, a student must have passed all classes the previous semester and be currently (within the semester) passing all classes.

Specific implementation of this policy follows the regulations established by the Oklahoma Secondary Schools Activities Association.

### **Competitive Athletics**

Students who plan to participate in collegiate athletics must register with the NCAA Clearinghouse online at [ncaaclearinghouse.net](http://ncaaclearinghouse.net). The NCAA Eligibility Quick Reference is available at:

[http://fs.ncaa.org/docs/eligibility\\_center/quick\\_refere\\_nce\\_sheet.pdf](http://fs.ncaa.org/docs/eligibility_center/quick_refere_nce_sheet.pdf)

# CAMPUS LUNCH POLICY

## Closed and Open Campuses

- **Elementary and Middle School Campuses**

Students enrolled in elementary and middle schools will be permitted to leave campus during school hours when their parent, guardian, or legal custodian comes in person to the school's office to check the student out. The parent, guardian, or legal custodian must give the site administrator written permission for the student to be checked by any other relative or adult.

All middle school students will remain on campus during lunch unless one of the following criteria are met: (a) the parent, guardian, or legal custodian checks out his/her student for lunch; (b) the parent, guardian or legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

- **High School Campuses**

High school students may check out of school with permission of their parents, guardians, or legal custodians.

Students in their first year of high school will remain on campus during lunch unless one of the following criteria are met: (a) the student's parent, guardian, or legal custodian checks the student out for lunch, (b) the parent, guardian, or legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

Students who are beyond the first year of high school may leave campus during lunch unless their parent, guardian, or custodian has requested in writing that the student remain on campus. Certain disciplinary actions also may revoke a student's right to open campus lunch privileges.

## ELIGIBILITY REQUIREMENTS

These requirements shall apply to those students who desire to participate in any activity which is sanctioned by the Oklahoma Secondary School Activities Association.

### **Semester Grades**

A student must receive a passing grade (A, B, C, D, S) in all subjects in which he/she was enrolled fifteen (15) or more days during the last semester. If a student does not pass each course he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.

A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects at the end of a six-week period.

Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

NOTE: The Board of Directors of the Oklahoma Secondary Schools Activities Association may make exceptions to nontraditional block structures.

### **Student Eligibility During a Semester**

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period.

A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility. If, after a one-week probationary period, a student is not passing, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

### **Special Provisions**

- A student must attend school fulltime to maintain eligibility. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility.
- An ineligible student who moves into the District during a semester will not be eligible for a minimum period of three weeks. A student may regain his/her eligibility by achieving passing grades in all classes by the end of a three-week period. (Any part of a week is considered a full week).
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an
- exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in family and natural disaster. A maximum of two (2) weeks is allowed for make-up work at the end of a semester.
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used towards meeting the requirements of eligibility.
- Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- Students who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors of the Oklahoma Secondary Schools Activities Association, be accepted as eligible under this rule.

# GIFTED EDUCATION PROGRAM

## **Mission Statement**

The mission of the gifted education program is to provide educational opportunities which foster the development of each individual student's maximum potential.

The District shall provide appropriate educational services for "gifted and talented children" who give evidence of high-performance capability in areas such as intellectual, creative, artistic, musical, or leadership capacity, or in specific academic areas, and who require learning opportunities or experience not ordinarily provided by the school in order to fully develop such capabilities. These educational experiences will be provided at each school through programs which are in alignment with the mission and goals of the District's Gifted Education Plan.

## **Goals**

To achieve this mission, the Gifted Education Plan addresses three goals:

- Provide students with appropriately paced curriculum and instruction.
- Provide students with enrichment in depth and breadth beyond the regular curriculum and instruction.
- Provide students with effective support.

## **State Statutes**

All state statutes and regulations regarding the operation of a gifted education program will be followed by Norman Public Schools (O.S. 70 § 1210 301 et seq.).

# GRADING POLICY

## **Elementary Grading**

### **Kindergarten**

Grading symbols for kindergarten in all areas will be:

- E (Exceeds Standards)
- S (Secure)
- D (Developing)
- B (Beginning)

### **Grades One and Two**

Grading symbols for grades one and two in language, reading, math, social studies, and spelling will be:

- E (Excellent)
- VG (Very Good)
- S (Satisfactory)
- I (Insufficient Progress)
- NG (No Grade due to excessive absences)

In the areas of reading and mathematics, grade level equivalencies will be identified. Levels include: (a) Level 1 (student is working below grade level), (b) Level 2 (student is working on grade level), and (c) Level 3 (student is working above grade level).

Grading symbols for science will be:

- ES (Exceeds Standards)
- SS (Secure Standards)
- DS (Developing Standards)
- BEG (Beginning)

- NG (No Grade)
- NT (Not Taught/Assessed this grading period)

Ratings used in other content areas will be S (Satisfactory), I (Insufficient progress), and U (Unsatisfactory); a plus (+) or minus (-) sign may be used to show degree. Ratings used in Work Habits and Social Attitudes will be S (Satisfactory) and NI (Needs Improvement); a plus (+) or minus (-) sign may be used to show degree.

### **Grades Three, Four and Five**

Grading symbols for grades three, four and five in reading, math, language, spelling and social studies will be:

- A+ (98-100)
- A (94-97)
- A- (90-93)
- B+ (87-89)
- B (83-86)
- B- (80-82)
- C+(77-79)
- C (73-76)
- C- (70-72)
- D+ (67-69)
- D (63-66)
- D- (60-62)
- F (below 60)
- NG (No Grade due to excessive absences).

Levels used in the areas of reading and mathematics will be: (a) Level 1 (student is working below grade level), (b) Level 2 (student is working on grade level), and (c) Level 3 (student is working above grade level).

Grading symbols for science will be:

- ES (Exceeds Standards)
- SS (Secure Standards)
- DS (Developing Standards)
- BEG (Beginning)
- NG (No Grade)
- NT (Not Taught/assessed this grading period)

Ratings used in other content areas will be S (Satisfactory), I (Insufficient progress) and U (Unsatisfactory); a plus (+) or minus (-) sign may be used to show degree. Ratings used in Work Habits and Social Attitudes will be S (Satisfactory), and NI (Needs Improvement); a plus (+) or minus (-) sign may be used to show degree.

## **Secondary Grading**

### **Grades Six through Twelve**

Report card and transcript grades for courses at the middle school (grades 6 - 8) and high school (grades 9-12) levels will be letter grades. Grades will be awarded based on the following scale:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (below 60)
- I (Incomplete)
- S (Satisfactory)
- U (Unsatisfactory)

- NC (No Credit)
- Most courses use a four-point (4.0) grading scale. The grading scale for online courses will parallel the scale for traditional classes.
- Grades for Advanced Placement and AEGIS classes will be calculated using a five point (5.0) grading scale. High School transcripts will show both the un-weighted (4.0) and weighted (5.0) grade point average. The unweighted grade point will be used for class rank.
- If an “S” is awarded in a high school course, the student receives credit but the “S” is not counted in the grade point average (GPA). If a “U” is awarded, no credit is received and it is not counted in the GPA. Students and parents should be made aware that an “S” in high school may impact a student’s opportunity for college scholarships.
- There are multiple purposes for a grade of NC (No Credit):
  - For students who have earned a passing grade in the course but due to not meeting the attendance requirement, no credit can be awarded;
  - For students who enrolled in concurrent enrollment and did not submit a transcript to the registrar; or
  - For students with extenuating circumstances such as homebound placement.

### Awarding Grades to EL Students

- EL students should receive the grade earned in a content area, provided that the regular classroom teacher makes appropriate and necessary accommodations to ensure that the EL student has equal access to essential content and is able to demonstrate mastery of the subject matter.
- If it has been determined that a student’s level of English proficiency diminishes her/his ability to earn letter grades, the student will be placed on an alternative grading system.
- In order for a student to be placed on the alternative grading system, an Intervention Team must be convened which at a minimum must be comprised of a school administrator, the student’s regular classroom teacher for the class in question and the EL teacher assigned to the school. The resulting decision of the Intervention team to utilize the alternate grading system or not will be documented on the district EL Student Summary form and maintained in the student’s EL File at the school site.

Continued placement on the alternative grading system will be monitored by the site EL teacher. The student’s regular classroom teacher will be notified of any changes in this regard.

- The alternative system will include the assignment of S, N/A, or U:
  - S – Assign an S when the student is progressing.
  - N/A – Assign an N/A if the student speaks such limited English that he/she cannot communicate in class.
  - U- Assign a U if the student is not attempting to work.
- The policy for awarding grades shall apply to daily grades as well as grades assigned at the nine weeks and semester.
- The parents of all 8th graders and the parents of new high school students will receive written notification stating that receiving an S in high school can impact a student’s opportunity for scholarships for college.

## GRADUATION REQUIREMENTS

Norman Public Schools Requires **23 TOTAL UNITS OF CREDIT FOR HIGH SCHOOL GRADUATION**. Credits are earned from either *College Preparatory/Work Ready Curriculum* or *Core Curriculum*

The checklists for both College Preparatory/Work Ready Curriculum and Core Curriculum requirements can be accessed online at the following link: <http://tinyurl.com/h543gyp>

Refer to Norman Public Schools **High School Course Catalog** for additional information. This is located on the NPS website in the Academics Directory.

