

FRONTIER MUSTANGS

HANDBOOK

2017-2018

TABLE OF CONTENTS

INTRODUCTION

Major Rights	4
--------------	---

ACADEMIC LIFE

Absences and tardies	4
Academic letter awards	5
Assemblies	6
Concurrent Enrollment	6
Drop and add	6
Grading scales	6
Graduation requirements	7
Grievance Policy for Career Tech	12
Guardianship	5
Honor Roll	8
Inclement weather notice	9
Library	9
Materials taken to class	9
National Honor Society	9
Oklahoma College Entrance Requirements	7
Parent Guide for Conferences	9
Retention of student	7
Rights to Records	9
School Testing Program	10
Semester Tests	10
Valedictorian and Salutatorian	10

EXTRA CURRICULAR

Activity Rules	11
Athletic Letter Awards	12
Dance Rules	11
Eligibility Requirements	11
Ten Day Rule	16

HEALTH-SAFETY-TRANSPORTATION

Bus Rider Rules	15
-----------------	----

Cafeteria Rules	16
Counselor	16
Emergency Drills	16
Motor Vehicle Code	16
Pediculosis Policy	16

BEHAVIOR-RULES-STATE AND FEDERAL REGULATIONS

Behavior Discipline Policy	19
Summary Discipline	19
Suspension	19
Expulsion	19
Student Relationships	24
Directory Information	9
Discipline Action	20
Dress Code	25
Drug-Free Schools & Communities Act	24
Gum Chewing	25
Gun-Free Schools	23
In-School Detention	22
Leaving the School Grounds	25
Lobby	25
Lockers	25
Lounge	25
Non Discrimination Policy	
Out-of-School Suspension	22
Cell Phone	26
School Property	27
School Laptop Computer	27
School Visitors	
Sexual harassment	29
Threats to Harm Others Including Bullying	29
Use of the Telephone	28
Asbestos Notification	28

Appendix A - Student Bullying Policy	
Appendix B - Notice of Non-Discrimination, Anti-Harassment Statement and Grievance Procedures for Filing, Processing and Resolving Complaints of Discrimination, Harassment and Retaliation	
Appendix C - Drug Testing Policy	
Appendix D - Americans with Disabilities Act	
Appendix E - Elementary School Information only	

INTRODUCTION

FRONTIER PUBLIC SCHOOL'S THREE MAJOR RIGHTS:

1. The students' right to a quality education that is differentiated, individualized, and free from disruption.
2. The educators' right to teach or administrate in a quiet and orderly environment free from verbal or physical intimidation or assault.
3. The parents' right to expect a quality education in a safe and orderly environment.

ACADEMIC LIFE

Absences and Tardies

Absences will be excused for the following reasons:

1. Illness with note from parents
2. Medical and dental appointments with note from parent and/or doctor
3. Death in the immediate family
4. School authorized absence (authorized through principal's office)
5. School sponsored activities*

*See ten day rule policy

The parent or guardian should contact the principal on the morning of a student's absence. If the principal is not contacted, the office shall attempt to contact the parents of that student. If no contact is made, then upon returning to school, the student must present to the principal a written excuse, signed by his parent or guardian, stating the cause and date of the absence.

Parent notification to the school about their student's absence does not automatically make that absence an excused absence. The reason for the absence must still fall within the guidelines of items 1-5 above.

Students who miss school because of an excused absence or for a scheduled school activity shall have two school days for each day missed to make up the missed school work. It is Frontier School's policy that **students cannot be absent from a class for any reason (excused or unexcused) more than ten (10) times during a semester. Students who go beyond ten (10) will not receive credit for that class.** However, for absences eleven (11) and twelve (12) (but no more than that), students may make them up by attending Saturday School. Two Saturday Schools will be required for day 11 and two Saturday Schools for day 12. Students who miss more than 12 days will not receive credit for that class and will not have the opportunity to make up those beyond 12. Any student and/or parent of a student who does not

meet the minimum attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the District's attendance committee. See the District's Student Attendance policy for more complete information.