## HOMWORK PHILOSOPHY

Educational success for all students is the goal of Norman Public Schools. Collaboration among teachers, parents, and students may impact educational success. One collaborative activity is homework. Teachers may assign homework to reinforce classroom learning and to provide time for long-term projects. Homework can be an important factor in educational achievement and in fostering self-discipline and effective work habits.

## PARENT CONFERENCES

In order to keep parents adequately informed, quarterly reports of student progress will be available to parents via Parent Portal. Parents can request a paper copy by contacting their students' school.. Two (2) parent conferences will be held annually.

## PROFICIENCY BASED PROMOTION

The student and parent(s) or guardian(s) will make an application for Proficiency Based Promotion on forms available at each school office, or at the office of the Director of Gifted and AP Programs; the application form must be completed and returned to the Director.

### **Kindergarten Proficiency Testing**

Students are required to demonstrate mastery of the kindergarten curriculum and will be assessed using the School Readiness Test, a norm-referenced assessment, and the Developmental Reading Assessment, parents and school site staff will be notified of testing results.

### **Grades 1-8 Proficiency Testing**

The student will complete a comprehensive exam that covers various content areas. The student, and their parents/guardians will be notified of the results. If the student scores 90% or higher, school site staff will be notified of the results and the student will be promoted to the next grade level.

### **Proficiency Testing for Grades 9-12 and High School Credit**

Students may complete available High School Proficiency Exams for original or repeat credit. Once the student completes the exam, parents/guardians will be notified of the results. If the student scores 90% or higher, the school site will be notified of the results and credit will be awarded; Credit by Exam (CBE) will be posted on the transcript. If the exam was taken for repeat credit to improve a grade to a 90% or higher, the new grade will be placed on the student's transcript and used to calculate the student's GPA. The previous course will remain on the student's transcript but will not be calculated into the student's GPA.

## PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

SBOE Emergency Rule: OKLA. ADMIN. CODE § 210: 10-1-23

The Board has approved this policy to address the requirements of HB 1775 (codified as Okla. Stat. tit. 70, § 24-157) and the State Board of Education's Emergency Rule: (codified as Okla. Admin. Code § 210:10-1-23), issued pursuant to legislative direction. Because this policy is based on a combination of a new law effective July 1, 2021 and the State Board's Emergency Rule that is, at the time of the Board's consideration and approval of this policy, temporary and unsigned by the governor, it is possible that changes will occur in the policy and its application. Accordingly, the Board authorizes the Superintendent and the Superintendent's



designees to take those actions, pending further action of the district's Board, that are necessary to interpret and apply legal requirements to best meet the intent of the law to support and affirm Oklahoma Academic Standards while prohibiting race and sex discrimination.

### **Race and Sex Discrimination Prohibited**

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

**Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.**

### **Further Prohibitions to Ensure Compliance**

Additionally, the district does not and shall not:

Provide, contract to provide, or sponsor any course that includes, incorporates, or is based on any of the Prohibited Concepts.

Use any public funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.

Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.

Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.

Receive or apply to receive monies that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.

Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.

Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.

Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.

### **Parent Right to View and Inspect Instructional Materials**

Parents and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (Okla. Stat. tit. 51, §§ 24A.1-24A.32).

### **Reporting and Complaint Procedure**

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of Okla. Stat. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- (1) be submitted in writing;
- (2) be dated;
- (3) contain the handwritten or electronic signature of the complainant;
- (4) identify the date(s) the alleged discriminatory act occurred; and
- (5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct:

Executive Director of Student Services/Curriculum (Lead 5009 Coordinator)

Administrative Services Center

131 S. Flood Ave.

405-364-1339

Parentreporting@norman.k12.ok.us

The Executive Director of Student Services/Curriculum shall, within 10 days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated.

## **Investigation and Determination of Complaint**

Within ninety (90) days of receipt of a Complaint accepted for investigation, the Executive Director of Student Services/Curriculum will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

## **Options for Filing Complaint**

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, Executive Director of Student Services/Curriculum is required to report each Complaint to the State Department of Education within thirty (30) days of resolution of the Complaint.

## **Anti-Retaliation**

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education.

## **Whistleblower Protection**

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at Okla. Stat. tit. 70, § 6-101.6b.

## **False Reporting**

Any teacher who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

## **Complaints by School Staff**

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: Okla. Stat. tit. 70, § 24-157 (effective July 1, 2021)

Okla. Admin. Code § 210: 10-1-23 (emergency rule)

Okla. Stat. tit. 70, § 24A.16(A).

# RETENTION OF STUDENTS

## Elementary Guidelines

At the elementary level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss the student's progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team meeting is held and the teachers of the student and an administrator make a final recommendation for retention.

Except when Third Grade Retention applies under state law, §70- 1210.508, the following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

If parents/guardians disagree with the team's recommendation for retention, their request for placement at the next grade level must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the office of Student Services by each elementary principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

## Secondary Guidelines

### Middle School

At the middle school level, one criterion considered when determining the retention of a student is failing grades (F's) for any two nine-week periods in two or more core classes. Other information used to determine retention includes: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

At the end of the first, second, and third nine weeks, letters will be sent to the parents/guardians of students who are being considered for retention. Conferences with parents may be conducted to discuss the student's progress. At the end of the fourth nine weeks, the school staff will make a recommendation about retention.

Parents will be informed in writing of the team's recommendation and the parent's options.

If parents disagree with the team's recommendation, their request for placement must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the Executive Director of Student Services by each middle school principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

### High School

In order to be promoted to the next grade level students must have acquired credits as follows:

- GRADE 9 to 10 - five (5) credits
- GRADE 10 to 11 - eleven (11) credits
- GRADE 11 to 12 - seventeen (17) credits
- GRADE 12 - to be classified as a senior the student must have academic standing that would qualify them to graduate during the current school year.

Counselors or advisors of students in grades 9, 10, and 11 will notify students of their classification status at the time of registration. Parents/guardians of students who are not promoted to the next grade level will be notified in writing.

At the end of the first semester, parents of seniors who currently do not meet graduation requirements for May graduation will be notified in writing by a high school administrator.

## SPECIAL EDUCATION

The Special Services Department of Norman Public Schools offers a wide range of special education and related services for students with disabilities. Special Education and related services begin at age three for students that are developmentally delayed.

Norman Public Schools offers special education and related services to meet the unique needs of students with the disabilities identified by the Individuals with Disabilities Education Act (IDEA) Specific Learning Disability, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Hearing Impaired, Visually Impaired, Deaf-Blind, Speech or Language Impaired, Orthopedic Impaired, Autism, Traumatic Brain Injury, Developmental Delay and Other Health Impaired. These educational and related services are provided by appropriately trained, certified and qualified personnel. Every Norman Public School site has a program that serves mild to moderate disabilities.

The District offers a full range of placement options from regular classes full time to special classes full time.

Many innovative approaches are implemented by both special and regular education teachers. The amount and duration of all these services is determined by the Individualized Education Program (IEP) team and are based on the individual needs of each student.

The Special Services Department also provides referral, evaluation services and programming for students under Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. Questions or concerns based on disability concerning students may be directed to:

Norman Public Schools  
Gayla Mears  
Director of Special Services  
Section 504/Title II Coordinator  
131 S. Flood  
Norman, OK 73069  
405-364-1339

Questions or concerns based on disability and concerning facilities may be directed to:

Norman Public Schools  
Gayla Mears  
Director of Special Services  
131 S. Flood  
Norman, OK 73069  
405-364-1339

Professional development opportunities are provided on the full range of Special Education, Related Services, Section 504 and other related issues.

For additional information, please contact the Special Services Department of Norman Public Schools at 405- 366-5843 or Fax 405-573-3513.

## STUDENT ACTIVITIES AND PROGRAMS

The District will offer a variety of activities to meet the diverse interests and needs of students. Programs will be planned through the cooperative efforts of teachers and students; they will be organized and administered so as to contribute to the school's educational objectives or the objectives of the community.

### **Student Groups**

Activities will be organized as curriculum-related and non-curriculum related student groups sponsored by the school and non-curriculum related groups which are not

sponsored by the school. The name, mission or purpose, and faculty sponsor of all school sponsored groups will be provided to parents/guardians annually.

School Sponsored Curriculum Related Student Group - A curriculum-related student group is one in which the subject matter has an academic focus or goal; participation in the group often results in academic credit.

School Sponsored Non-Curriculum Related Student Group - A non-curriculum related student group is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group has a constitution and a sponsor approved by the principal.

Non-school Sponsored Group - A non-curriculum related student group not sponsored by the school is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group does not have a constitution and a sponsor approved by the principal.

Each of the three types of student groups may request space to meet at the school during non-instructional time.

### **Guidelines for Student Groups**

Student newspapers which are distributed on any school campus must be approved by the building principal of that site.

All monies collected, handled or disbursed shall be deposited with the principal or the designated financial secretary and in accordance with state law and the requirements of the State Board of Education. (Reference: 70 O.S. §5-129)

School fraternities, sororities or secret societies are not permissible in the District. (Reference: 70 O.S. 24- 105)

### **Activity Eligibility Requirements**

All Eligibility Requirements are listed in this handbook, under Eligibility.

Implementation - New students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the fall semester. Summer school credit earned during June or July sessions may be used to meet the end of semester requirements.

### **Activities Away from School**

Any activity conducted away from the school premises must have prior approval of the school principal in order to be considered a school sponsored activity. Non- school sponsored activities shall not be chaperoned by any member of the school staff acting in an official capacity.

## STUDENT DRUG TESTING

Any student in grades 9-12 participating in inter-scholastic competition that is sponsored by Norman Public Schools, including any students who represent NPS in extra-curricular activities requiring registration with OSSAA, will be subject to random drug testing once per month during the academic year.

For more information on this policy the procedures, and/or consequences, please inquire with your high school administrator and/or visit NPS website at <https://www.normanpublicschools.org/Domain/2304>

## STUDENT RECORDS

A confidential, permanent record for each student in the District shall be maintained in accordance with state and federal laws and regulations and information from that record shall be released only in accordance with state and federal laws and regulations.

### Required Records

The District compiles and maintains the following classes of educational records:

- Personal data which identify each student enrolled in the Norman Public Schools. This data includes name, address, telephone number, sex, date and place of birth; name, address and telephone number of parent;
- Attendance data;
- Description of student progress including grade level completed, school attended, academic work completed, grades, group standardized test scores, and date of graduation;
- Certification of immunizations, physical exams and other required health data.

The school will forward a student's educational records, on request, to officials of other school systems in which the student seeks to enroll without the written consent of parent or student.

The District will also forward the following kinds of information, on request, to officials of other school systems in which the student seeks to enroll without the written consent of the parent or student:

- Individual evaluations
- Anecdotal records;
- Test results and eligibility information; and
- Discipline records.

The District does not need the written consent of the student or parent to obtain pertinent records before accepting a new student, nor does the District need the written consent of the student's parent for transferring records within the District.

### Directory Information

The District designates the following information contained in a student's record as directory information and will disclose that information without the prior written consent of the parent or eligible student: (a) the student's name; (b) the student's address; (c) the student's telephone listing; (d) the student's date and place of birth; (e) the student's dates of attendance; (f) the student's grade level (i.e., first grade, tenth grade, etc.); (g) the student's participation in officially recognized activities and sports; (h) The student's degrees, honors and awards received; (i) The student's weight and height, if a member of an athletic team; (j) the most recent educational agency or institution attended; (k) the student's photograph; and, (l) the student's electronic mail address.

The District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the District to

designate as directory information about that student. The student's records will be marked to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **Retention and Security of Records**

To eliminate unnecessary or outdated information, the permitted records are reviewed by the school principal or designee when the student is promoted from elementary school to middle school, middle school to high school, and when the student is graduated.

In the event that a parent or an eligible student objects to the contents of a student's educational records, the student or parent shall state the objections in writing with signature and date of statement to the records manager and to the building principal if the records are kept in the school where the student is enrolled. If the objection is not satisfied by discussion with the records manager and/or the principal, the parent or student shall have the right to appeal to the review panel and the parent or student shall be advised of the right to appeal. Request for the appeal shall be in writing to the records manager within 14 days after the parent or eligible student is advised of the right to appeal. The parent or eligible student may challenge the retention of any data in the educational records on the basis that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

The Superintendent shall create a review panel composed of qualified professional personnel. The review panel shall decide, upon appeal by the student or parent, whether the permitted educational records data shall be maintained, destroyed or changed.

Within four weeks after being notified of each appeal the review panel shall conduct a fair hearing to decide the issues presented by the appellant. The parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing. At the hearing the records manager shall have the burden of proof of the issues presented by the appellant.

The appellant and the records manager shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence and to be provided a written decision summarizing the evidence and the reasons for decisions.

### **Access to Student Records**

The District shall provide parents of students or eligible students access to the educational records of the student. The parent(s) or student shall make their requests for access in writing on the form provided by the District to the records manager having custody of the educational records.

The right of access includes:

1. The right to be provided with a list of the types of educational records which are maintained by the District and directly related to students;
2. The right to review and inspect the content of those records at reasonable times;
3. The right to obtain copies of those records at the expense of the parent or eligible student. Such expense shall be reasonable and shall not include a charge for the search and retrieval of said student record;
4. The right to a response from the District to reasonable requests for explanation and interpretation of those records;
5. The right to an opportunity for a hearing to challenge the content of those records;
6. If any material or documentation in the educational records of a student includes information on more than one student, the right to inspect and review that part of the material or document which relates to such student or to be informed of the specific information contained in that part of the material.

When a student reaches 18 years of age the consent required of the rights afforded to the parent(s) of the student shall thereafter only be required of and afforded to the student. The status of an eligible student as a dependent of his/her parent(s) does not otherwise affect the rights afforded to and the consent



required of the eligible student. A court ordered waiver of the age requirement may be accepted for determination of “eligible student” status.

Any parent or eligible student who provides written authorization for the release of any or all of the student’s records to a person, agency or institution thereby releases the District from the responsibility of maintaining the confidentiality of the whole or that part of the student’s records to which access or copy was provided.

### **Record Keeping and Confidentiality of Special Education Student Information**

All confidential files and records are maintained at the Special Services Office. Parents and other persons may request to review confidential records by contacting the Special Services Department, 131 S. Flood, Norman, OK.

The District will disclose confidential records only as permitted by law.

## **STUDENT DISCIPLINE**

### **DRESS CODE**

A student shares with his/her parents, guardian, or custodian the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process.

Students are required to wear shoes. Grooming and neatness are also the primary responsibility of students and their parents, guardian or custodian. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises.

Each school may develop recommended guidelines for student dress.

### **BULLYING POLICY**

Bullying is prohibited by Norman Public Schools. It is a behavior that distracts both the target (i.e., victim) and the perpetrator (i.e., the person bullying another). Bullying a student based on his/her race, color, creed, disability, sex, sexual orientation, age, religion or any other personal characteristic is grounds for disciplinary action (O.S. 70 §24-100.2).

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts or communication (verbal or electronic) that is directed toward a student or group of students. Bullying is performed with the intent, or reasonably perceived intent, of causing negative educational or physical consequences for the targeted student or group. Bullying is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. (O.S. 70 §24- 100.3)

Threatening behavior is any pattern of behavior or action that would cause a reasonable person to believe that there is potential for future harm to students, school personnel or school property. (O.S. 70 §24-100.3)

Electronic communication is the communication of any written, verbal, pictorial information or video content by means of an electronic device. (O.S. 70 §24-100.3)

Bullying is prohibited at school and school sponsored events. It also is prohibited: (a) while traveling to and from school; (b) while off-campus during lunch or before and after school; or, (c) at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. (O.S. 70 §24-100.3)

Examples of bullying include but are not limited to: (a) unwanted teasing, (b) comments that are threatening or intimidating, (c) stalking or cyberstalking, (d) publicly humiliating another, (e) behaving in a way that

physically harms or is physically aggressive towards another, (f) stealing or destroying property, (g) spreading rumors, digital images, or falsehoods, and (h) socially excluding another.

In accordance with Board Policy on Student Behavior, any violations for bullying could be subject to disciplinary action, up to and including long-term suspension.

### **Enforcement and Data Collection**

It shall be the responsibility of the Chief Operating Officer to enforce this policy. The Director of Guidance and Counseling shall be responsible for the yearly collection, maintenance and reporting of data pertaining to the number, severity and potential for future violence regarding bullying incidents for the district.

### **Reporting Incidents**

When a student believes he/she is being bullied, or when a staff member witnesses a possible incident of bullying, the student and/or staff member should report the incident to a school administrator or law enforcement agency.

Anonymous reporting of bullying incidents is allowed; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Any person who knowingly makes a false accusation of bullying will face the same potential disciplinary action as if they themselves committed an act of bullying. The principal or his/her designee will conduct an investigation to determine whether bullying occurred.

### **Publicity Efforts and Training**

An annual written notice of this policy shall be provided to parents, guardians, staff, volunteers and students. The policy shall be included in all student and employee handbooks, placed upon district websites, and posted in various locations within each physical school site.

Relevant annual training for all district employees shall be required, as developed and provided by the State Department of Education related to preventing, identifying responding to and reporting incidents of bullying.

The district shall provide to parents and students a State Department of Education approved educational program created through consultation with the Office of Juvenile Affairs related to preventing, identifying, responding to and reporting incidents of bullying.

### **Investigating Alleged Bullying Incidents**

An investigation will be initiated by the principal or his/her designee immediately following a report of alleged bullying. All information collected during the investigation will be recorded in writing and maintained by the principal. The following actions will be included in the investigation:

- Contact the parent/guardian of both the victim and the accused to inform them of the situation and that an investigation will take place.
- Conduct interviews of the victim, the accused perpetrator, and any witnesses to the behavior in order to collect descriptions of the incidents.
- Analyze the information collected during the investigation, considering the following questions:
  - Did the behavior/action result in fear, harm, injury, or damage?
  - Did the behavior/action create a hostile environment for the victim?
  - Did the behavior/action infringe on the student's rights at school?
  - Did the behavior disrupt the educational process?
  - Is the behavior criminal?
- Create a summary report that describes the situation, the findings, and any disciplinary action being taken. Disciplinary actions may include verbal warning, admonishment, short-term suspension, or long-term suspension.

The summary report shall include in the details the severity of the incident and the potential for future violence.

- Contact the parents of both the victim and the accused, providing them with the outcome of the investigation of documented and verified bullying incidents upon completion of the investigation.