****After missing 20 minutes, student is no longer tardy but considered unexcused absent for that class.****

NOTE: Missing a class due to the participation in a school sponsored activity is not considered as being absent. In the case of extended illness or injury, principals may make other arrangements to allow the student to make up the missed days.

Grade 5-12: Students are allowed three unexcused tardies **per semester**. Tardies 4-6 will result in after-school detention. Tardies 7-10 will result in Saturday School. Tardies 11 and beyond will result in 3 days of In School Suspension for each tardy.

Students will be allowed no more than one excused tardy per nine-weeks resulting from personal automobile/transportation problems. Three unexcused tardies will count as 1 absence.

GUARDIANSHIP

A parent, legal guardian, or person having legal custody are the only individuals that may enroll a student into an Oklahoma Public School. Students attending Frontier Public Schools as a result of a transfer of guardianship must actually be residing with that guardian on a full-time basis. Oklahoma law requires that guardianship must be issued by a court of law. State law does allow for a power of attorney in certain circumstances within the district.

ACADEMIC LETTER AWARDS

1. Letter awards will be presented to students who meet all of the qualifications of a letterman based on the first and second semester grades for the particular year. At the close of the second semester, grades for that year will be used to determine which students lettered academically.
2. The student's grade point average for the year must be at least 3.25 on a 4 point scale.
3. Lettermen must not have any first or second semester grades lower than a B-.
4. Minor violations of a school policy that result in the student receiving a one day in-school detention on more than one occasion will result in disqualification for a letter award. A single major violation of school policy that results in out-of-school suspension or more than one day in-school detention will result in disqualification also.
5. To be eligible, a student must have received a grade card from Frontier High School for each of the four nine week periods.
6. Academic lettermen will receive their awards during the awards assembly.
7. Anyone caught cheating on tests will not letter.

POINTS AWARDED FOR LETTER GRADES

Grade

GPA

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	no credit

Concurrent enrollment classes will receive an extra .5 added to whatever GPA they receive in that class

ASSEMBLIES

Students will sit in assigned areas according to grade levels (Pre-School through 12th). Class sponsors will assist in monitoring by sitting with their respective classes. Students who cause disruptions will not be allowed to attend one or more future assemblies.

CONCURRENT ENROLLMENT

For information concerning concurrent enrollment as a special student in a college or university in the Oklahoma State System of Higher Education, see the counselor or building principal.

When a student earns college credit through concurrent enrollment, the course will appear on their high school transcript. If they are substituting the college course for a required high school course (Ex: Comp I and II for English IV) then the earned grade must be reported on the transcript. If the college course is not needed for high school graduation, it is listed on the transcript as an elective and it is up to the student to choose if they want the grade to be recorded on the transcript or not. If they grade is used on the transcript, .5 points are added to the grade to reflect the rigor.

DROP AND ADD

No student will be allowed to drop or add a class after the first two full days of the first semester and the first day of the second semester.

GRADING SCALE

A+	100-98	C	76-74
A	97-94	C-	73-70
A-	93-90	D+	69-67
B+	89-87	D	66-64
B	86-84	D-	63-60
B-	83-80	F	59-0
C+	79-77		

GRADUATION REQUIREMENTS

English - 4 units

English I, English II, English III, English IV

Mathematics - 3 units

Algebra I, Algebra II, Geometry, Trigonometry, AP statistics, Math Analysis, Calculus, Stats & Probability,

Laboratory Science - 3 units

Biology I, Chemistry, Physics, **or** other lab course approved for college admission requirements

History and Citizenship Skills - 3 units

U.S. History, ½ Government, ½ Oklahoma History

AND 1 unit selected from the subjects of History, Government, Economics, Civics, or Non-Western Culture **AND** approved to meet college admission requirements