- Upon completion of the investigation, the principal or his/her designee, may recommend necessary mental health care, substance abuse or other counseling as considered appropriate to the circumstances. The principal or his/her designee may also refer the student to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
- Report to law enforcement all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.
- If an explicit threat to school safety is found to be a part of the incident, the investigating principal or his/her designee may make inquiry into any mental health, substance abuse or other care issues relevant to the investigation by the parties involved pursuant to Oklahoma Statutes [70 O.S. §24-100.4(A)(14), 12 O.S §1376, 59 O.S. §1376], the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information in order to allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

### **Resolution**

Depending on the severity and/or the pattern of repeated bullying behavior, a long-term suspension may result. In the event of a long-term suspension, an intervention plan is recommended.

- Students on IEPs - Prior to suspension of a special education student the administrator should refer to the student's IEP and to Policies and Procedures for Special Education in Oklahoma the Oklahoma State Department of Education Special Education Handbook.
- Procedures for Intervention for First Time Suspension
  - The site administrator may notify the student and parent/guardian of the availability of the intervention services offered by Norman Public Schools.
  - The parent/guardian will contact the Director of Counseling and Student Advocacy for referral information.
  - Students receiving a long-term suspension may be given the opportunity to reduce it to ten days by participating in intervention counseling recommended by the District.

### **The Safe School Committee**

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying.

These recommendations must be submitted to the principal and cover:

- needed staff development, including how to recognize and avoid bullying,
- increasing student and community involvement in addressing bullying,
- improving individual student-staff communication,
- implementing problem solving teams which include counselors and/or school psychologists, and utilizing behavioral health resources.

### **Emergency Transfers**

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

# SEX DISCRIMINATION AND SEXUAL HARASSMENT

Norman Public Schools will address all incidents of sex discrimination and sexual harassment reported to the district's Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended.

NPS Title IX Coordinator  
Administrative Services Center  
131 S. Flood Ave.  
(405) 364-1339

This policy informs all students and all district employees of policies and procedures regarding sex discrimination and sexual harassment to which all students, instructional staff, and non-instructional personnel including non-employee volunteers are expected to adhere. In addition, comprehensive information is provided regarding the reporting of sex discrimination and sexual harassment and avenues to seek immediate assistance. Norman Public Schools BOE Policy 3007 applies to sexual harassment of employees.

The district seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures aimed at providing protection against sex discrimination and harassment. To that end, the district condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual violence, dating violence, and stalking. Notice of sex discrimination or a sexual harassment incident to the district's Title IX Coordinator charges the district with actual knowledge and triggers its response obligations.

## Scope of the Policy

The district must respond when sex discrimination and harassment occur in the school's education programs or activities. Education programs and activities include locations, events, or circumstances in which the district exercises substantial control over both the respondent and the context in which the discrimination or harassment occurred. Title IX applies to all of the district's education programs or activities, whether such programs or activities occur on-campus or off-campus, including online instruction.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the district's Title IX Coordinator. The district encourages victims of sexual harassment to talk with a counselor. Different employees within the scope of the district's resources have different abilities to maintain a victim's confidentiality.

- Student Advocates and School Counselors are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." Disclosures to these employees will not trigger an investigation into an incident against the complainant's wishes.
- District Employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report to district employees (called "responsible employees") constitutes a report to the district and places the district on notice to take appropriate steps to address the situation.

This policy also applies to retaliation by district or any person against any other person for the purpose of interfering with Title IX rights, or because the person has participated or refused to participate in any manner in a proceeding under Title IX that is prohibited.

## Title IX Coordinator and Staff

- Title IX Coordinator has primary responsibility for overseeing the process of coordinating the district's compliance efforts, receiving complaints, investigations, hearing, sanctions, appeals, and education and

training associated with this policy. To file a complaint or submit questions concerning actions governed by this policy contact the Title IX Coordinator.

- Deputy Title IX Officers have the secondary responsibility and assist with the duties of the Title IX Coordinator. Deputy Title IX Officers include the Executive Directors of Student Services.
- Title IX Investigators may include but not be limited to district and/or site administration. The primary responsibility of the investigator relates to formal complaints. The investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators will receive appropriate Title IX training.
- Title IX Hearing Officer (decision-maker) may include a district administrator, legal counsel or special designee of the Superintendent. The primary responsibility of the hearing officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. Hearing Officers will receive appropriate Title IX training.

## Definitions

The district defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of quid pro quo harassment by a school's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

Offenses prohibited under the district's policy include, but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include non-consensual sexual contact, non-consensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

- A. Sex Discrimination: includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment, or school-related benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- B. Sexual Harassment: is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, vendors and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Title IX Coordinator or any district employee. District employees who witness or learn of such conduct are required to report it to the Title IX Coordinator.
  1. Hostile Environment: Sexual harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to the following:
    - The frequency of the conduct;
    - The nature and severity of the conduct;
    - Whether the conduct was physically threatening;
    - Whether the conduct was deliberate, repeated humiliation based upon sex;
    - The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
    - Whether the conduct was directed at more than one person;

- Whether the conduct arose in the context of other discriminatory conduct;
  - Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
  - Whether the speech or conduct deserves constitutional protections.
2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant engage in the following behaviors:
- Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or district activity or benefit is conditioned upon the complainant's submission to such activity.

**Examples of Harassment:**

- A student repeatedly sends sexually oriented jokes around in an email list he or she created, even when asked to stop, causing one recipient to avoid the sender on campus and school sponsored events in which both are involved.
  - An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort and embarrassment.
  - Demeaning comments about a girl's ability to excel in a class considered a "boy's" subject
  - Privately talking to a student about sexual matters
  - Hugging or touching a student inappropriately
  - Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, post mail, handwritten or other communication.
- C. Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, school status, or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.
- D. Advisor - a person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a district faculty or staff member, a friend or an attorney.
- E. Complainant - an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- F. Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
- G. Formal complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient details to make a determination regarding basic elements of the formal complaint process.
- H. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.

- I. Supportive measures - individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

## **Consent**

Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes".

- A. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- B. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- C. Previous relationships or consent does not imply consent to future sexual acts.
- D. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
- E. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is not consent. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.
- F. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

## **Reporting**

### **A. Mandatory Reporting**

All district employees are responsible for taking all appropriate action to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All district employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator. The only exception to the mandatory duty to report is a licensed counselor for whom the report is considered a privileged exchange.

### **B. Confidential Reporting**

Resources are available through staff and counselors. Student advocates are available to speak with any person who wishes to report an incident and remain anonymous. All forms of sexual harassment should be reported, no matter the severity. In addition, the district should be made aware of possible threats to the campus community in order to issue timely warnings.

### **C. Reporting to the Police**

The district strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence gathered preserve future options regarding criminal prosecution, district disciplinary actions and/or civil actions against the respondent.

- If the incident happened on campus, it can be reported to the district's SRO or another officer of the Police Department. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.
- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such

instance to the Title IX Coordinator, including the name(s) of the persons involved. The Title IX Coordinator should then provide the appropriate paperwork to the student or parent/guardian so the student (complainant) may file a formal complaint with the Title IX coordinator by mail, email or as directed by the Title IX coordinator.

#### **D. Student Reporting**

Students shall report any instances of sex discrimination or sexual harassment to any district employee and/or the Title IX Coordinator. Only victims or their parents or guardians can file a formal complaint of sexual harassment. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that result in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator or a designee will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the district investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The district will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has occurred. In some instances, the district may implement an emergency removal of a student when a safety and risk analysis indicates that an imminent threat exists to the physical health or safety of a party. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. An employee may be placed on administrative leave or suspended during the pendency of the grievance process. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that sexual violence occurred, the district will continue to take steps to protect the complainant and ensure safety at school or related activities. The district will provide the complainant with available resources, such as victim advocacy, academic support, counseling, disability services, health and mental health services, and assistance in reporting a crime to local law enforcement.

#### **Written Notice of Complaint**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- e. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.



If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

## Investigation

An investigator will be designated to investigate the allegations contained in the complaint or which are developed in the course of the investigation. The burden of gathering evidence and burden of proof must remain on the district—not on the parties.

- This investigation will include:
- Meeting personally with the complainant (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent (unless extraordinary circumstances prevent a personal meeting),
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made,
- Collecting any physical evidence,
- Meeting personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses),
- Reviewing any documentary evidence, and
- Preparing a report of the investigation.

The investigation of complaints will be adequate, reliable and impartial. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

When investigating a complaint and throughout the grievance process, the district must do the following:

1. Ensure that the burden of proof and of gathering evidence rests on district rather than the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor;
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate;
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation;
7. Ensure that if the district obtains additional information from or about the respondent or complainant, during the course of the investigation, that was not included in the original notice to the parties—both parties will be provided written notice of additional allegations and a reasonable opportunity to respond in writing to the new information or documents;
8. Prepare a written report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility; and

9. Ensure that parties will have 10 calendar days to respond to the investigator's report; any response will be considered in connection with any hearing that is conducted.

Title IX Coordinator will determine if a Title IX hearing is necessary. In making this determination, the Coordinator will consider whether both parties request or consent to a hearing and will agree to participate in a hearing. If it is determined that the district will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing.

### **Mandatory or Permissive Dismissal**

Mandatory dismissal must occur when it is determined in the course of the investigation that allegations in a formal complaint: (1) did not occur in the district's program or activity; (2) did not constitute sexual harassment as defined, or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.

Permissive dismissal may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; (2) the respondent is no longer enrolled or employed by the district; or (3) specific circumstances prevent the district from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a permissive dismissal and reasons.

The district may still address allegations of misconduct under the Student Code of Conduct or employee disciplinary procedures.

### **District Action**

- A. Informal resolution is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory, and will only take place with the full consent of both parties involved. Informal resolution may only be used:
  1. When a formal complaint of sexual harassment is filed;
  2. Prior to a Notice of Hearing being issued;
  3. When a Title IX Officer determines this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process;
  4. When the complaint does not involve sexual violence as defined in the Title IX Policy; and
  5. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.

Informal resolution is not available when the complaint alleges a district employee sexually harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may withdraw from informal resolution at any time prior to the entry of a voluntary resolution agreement and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

### **B. Title IX Hearing**

The hearing process will be conducted through written exchanges.

The Title IX Hearing Officer's responsibilities include but are not limited to the following, regardless of whether a hearing is conducted through written exchanges or a live hearing:

- Read and understand the Title IX Policy and Procedures, which include the hearing process;
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet;
- Read and understand the procedures of the Title IX hearing (live or non-live) provided by the Coordinator prior to the hearing as part of a hearing packet;
- Have a clear understanding of the incident(s) in question before making a decision;
- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the district Title IX Policy;
- Maintain copies of all notes made. The hearing officer will inform the parties of the decision at the live hearing and send a letter as described in this policy;
- Ensure that parties have had ample time and opportunity to ask questions and obtain responses before the hearing officer renders a decision (live or non-live); and
- Ensure that the determination (decision) includes a statement of and rationale as to each allegation, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore equal access to the district's educational programs or activities will be provided to the complainant.

#### Complainant's Rights:

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire live hearing or fully aware of the process used in a non-live hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide district with the name and contact information for the student's advisor as soon as practical but at least three (3) calendar days prior to the hearing;
- Be given a timely live or non-live hearing;
- Be assured of exclusion of evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be permitted to clarify that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent (remember students cannot consent to sexual harassment) or preclude a finding of sexual harassment;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant, additional remedies for the school community;
- Be provided written notification of any external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable;
- Be provided written notification of an avenue for appeal.
- Respondent's Rights:
  - Be given written notice of the allegations and the hearing process;
  - Be given access to evidentiary material in advance of the hearing;
  - Be present during the entire hearing;
  - Have no violation presumed until found responsible;
  - Be given a timely hearing;
  - Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the district with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;

- Be informed that evidence of the victim's past sexual history will be excluded from discussion during the hearing or hearing process. Similarly, the past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant or respondent, additional remedies for the school community;
- Be provided written notification of external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable; and
- Be provided written notification of an avenue for appeal.

### **Non-Live Hearings**

Non-live hearings will have similar rights and responsibilities, except that the hearing officer will conduct the hearing via written and oral exchanges and neither the complainant nor the respondent will directly confront one another; no cross-examination will occur. However, both parties will be invited to submit questions, receive answers, and present relevant written arguments in connection with the claims and defenses. Parties will have at least 10 days to respond to the receipt of information or documents to which they wish to respond. The investigator's report, all submissions by the parties, the exchange of information, documents and arguments will provide the basis for the hearing officer's decision.

### **All Hearings**

Witnesses and evidence need to be directly related to the claims. Parties will be notified in any instance in which responses, information or documents are not available because of a privilege (not waived by the party who asserts the privilege) or irrelevant information is involved (.e.g., information involving prior sexual behavior or sexual predisposition is irrelevant; a privilege such as an attorney-client or doctor-patient or other privilege bars introduction of certain evidence). The standard of proof used in district Title IX Hearings is the preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

### **Outcomes**

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sexual Harassment policy violation the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Both parties will be notified of the outcome in writing at the same time by certified mail or other agreed upon form of notice within five business days after the hearing. Both parties have the right to appeal the decision reached through the hearing process within five days after the hearing conclusion.

### **Appeal Procedures**

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student or other party. The burden of proof shifts from the district to the party found responsible for the policy violation. The appealing party must show one or more of the listed grounds for an appeal.

- A. Appeals must be submitted in writing to the Superintendent within ten (10) district working/calendar days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
- B. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
  - 1. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
  - 2. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
  - 3. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
  - 4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with district procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision maker. The appeal decision maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision maker will receive training as mandated by law. The decision of the appeal decision maker will be final and unappealable. The written decision of the appeal decision maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

- C. The Superintendent will review the record of the original hearing, including documentary evidence. It is the Superintendent's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing officer, either or both students may appeal the hearing officer's decision to the Superintendent and the procedures set out above shall control the appeal.
- D. The final decision will be communicated in writing by the Superintendent to both parties. The decision will be communicated within ten (10) calendar days of receiving the hearing officer's decision.
- E. The decision of the Superintendent on appeal shall be final.

## **Retaliation**

The Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. This means that if an individual brings concerns about possible civil rights problems to a district's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the district or any State or Federal agency, it is unlawful for the district to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or district's investigation or proceeding. Therefore, if a student, parent, teacher, sponsor, coach, or other individual complains formally or

informally about sexual harassment or participates in an OCR or district investigation or proceedings related to sexual harassment, the district is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with district, engage in retaliatory activities will also be subject to district's policies insofar as they are applicable to third party actions.

The district will take steps to prevent retaliation against a student who filed a complaint on his or her own behalf or reported on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal.

The District will take strong responsive action if it is determined under the preponderance of evidentiary standard (more likely than not to have occurred) that a student is responsible for retaliation.

Charging a person with a code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

### **District Officers and Designees**

The designation of a district official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy. In connection with an appeal the Superintendent may appoint a neutral individual, not employed by the district, to consider and decide the appeal.

### **Recordkeeping Protocol**

The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

### **Training**

The district will also post the training materials used to train Title IX coordinators, investigators, and decision makers on the district website. These materials will also be available to the public.

### **Free Speech and Academic Freedom**

Members of the district community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the district community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state antidiscrimination laws.

## Availability of other Complaint Procedures

In addition to seeking criminal charges through local law enforcement, members of the district community may also file complaints with the following entities regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline: (800) 421-3481  
Email: OCR@ed.gov

Office for Civil Rights:  
Kansas City Field Office: OCR.KansasCity@ed.gov, (816) 268-0550;  
Washington D.C.: OCR@ed.gov 1-800-421-3481

Equal Employment Opportunity Commission:  
Oklahoma City Field Office: 1-800-669-4000;  
Washington D.C.: 1-800-669-4000, Eeoc.gov/contact

REFERENCE: Title VII of the Civil Rights Act of 1964  
42 U.S.C. §2000e-2  
29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

### Legal

Title VII of the Civil Rights Act of 1964 42 U.S.C. §2000e-2  
42 U.S.C. §2000e-2  
29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

## STUDENT DISCRIMINATION, HARASSMENT, AND RETALIATION

Norman Public Schools is committed to providing all students with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by students in connection with the district.

NPS prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct adversely affects the education environment.

The building principal is responsible for working with students to establish rules, regulations, and by-laws that shall govern any school sponsored student organization. Such rules shall be nondiscriminatory regardless of real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, sexual orientation, age, or genetic information.

## I. Discrimination, Harassment, and Retaliation

### A. Definitions

**“Employee”** for purposes of this policy, includes all district employees, board members and volunteers.

**“Student”** refers to any person who is enrolled in any district school or program.

**“Discrimination”** means unfair treatment which is based on a person’s real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of discrimination include, but are not limited to: Declining to enroll a student in a program or excluding a student from benefits of participation in a school activity based on discriminatory factors. Harassment can be a specific form of prohibited discrimination.

**“Harassment”** means repetitive, unwelcome conduct which is based on a person’s real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person’s movement; hate speech or actions directed at protected categories or characteristics such as a person’s color, age, religion, or disability; unwelcome

touching, crude jokes or pictures, discussions of sexual experiences; teasing related to sexual, racial, age, religious, physical, mental or other characteristics involving protected categories; pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic or other demeaning pictures or objects; obscene or hateful graffiti, and spreading rumors related to a person’s alleged sexual, religious, physical or mental activities. Demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may also constitute harassment. These descriptions are examples of conduct which may violate the district’s policy. In determining whether conduct discriminates against or harasses another individual the totality of circumstances will be considered, the extent to which an alleged offender knew or should have known that the conduct was unwelcome, and whether the conduct is isolated or persistent—among other factors.

**“Retaliation”** is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

### B. Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the appropriate discrimination coordinator or superintendent, unless the superintendent or coordinator is the alleged offender. In such circumstances, the complaint should be referred to a different discrimination coordinator, the board president, or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct or be involved in any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may



report such incidents anonymously in writing by mailing the report to the personal attention of the appropriate discrimination coordinator or the superintendent. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Department of Education Office of Civil Rights, United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

### **C. Administrative Response**

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim and alleged harasser of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and\*
- Review of relevant documents or other evidence, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the coordinator will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy applicable to the circumstances.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible.

### **D. Disciplinary Decisions**

Disciplinary decisions shall be made based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Any student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Importantly, sex discrimination and sexual harassment are fully covered by the District's separate Policy 4000 "Title IX – Sex Discrimination and Sexual Harassment".

## II. Individuals with Disabilities

The District recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II).