World or Non-English Language or Computer Technology - 2 units

1st year of World or Non-English Language **AND**
2nd year of SAME language

OR

1st year of Computer Technology **AND** 2nd year Computer TEchnology
(excludes keyboarding or typing courses)

Additional Unit from any of the above - 1 unit

Fine arts or Speech - 1 unit

Music, Art, Drama, or Speech

Other Electives - 7 units

Personal Finance Literacy requirement

CPR/AED requirement

All students must take the ACT at least once during their Junior or Senior year. Students on an IEP may take an alternative assessment as determined by their IEP team.

RETENTION OF STUDENTS

In Grades 5-8, students must pass 4 core classes or they will be retained. In Grades 9-11, students will be retained if their total credits earned do not equal at least 3 credits at the end of the freshman year, 10 at the end of their sophomore year, and 17 at the end of their junior year. At the end of their senior year, all graduation requirements must be met or they will be retained. Any student that is retained, the parent or legal guardian has the right to appeal to the Retention/Promotion Committee.

HONOR ROLL

Two honor rolls will be published each semester. 1) Superintendent's honor roll – students making straight A's in all subjects. 2) Principal's honor roll – students making no less than B's in all subjects.

INCLEMENT WEATHER NOTICE

Sometimes it is necessary to close school because of severe weather. When this decision is made, it will be announced on Channel 4, 5, and 9, on WBBZ and KLOR radio stations and One Call Now between 6 and 6:30 a.m. when possible. Please listen for school closings if you suspect the weather is such as to necessitate school closing.

LIBRARY

Students are encouraged to use the school library. We have an excellent and growing library that contains a variety of books and resources. The library is open from 8:30 to 3:30 each day. Students may obtain a pass from the teacher for admittance during these hours. Books must be returned within two-weeks, Resource books must remain in the library.

MATERIALS TAKEN TO CLASS

All students, at all times, must attend each class with their textbooks, notebooks, pen, pencil, and other items as directed by the teacher. Once in class, students are to remain quiet and orderly and do as directed by the teacher.

NATIONAL HONOR SOCIETY

To qualify for membership, a candidate must have a cumulative high school GPA of 3.5 or better and be classified as a second semester sophomore, a junior, or senior.

The NHS faculty council will request a resume' and an essay from each academically eligible student. These items form the basis of an interview conducted by the faculty council with the student.

PARENT GUIDE FOR CONFERENCES

The conference should be a very open, two-way exchange of information about your child's school work life. The goal of both parent and teacher should be the best possible education for each child.

How to get ready for the conference

1. Be on time: the teacher will have other conferences scheduled.
2. Ask your child if he/she has any questions he/she would like to ask his/her teacher.
3. Think out what you want to learn about your child from the teacher and write down questions.

Questions you might want to ask the teacher...

1. Is my child working up to his/her ability.
2. How is my child achieving in specific subjects?
3. What books is he/she using?
4. Does he/she participate in group activities?
5. Does he/she obey the teacher?
6. Does he/she get along with other children?
7. How can I help at home?

Questions the teacher may want to ask you...

1. What is your child's reaction to school? Other children?

2. How does he/she spend his/her time after school?
3. How is his/her health? Does he/she have any emotional problems?
4. What is his/her response to rules and regulations at home and at school?
5. What type of discipline works best at home?

At the conference...

1. Arrive on time.
2. Keep the attention focused on your child and how you can assist both the child and the teacher.
3. Inquire about concerns that you have regarding your child's school progress.
4. Volunteer any information which might help the teacher understand your child. Your child's health, especially his/her eyesight and hearing, is extremely important.

After the conference...

1. When you return home, review the conference and begin to follow up any suggestions.
2. Discuss the conference constructively with your child. First, point out his/her strengths, then discuss areas that need improvement.
3. Do not hesitate to contact the teacher again. If you prepare carefully for the conference and participate eagerly in it, you almost certainly will gain a much clearer picture of your child's educational growth. And that, after all, is the whole purpose of the conference.