All qualified persons with disabilities within the jurisdiction of the Norman Public Schools are entitled to a Free Appropriate Public Education ("FAPE"), regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment.

### A. Definition of Disability

The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as: (a) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary

eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable accommodations or auxiliary aids or services; or (d) learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

## **1. Appropriate Education**

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child's education.

An appropriate education in the District will include: (a) Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of non-disabled students are met; (b) The education of each student with a disability with non-disabled students, to the maximum extent appropriate to the needs of the student with a disability; (c) Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and (d) Establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The District will design education programs for students with disabilities to meet their individual needs to the same extent that the needs of non-disabled students are met. The District will provide the quality of education services to students with disabilities that equal the quality of services provided to non-disabled students. The District will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The District will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The District will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The District will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

## **2. Educational Setting**

The District will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The District shall place students in the regular education environment unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with non-disabled students in both academic and nonacademic

services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

As necessary, the District will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

If the District places an individual with disabilities in another school, the District will take into account the proximity of the other school to the student's home.

### **3. Evaluation and Placement**

The District will make evaluation and placement decisions in accordance with appropriate procedures required by law. The District will conduct an individual evaluation before any action is taken with respect to the initial placement of a child who has a disability or before any significant change in that placement. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. The District will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. In interpreting evaluation data and making placement decisions, the District will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.

The multidisciplinary group will consider reevaluation at least every three (3) years for each student for whom the District is providing a FAPE or more frequently if conditions warrant or if the child's parent or teacher requests a reevaluation.

### **4. Section 504/Title II Plan**

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the District will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student's individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.

The District will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on non-disabled persons or their parents or guardians.

If the District is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates. However, the District will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement. The District will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the District, at no greater personal or family cost than would be incurred if the student were placed in the District's program.

## **B. Procedural Safeguards**

The District will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student's records. The District will provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form* annually at the student's Section 504 plan meeting and when the District (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the *Procedural Safeguards form*, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The District will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the District's decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The District will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.

## **C. Retaliation**

The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Persons with complaints or concerns about the application of this policy should contact:

Norman Public Schools  
Director of Special Services  
Section 504/Title II Coordinator  
131 South Flood  
Norman, Oklahoma 73069  
(405) 364-1339

### III. Procedures for Filing, Processing and Resolving Complaints

This Complaint Procedure is applicable to complaints of discrimination involving race, color, national origin, religion, disability, veteran status, age, or genetic information. It is not applicable to sexual harassment and, complaints related to this area are addressed by Norman Public Schools' Policy 4000 *Title IX—Sex Discrimination and Sexual Harassment*.

#### A. Definitions

**Complaint:** A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

**Complainant:** Any person enrolled in or employed by the district or a parent/guardian of a minor student, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a minor student's complaint would be.

**Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and any other state and federal laws addressing equal educational opportunity. The Coordinator(s) under Title VI, IX, and Section 504/Title II is responsible for processing complaints. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform their duties. Complaints filed pursuant to the district's Title IX policy are subject to the Title IX complaint process.

Contact the following Coordinators with questions or complaints based on disability, race, color and national origin, sex, pregnancy, gender, gender expression or identity, age, or some other form of discrimination:

Title IX Coordinator  
Title IX Deputy Coordinators  
Executive Director of Diversity, Equity, and Inclusion  
Director of Special Services  
Norman Public Schools  
131 South Flood Avenue  
Norman, OK 73069  
(405) 364-1339

**Respondent:** The person alleged to be responsible for the discrimination reported in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### **Pre-Filing Procedures**

Prior to the filing of a written complaint, the student (or student parent or guardian) is encouraged to visit with the building principal or the district's ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

### **Filing, Investigation, Hearing and Review Procedures**

The Complainant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the district's Coordinators.

The responsible Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Complainant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Complainant's requested action; and outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's complaint policy. However, a simultaneous investigation by law enforcement may limit or in some instances make it impossible to proceed with the district's investigation. Under no circumstances will the district impede or obstruct a criminal investigation.

As to complaints of discrimination by students or parents/guardians of minors, against school employees, the Coordinator will disclose the complaint, the identity of the Complainant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Complainant wishes to remain anonymous, the Coordinator will advise that such confidentiality may limit the district's ability to fully investigate or respond to the complaint. If a Complainant asks to remain anonymous, the Coordinator will still proceed with the investigation to the extent possible considering surrounding circumstances.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Complainant and Respondent. The report will include (a) a summary of facts, (b) identification of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the Complainant and other actions as necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and available counseling resources. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Complainant or Respondent is not satisfied with the decision and wants to appeal, they must notify the applicable Coordinator, in writing, within 5 days of receipt of the coordinator's decision and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal and the facts supporting the basis for appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. The Complainant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present their side of the story, review of any party's written statements). The Coordinator will schedule the hearing with the Complainant, the Respondent and the superintendent. Advance written notice of the hearing will be provided to both the Complainant and Respondent so as to provide each reasonable time to prepare for the hearing. The hearing will be conducted within 10 days following the Coordinator's referral to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties or any other individual who may possess relevant information or evidence. The superintendent will determine in consultation with the parties whether the superintendent will render a decision based on all information and statements assembled or will, in addition to consideration of that evidence, conduct a hearing. Both parties must consent to any decision to have the superintendent render a decision based on the record of all evidence and statements collected and to forego a hearing.

Within 5 days after completing the review of the evidence or conducting a hearing, the superintendent will issue a written decision to the Complainant and Respondent.

If the Complainant or Respondent disagrees with the decision, either one or both may notify the superintendent, in writing, within 5 days of receipt of the decision, and file an appeal. The written appeal shall contain a specific statement explaining the basis of the appeal. It is not sufficient for an appealing party to merely state disagreement with the decision rendered. An appealing party must include an explanation of the factual basis for the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. Within 10 days from the date of notification to the board of education the appeal will be referred to the board's impartial hearing officer . The hearing officer will review the evidence and decisions rendered at all other levels of the complaint procedure. The hearing officer shall, if requested by one or both parties, conduct a hearing within 10 days of receipt of the board's notice of the appeal. The hearing officer shall consider any additional evidence the parties may wish to present and the testimony of any witnesses and will record any oral evidence presented. If both parties consent in writing to waive the hearing and have the hearing officer render a decision on the basis of the record of decisions, evidence and statements submitted, the hearing officer will consider all of the available evidence and may request that the parties respond to written questions. The hearing officer will issue a written decision within 5 days of the conclusion of review of all of the decisions and evidence or conclusion of the hearing to the Complainant and Respondent. The decision of the hearing officer is a final decision.

## **B. General Provisions**

**Duty of District Employees to Report Alleged Discrimination:** District employees, including supervisors and administrators, are required to immediately report any complaints, reports,



observations, or other information of alleged discrimination, including harassment and retaliation, to the appropriate coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process. The employee should provide the Complainant with information for filing a complaint if requested, and should also provide contact information for the district's appropriate coordinator.

**Extension of Time:** Any time limits, with the exception of the maximum time limit for complaint processing set by these procedures, may be extended by the responsible school official upon a showing of cause. The total number of days from the date the complaint is filed until the board of education's hearing officer issues a final decision shall be no more than 90 days except in the case of extraordinary extenuating circumstances and the timeline may be extended to 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies or notice of their electronic location of any policies prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties, adversely affected by the release, to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Complainant and the Respondent may have a representative assist them through the complaint process and accompany them to any hearing.

**Corrective Action:** After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions appropriate to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student or demotion, transfer, suspension and/or termination of an employee.

**Retaliation:** The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive disciplinary action.

**Basis of Decision:** At each step in the complaint procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and any hearing, taken as a whole, and the totality of the circumstances, such

as the nature, extent, context and gravity of the activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

**Designees:** The designation of a district official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The designee shall have the same authority as the official in matters involving this policy and the duties it imposes. An official's designee may but need not be an employee of NPS.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

504 Coordinator  
Norman Public Schools  
131 South Flood Avenue  
Norman, OK 73069  
(405) 364-1339

**Notice:** The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each campus to which employees or students are assigned.

**Outside Assistance:** Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550  
(816) 268-0599 (Fax)  
(877) 521-2172 (TTY)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## STUDENT BEHAVIOR AND DISCIPLINE POLICY

The Board recognizes that students do not surrender any rights of citizenship in attendance at Norman Public Schools. The school is a community with rules and regulations that are in effect throughout the school year including summer school.

Those who enjoy the rights and privileges provided also must accept the responsibilities that membership demands, including respect for and obedience to school rules.

When a student violates school rules or exhibits inappropriate or illegal behavior, he/she may receive a variety of disciplinary actions dependent upon the severity of the offense. Students may be suspended out- of-school for serious offenses. The length of the suspension may not exceed the remainder of the semester plus the

ensuing semester, with certain limited exceptions. Discipline of students with disabilities will be administered pursuant to federal and state law, including District Regulation.

### **Prohibited Conduct**

Inappropriate behavior is prohibited at school and school sponsored events, as well as being prohibited while traveling to and from school, while off-campus during lunch or before and after school, at school bus stops, or at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school.

Prohibited behaviors include, but are not limited to:

- A. Arson - Arson and abuse of fire alarms or safety equipment
- B. Assault - Assault (whether physical or verbal) and/or battery
- C. Bomb Threats
- D. Bullying / Harassment
  - a. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be (a) transmitted, any telephonic, computerized or electronic message (b) broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
  - b. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
  - c. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
  - d. Harassment – Including, but not limited to harassment based on race, color, national origin, sex, age, disability, sexual orientation, or religion
  - e. Physical or verbal abuse
  - f. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
- E. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.
- F. Cheating
- G. Plagiarism
- H. Criminal Acts - violations of any criminal statute of the United States, the State of Oklahoma or the City of Norman, Oklahoma
- I. Delinquent Acts
  - a. Altering or attempting to alter another individual's food or beverage
  - b. False reports or false calls
- J. Inappropriate attire, including violation of dress code
- K. Drug, Alcohol, or Tobacco
  - a. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind

altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

- b. Possession or claimed possession of illegal and/or drug related paraphernalia
  - c. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
  - d. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
  - e. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on Medical Marijuana, Hemp & Cannabidiol (CBD)
  - f. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
- L. Extortion – Obtaining property from another with his/her consent induced by a wrongful use of force or fear, or under color of official right
- M. Fighting
- N. Forgery, fraud, or embezzlement
- O. Gambling
- P. Gang related activity or action
- Q. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
- R. Language and Gestures
- a. Inappropriate behavior or gestures
  - b. Obscene language
  - c. Profanity
  - d. Using racial, religious, ethnic, sexual, gender or disability-related epithets
  - e. Vulgarity
  - f. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
- S. School Processes and School Rules
- a. Noncompliance (i.e., Failure to comply with a request by school staff)
  - b. Disruptive Behavior - Any behavior that disrupts the educational process
  - c. Open Defiance - Willful disobedience of a request of any school official
  - d. Violation of School Rules or Regulations
  - e. Inappropriate use of technology and wireless communication devices or violation of the District's Acceptable Use and Internet Policy
- T. Theft
- a. Theft
  - b. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

- U. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
- V. Truancy
  - a. Truancy
  - b. Excessive Tardies and Absences
- W. Unsafe Conduct which jeopardizes the safety of others
- X. Vandalism
- Y. Weapon
  - a. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
  - b. Possession of a Firearm
  - c. Possession or distribution of a caustic substance

### **Forms of Discipline**

Norman Public Schools believes parental involvement is necessary in successful discipline. Discipline shall be consistent with the nature and severity of the offense, and shall consider whether it is a first or repeat offense and the student's general disciplinary record.

Discipline also shall be consistent from student-to- student under similar circumstances considering the exemptions dictated by federal law. With the exception of the specific forms of discipline for violation of the District's policies relating to Firearms, and Drugs and Alcohol, the following types of discipline may be imposed for the performance of Prohibited Acts: (a) movement to an alternative setting, (b) behavior modification, (c) bus suspensions, (d) detention, (e) dismissal from a class, (f) fines, (library, lost books, vandalism, etc.), (g) guidance and counseling, (h) denial of parking privileges, (i) conference with parents, (j) denial of participation in or attendance at school activities, (k) suspension, i.e., In school suspension, Long-term out-of-school suspension (suspension for more than ten school days), short-term out-of-school suspension (suspension for less than ten school days), (l) student conferences – conference with students and contact of parents, (m) written assignments; assigned only when students are asked to analyze their behavior and to create solutions for correcting their behavior.

The foregoing list is not exclusive. The District may impose disciplinary measures it deems appropriate. However, corporal punishment may not be administered as a method to correct student behavior or to maintain order and discipline in the school.

### **Search and Seizure**

- In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession of dangerous weapons, controlled dangerous substances, alcoholic beverages, or stolen/missing property pursuant to 70 O.S. § 24.102. Administrators also will have the authority to retain wireless communication devices when they are believed to be part of a discipline related incident.
- All searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one (1) other authorized person, said person to be of the same sex if practicable. The search shall be reasonably related to the infraction and not excessively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed (70 § 24-102).
- Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. 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. Vehicles on school property are subject to search upon "reasonable suspicion."
- Norman Public Schools maintain cooperative agreements with local, county, and state law enforcement agencies. Periodically and/or upon request these agencies may provide the services of a canine officer to assist in the search of property or persons on school premises or while under the authority of the school or while attending any function sponsored or authorized by the school.

### **Out of School Suspensions**

## **Possible Length of Suspensions**

Except in the case of a Firearms violations, a student may be suspended out of school for the remainder of a semester and the ensuing semester.

In such events the term "ensuing semester" does not refer to Summer School. No student who has been suspended long-term may attend Summer School. If a student received long-term suspension from Summer School, the fall semester may be included.

## **Pre-Suspension Conference**

When a student violates Board policy, a school rule, or regulation, the principal/assistant principal/designee will conduct an informal conference with the student. At the conference with the student, the principal/assistant principal/designee will identify the policy, rule, or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule, or regulation. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.

The principal/assistant principal/designee will consider in school placement options and shall decide as to whether other in-school placement options are appropriate.

When making this determination, the principal/assistant principal/designee shall consider the severity of the offense and the student's past history of disciplinary infractions.

If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension. The principal/assistant principal/designee will notify the parent/guardian by phone and/or in writing that the student is being suspended out of school and that alternative in school placement was considered and that suspension was determined to be the most appropriate consequence.

## **Appeal Procedure from a Short-Term Suspension**

**Step 1 Notice of Appeal** - The student/parent shall notify the principal verbally or in writing within two (2) school days following a suspension of their intent to appeal the suspension. During the appeals process, the student shall not be readmitted unless the suspension period has ended. Failure to request an appeal within this specified time constitutes a waiver of the student's right to an appeal.

**Step 2 Appeal to Principal** - Student/parent shall request a conference with the principal. If the principal was involved in the suspension then he/she tells the parent of the involvement and informs them of the next step in the appeals process which is to notify the office of Student Services (see Step 3 below). The principal shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and the reasonableness of the length of suspension. Principal announces his/her decision at the conclusion of the conference or as soon as the decision is made. If the parent/student is not satisfied with the principal's decision they should follow the appeals process in Step 3.

**Step 3 Appeal to Executive Director of Student Services** – Student/parent can request a conference with the Executive Director of Student Services. The director shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and reasonableness of the length of suspension.

## **Procedure and Appeals Procedure from a Long-Term Suspension**

**Step 1 Conference with Parent** - When a principal/assistant principal/designee determines that a long-term suspension should be recommended, the principal/assistant principal/designee shall implement a ten-day suspension pending a hearing. A principal/assistant principal/designee shall hold a conference with the parent as soon as possible and shall inform them of the policy violated and the results of the investigation. The principal/assistant principal/designee shall inform the parent of the

recommended length of the suspension and the student's right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives their right to a hearing, then the length of the recommended suspension will be effective immediately and the suspension will be final and cannot be appealed.

**Step 2 Hearing of Long-Term Suspension Committee** - If a student/parent desires a hearing on the suspension and/or the recommended length of the suspension they shall submit a request in writing to the office of Student Services within two (2) school days after notification of the recommended long-term suspension. Failure to request a hearing, within this specified time, shall constitute a waiver of the student's right to a hearing.

Any further appeals of the suspension, and the length of the recommended suspension, will be effective immediately. The director appoints three (3) certified administrators from within the school district to serve on this committee and designates a hearing officer from within the committee. The director sets the hearing date and informs parents by telephone and in writing. The written notification shall include information pertinent to the hearing.

**Step 3 Long-Term Suspension Hearing** - The hearing will be held at a neutral site determined by the director.

The Committee will hear both sides and then will adjourn for deliberation. The Committee will determine guilt or innocence and the reasonableness of the recommended length of the suspension. Review committee may uphold, withdraw, reduce, or increase the length of the recommended suspension. The Committee will render a verbal decision after deliberations. If, because of the complexity of the case or the existence of multiple hearings arising out of the same incident, the Committee determines that additional time is required to review the evidence or conclude other hearings, the Hearing Officer may recess the hearing to reconvene at the earliest practicable time. After the decision is made the hearing officer will make a written report of the findings of fact and the discipline to be imposed and submit it to the office of Student Services. The committee chairperson shall notify the parent of the committee's decision verbally and in writing. Copies of the report and the Appeals Procedures shall be mailed or hand delivered to the student/parents within three (3) school days after the date of verbal notification of the Committee's decision or the date the written notification was mailed by the committee chair, whichever is earlier. All hearings on recommended long-term suspensions will be closed. The decision of the committee will be final unless the decision is appealed in accordance with procedures set forth in Step 4.

**Step 4 Appeal from the Decision of the Long-Term Suspension Committee** - If the student and parent are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education. The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee. The hearing will be held at the next regularly scheduled meeting of the Board of Education or at a special meeting called for the hearing after written notice of appeal by the student/parent has been received by the Superintendent. During the appeal period, the student shall be returned to school after expiration of the initial ten (10) days unless the student is suspended out-of-school long term for committing an alleged criminal act, possession of a Dangerous Weapon (including a Firearm) or any other act which threatens the health, safety or well-being of other persons or which disrupts the normal conduct of school. The hearing before the Board of Education may take place in executive session if requested by the student and the parent or guardian. At the hearing, the student, the parent or guardian and counsel will be given the opportunity to present evidence, testimony and argument. The school administrator and counsel for the district will also be given the opportunity to present evidence, testimony and argument. After due consideration and full investigation, the Board of Education will decide as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board of Education must render its decision on any such appeal no later than five school days after the conclusion of the hearing.