RIGHTS TO RECORDS

FERPA gives parents certain rights with respect to their children's education records. Parents should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. Students to whom the rights have transferred are "eligible students." FERPA gives parents and eligible students these basic rights:

1. The right to inspect and review the student's education records maintained by the school.
2. The right to request that a school amend the student's education records.
3. The right to consent in writing to the disclosure of personally identifiable information from the student's education record, exempt under certain permitted situations.
4. The right to file a complaint with United States Department of Education regarding an alleged violation under FERPA.
5. The right to receive copies of the school district's policies/ procedures regarding FERPA.

The district proposes to designate the following information personally identifiable information contained in a student's education records as directory information.

Within the first three weeks of each school year, the school district will publish the directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

NOTICE TO PARENTS REGARDING "DIRECTORY INFORMATION"

In 1974, Congress passed the Family Educational Rights and Privacy Act ("FERPA"). This federal law provides that the above information becomes "Directory Information" only if the School District specifically designates the information as "Directory Information". The Board of Education of this School District has stated as a policy that it declines to designate the information as "Directory Information" under FERPA. Therefore, the School District will not provide general public access to the above information to non-employees

of the school system. The School District believes that it has a duty to protect the privacy rights of parents and students who expect that personally identifiable information from educational records will not be released to the general public for commercial or on-educational uses.

It has been traditional for the School District to use student names in yearbooks, honor rolls, athletic programs and other school publications. The school district has also provided student names and addresses to institutions of postsecondary education who desire to notify students of educational and scholarship opportunities and to the armed services for recruitment purposes. The School District intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your children for these purposes, please notify as soon as possible.

SCHOOL TESTING PROGRAM

Frontier School participates in the Oklahoma testing program which administers standardized curriculum tests to students each year. The results are used to determine where remediation is needed, where successes have been made, and if any changes need to be made in their teaching strategies. Results can also be used for recommendations for further testing for both the Special Education program and the Gifted and Talented program, and for admission or dismissal in remedial programs. Students who rate the highest in their classes are recognized with awards at the end of each school year. Therefore, it is of the utmost importance that each student put forth their best efforts on these standardized tests and be present every day of the week the testing takes place.

The PSAT-NMSQT test will be made available to all juniors. This testing is an optional test.

SEMESTER GRADES – TESTS

HIGH SCHOOL

All high school students will be required to take semester tests at the end of each semester.

VALEDICTORIAN AND SALUTATORIAN

Grades 9-12:

Students must have attended Frontier High School at least three semesters to be eligible to receive the valedictorian or salutatorian award. These awards will be figured on the first seven and one-half semesters of high school (grades 9-12) credits. The student must also have received grades from Frontier High School for all four of the 9-week periods of their senior year.

Valedictorian Award – This award is presented to the senior who ranks first scholastically on Frontier's 4.0 GPA scale or to any senior who has made no semester grade below an “A” during their high school career.

Salutatorian Award – This award is presented to the senior who ranks second scholastically on Frontier's 4.0 GPA scale.

Grades 5-8

Students must have attended Frontier Middle School at least three semesters to be eligible to receive the valedictorian or salutatorian award. These awards will be figured on the first seven and one-half semesters of middle school (grades 5-8) credits computed on a standard 4.0 scale.

They must also have received grades from Frontier Middle School for all four of the 9-week periods of their 8th grade year.

Valedictorian Award – This award is presented to the 8th grade student who ranks first scholastically on a 4.0 scale and to any 8th grade student who has made all “A's” during a period of four years of middle school.

Salutatorian Award – This award is presented to the 8th grade student who ranks second scholastically on a 4.0 scale during a period of four years of middle school.