The decision of the Board of Education shall be final.

### **Special Rules Relating to Out-of-School Suspensions**

**Participation in School Activities** - During the period of any out-of-school suspension, students subject to the suspension: (a) will not be eligible to participate in any competitive event sanctioned by the Oklahoma Secondary School Activities Association (b) will not be allowed to participate in performances, events or activities outside the Oklahoma Secondary School Activities Association sanction, (c) will not be allowed to attend any school functions or be on any school property without the permission of the site administrator, and (d) will not be allowed to enroll in any other Norman Public School.

**Suspensions of More Than Five (5) Days** - With the exception of students who are suspended out-of-school for use or possession of a Firearm, students who are suspended out-of-school for more than five days will receive an out-of-school education plan. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.

The parent or guardian of a student suspended out-of-school has the legal responsibility for providing the student with a supervised structured environment in which the parent or guardian shall monitor the student's educational progress until the student is readmitted to school.

**Suspensions of Five (5) Days or Less** - Students who are suspended out-of-school for five (5) days or less will not receive an out-of-school education plan. Upon returning to school, the student will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher.

Grading and credit guidelines specified in District Regulation will be followed. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.

**Removal of Students** - Except as set forth in the following paragraph, when any out-of-school suspension is imposed during the school day, the student shall not be removed from the school until the parents or guardians of the student have been notified. If the parents or guardians cannot be notified, then, the student shall remain under the jurisdiction of the school until the regular dismissal time.

If an out-of-school suspension is imposed and the building administrator believes that a student's presence in a school, on school grounds or at a school activity poses a danger to persons or property or substantially disrupts, impedes, or interferes with the operation of the school or school activities, the parent and/or guardian of the student will be asked to immediately remove the student from the school premises. If the parent and/or guardian cannot be reached or cannot or will not pick up the student or make arrangements for the removal of the student from the school premises, then, the school shall contact the local police department or juvenile authorities to obtain assistance. In such cases, the initial conference with the principal shall take place within three (3) school days following the student's removal from school.

**Violent Offense Toward a Teacher** - Students who are suspended out-of-school for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

### **Special Rules Relating to the Possession of a Firearm as defined in the Gun Free Schools Act**

A firearm is: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter of an ounce, mine or similar device or any other type of weapon by whatever name known which may be readily converted to, or expel a projectile (18 USC Section 921).



If a student is found in possession of a firearm, the student will be suspended out-of-school for a minimum of a calendar year according to the mandates of the Gun Free Schools Act. There will be a hearing before the

Board of Education, who has the sole authority to determine the length of the suspension (one year or more).

After the Board of Education imposes the length of the suspension, the student may submit a written appeal to the Superintendent, who has the legal authority to modify the length of the suspension to a minimum of one calendar year.

The appeal to the Superintendent must be delivered to the Superintendent's office within two (2) school days following the decision by Board of Education. The Superintendent will then have ten (10) school days to decide whether to modify or uphold the length of the suspension. The decision of the Superintendent shall be final.

Any firearms found on school district property shall be reported and turned over to local law enforcement as per state law requirements. State and Federal law will be followed when firearms are involved (70 O.S. §24-101.3; 70 O.S. §24-132.1)

### **Special Rules Relating to Violation of Drug and Alcohol Policy**

Whenever it appears that a student may be under the influence of alcohol or drugs, the principal or designee shall immediately notify the Superintendent of Schools or designee and a parent or legal guardian of the student. (Reference: 70 O.S. §24-138). In addition, the Principal will contact the Norman Police Department or the District Attorney if a student is found to be in possession of, distributing or selling/attempting to sale dangerous controlled substances and/or alcohol.

The parent and/or guardian of students found guilty of violating any of the provisions of the drug and alcohol policy will be informed of the availability of the Student Assistance Program offered by the School District. The School District encourages all students who are found guilty of violating any of the provisions of the drug and alcohol policy to participate in the Student Assistance Program. The Student Assistance Program is also available to students who voluntarily seek assistance in addressing drug and/or alcohol issues.

- The possession, sale or distribution of alcohol or drugs (as defined in 63 O.S. Section 2-101 et. seq.), is considered such an egregious act that alternative in- school placement options such as detention, reassignment or alternative suspension programs are not realistic or feasible. Therefore, students who are found guilty of violating this policy shall be suspended out-of-school for the remainder of the current semester and the entire ensuing semester.
- Appearing to be Under the Influence or Possession of Drug Paraphernalia
  - For a first or second drug/alcohol policy offense (during the same school year), constituting a violation of being under the influence or in possession of drug paraphernalia, the student shall be suspended from school for a period of forty-five
  - (45) days for each offense. The student will have the ability to reduce the length of the out-of-school suspension to ten (10) days per offense by fully participating in the Student Assistance Program according to the procedures described in District Regulation. Upon commission of a second offense, the Principal shall notify the Norman Police Department.
  - For a third drug/alcohol offense (during the same school year) constituting a violation of the District's drug/alcohol policy, the student will be suspended from school for the remainder of the current semester and the ensuing semester. The term of suspension shall not be reduced; however, families are encouraged to participate in the Student Assistance Program.
- Students suspended out of school may use the appeal procedures set forth in this Policy.

### **Special Rules Related to Delinquency Adjudications**

Oklahoma law provides that no public school shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense

until the school has determined that the student does not pose a threat to himself, other students, or school faculty.

If the delinquency adjudication is the result solely of an act by a student which has already resulted in disciplinary action against the student pursuant to the provisions of this Policy, then, there will not be any further action taken by the District upon receipt of a delinquency adjudication unless exceptional circumstances exist.

If the delinquency adjudication arose out of a non-school related act, then, the following procedures shall apply:

Upon receipt of notice of a delinquency adjudication, the office of Student Services shall notify the student's principal of the adjudication. The principal shall immediately conduct an initial investigation by talking to the student's teachers and counselors and shall decide as to whether or not it is advisable to place the student on an out-of-school suspension. When making this determination, the principal shall consider placement alternatives other than out-of-school suspension, such as assignment to an alternative school or an in-school detention program. If the principal decides that it is feasible to assign the student to an in-school detention program or an alternative school, then the principal's decision is final.

If the principal decides to proceed with an out-of-school suspension, then, the appeal and review procedures, relating to long-term suspensions, shall apply.

However, at each step of the process, the determination to be made by the principal in the first instance and then the Long-Term Suspension Review Committee, the office of Student Services and the Board of Education, is whether the student poses a threat to himself, other students or faculty. In the event of a long-term out-of-school suspension for adjudication as a delinquent, the school shall provide an out-of-school education plan to the student in accordance with Oklahoma law.

# SCHOOL SITES LISTING/DIRECTORY

## Elementary

Adams Elementary	Patty Thomason	817 Denison	405-366-5972
Cleveland Elementary	Catherine Miller	500 N. Sherry Ave.	405-366-5875
Eisenhower Elementary	Danielle Eikel	1415 Fairlawn Dr.	405-366-5879
Jackson Elementary	Jill Cliburn	520 S. Wylie Rd.	405-366-5884
Jefferson Elementary	Carla Atkinson	250 N. Cockrel Ave.	405-366-5889
Kennedy Elementary	Lisa Stieg	621 Sunrise St.	405-366-5894
Lakeview Elementary	Paula Palermo	3310 108 <sup>th</sup> Ave N.E.	405-366-5899
Lincoln Elementary	Oliva Dean	915 Classen Blvd.	405-366-5904
Madison Elementary	Dominic Barone	500 E. James Dr.	405-366-5910
McKinley Elementary	Carol Emerson	728 S. Flood Ave	405-366-5914
Monroe Elementary	Andrea Crowe	1601 S. McGee Dr.	405-366-5947
Reagan Elementary	Tara Stevens	1601 24 <sup>th</sup> Ave S.E.	405-366-5994
Roosevelt Elementary	Tiffany Dixon	4250 W. Tecumseh Rd.	405-447-6581
Truman Elementary	Sara Adams	600 Parkside Rd	405-366-5980
Truman Primary	Kristie Eselin	601 Meadow Ridge Rd.	405-366-5950
Washington Elementary	Lori Connery	600 48 <sup>th</sup> Ave. S.E.	405-366-5984
Wilson Elementary	Chris Crelia	800 N. Peters Ave.	405-366-5932

## Middle Schools

Alcott Middle	Traci Kay	1919 W. Boyd St	405-366-5845
Irving Middle	Jonathan Atchley	125 Vicksburg Ave.	405-366-5941
Longfellow Middle	Brad Talley	215 N. Ponca Ave.	405-366-5948
Whittier Middle	Ethan Davis	2000 W. Brooks	405-366-5956

## High Schools

Norman High	Hallie Wright	911 W. Main St.	405-366-5812
Norman North High	Dr. Kim Garrett	1809 Stubbeman Ave.	405-366-5954

## Alternative Program Sites

Dimensions High School	Paul Tryggestad	809 N. Findlay Ave	405-579-1880
Dimensions Elementary	Linda Mace	809 N. Findlay Ave	405-573-3809
Norman Net/Online Instruction	Paul Tryggestad	809 N. Findlay Ave	405-579-1880
Norman Expanded	Kevin Hogan	809 N. Findlay Ave	405-801-3810