EXTRA CURRICULAR ACTIVITY RULES

During extracurricular activities, including dances, programs, plays, assemblies, banquets, etc., no one will be allowed to leave the building and re-enter. For paid school sponsored activities open to the public at large, students who leave cannot re-enter.

Students must be in school at least ½ day in order to participate in any school sponsored activity that night. Students must return to school by noon in order to be considered present half a day. Exceptions may be permitted at principal's discretion.

Students enrolled in athletics in grades 7 through 12 will have one week to decide if they wish to remain in that sport, after that period, students must stay in that sport throughout the remainder of that sport's season. In the event a student is removed from the team for disciplinary reasons or decides to quit, they will have the following two options:

Option #1: The student goes to Study Hall for that class period until the season is over. The student would then be allowed to participate in the next sport season.

Option #2: At the end of semester, the student may change classes, but the student will not be allowed to participate in any sports that school year.

DANCE RULES

1. No one will be allowed to leave the building and re-enter. Once they have entered they must stay or once they leave they may not come back in. If anyone leaves during the dance, they must leave the premises completely.
2. Appropriate students may invite guests from outside the student body. Any person that is not a student at Frontier must be approved by the sponsor and administration. The person's name must be submitted to the event sponsor at least one week prior to the social event. A student can only invite one person. One should not invite someone if they do not plan to attend the function themselves. When a student invites guests, they are totally responsible for the behavior of their guests. Guests cannot be over the age of 18.
3. The use, possession, sale, transfer, or being under the influence of controlled dangerous substances, alcoholic or non-alcoholic beverages is prohibited, and anyone violating this rule will be subject to immediate discipline and rules which address said action. Any chaperone of any dance has the authority to refuse entrance to any student or guest and the authority to make any student or guest leave at any time.
4. No one will be admitted after 10 p.m. All dances will end no later than 12 a.m.
5. Middle school dances are to be attended only by Frontier Middle School students.
6. Students attending any high school dance must be in at least the 9th grade.

ELIGIBILITY REQUIREMENTS

The OSSAA Attendance Eligibility Rules states that a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.

Ineligible students in grades 5-12 **cannot participate in any activity** (not just athletic events) involving competition among other schools.

They also cannot participate in a field trip whenever the trip would require him/her to miss any class other than the one scheduling the field trip. Any student in grades 5-12 who has received Out-of-School Suspension, been disciplined for theft or fighting, or is not in compliance with the attendance policy will not be allowed to go on class trips. Principal's discretion shall be applied as needed.

Eligibility rules are available in the offices of the superintendent and principals.

ATHLETIC LETTER AWARDS

Plaques are awarded to Senior Athletes who have participated for two or more years and end their senior year in good standing. A student will receive an athletic letter if they meet all of the following requirements relating to their respective sport:

Basketball:

1. Play in 30 quarters.
2. Start the season (unless the player moves in during the year) and finish it.
3. Be eligible throughout the play-offs.
4. Injured players may be lettered at the Coach's discretion.
5. Managers must participate for two years.

Baseball/Softball:

1. Play in 30 percent of the innings (fall and spring combined for baseball).
2. Must be in good standing as a member of the team at the end of the spring season.
3. Be eligible throughout the play-offs.
4. Injured players may be lettered at the Coach's discretion.
5. Managers must participate for two years.

Golf:

1. Play in 50 percent of the matches/tournaments.
2. Be eligible throughout the regional and state competition.
3. Injured players may be lettered at the Coach's discretion.

Cross Country/Track:

1. Participate in at least 4 meets.
2. Start and finish the season.
3. Be eligible throughout the regional and state competition.

ABSENCES RELATED TO SCHOOL ACTIVITIES

The State Board of Education and the Frontier Board of Education encourage students to be in attendance in their regularly scheduled classes so that the maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist toward development of strong work habits, responsibility, and self-discipline while also increasing a student's knowledge.

Since, however, the educational merit of the extra-curricular program is recognized, the goal is to maintain a balanced education for each student. It is with the above goals in mind that the following attendance/activities regulations have been established.

School Activity is defined as any extra-curricular activity approved by the school and at

the convenience of the school. And supervised by a duly appointed sponsor.

Grades 5-8

Students in Grades 5-8 will be allowed to miss a class period a total of ten (10) times during the school year due to school activities. There will be no exceptions or exemptions regarding this issue. The remainder of this section (SCHOOL ACTIVITY ABSENCES) does not apply to students in Grades 5-8.

Grades 9-12

A student is allowed to miss a class period ten (10) times during the school year due to school activities. Exceptions to this rule are that the student may request from the principal up to but not exceeding five (5) additional activities absences to be approved by the Internal Activities Review Committee.

Students who feel that they need to miss in excess of the ten days shall make a prior written request to the building principal. The request must include: 1. date of request, 2. name and date of activity, 3. location of activity, 4. reason why the student feels an exception should be made, and 5. sponsor of the activity.

This request will be forwarded to Internal Activities Review Committee, which shall be appointed by the superintendent and will be responsible for reviewing and recommending any deviation of the activities policy to the board of education. This committee will ask for ample time to study and make a decision on all requests for review. A student whose request has been denied by the committee will be granted the right of due process. Students wishing to request a hearing before the board of education must initiate their right within 10 days of receiving the denial from the Internal Activities Review Committee. A student forfeits his or her right to a hearing if the request is not made within this ten day time period. The Board of Education reserves the right to revise this policy at their discretion. If the issue is not resolved, the student/parent may file a written complaint with the Accreditation Section of the State Department of Education.

Before a student is given more than 10 days, his/her grades should be considered along with the student's attitude and how he/she has represented Frontier School during other activities.

GENERAL CRITERIA (H.S. ONLY)

The following classifications of school activities will be exempt and will not count against the 10 allowed absences for school sponsored activities.

1. Any approved activity which is of a state or national level or for which the student has earned the right to compete by meeting criteria established by the sponsor, coach, athletic director, and/or administrator.
2. Any approved state or national award or honor which is bestowed upon a Frontier student.
3. Any non-competitive activity which is an extension of the classroom.
4. Any in-school activities which pertain to the student government, student body benefit, student testing, and special student program.
5. Any event whose date is changed just prior to occurring due to a circumstance beyond the control of the sponsor, coach, and/or administrator.
6. Any required travel time which pertains to an exempt event.

All of the above mentioned activities, events, honors, etc., will be monitored carefully by the Internal Activities Review Committee and only those which facilitate a balanced education will be approved.

Specific Events:

The following specific events will be exempt and will not count against the 10 allowed absences for school sponsored activities.

(*Indicates activities where students must be in good standing both academically and with their organization or team plus meet certain additional criteria submitted by the sponsor/coach and approved by the Frontier Board of Education.)

1. (Athletics including Cheerleading)
2. *All district, regional, area and state playoff competitions.*
3. *Tryouts for any All-State team (Students must meet all requirements of the All-State selection process.)
4. *Tryouts for college scholarships (Students must have received an invitation to tryout from the college or university.)
5. (Special Olympic Oklahoma)
6. Contestants – All absences related to participating in competitive events are exempt.
7. *Volunteers – Three days related to Special Olympic events. (Students must complete the appropriate state volunteer form and be cleared to participate by Special Olympic Oklahoma.
8. (FCCLA – Family, Career and Community Leaders of America)
9. *State FCCLA Convention (Student must meet deadlines for paying FCCLA dues and registration fees, and have been active in at least 75% of the organization's activities. Participation will be limited to the first 20 students to abide by all of these guidelines).
10. *National FCCLA Cluster Meeting (Students must be an officer selected by the Officer Selection Committee in addition to meeting the requirements to attend the State FCCLA Convention).
1. (FFA & 4-H)
2. A combined total of 4 days at the Noble County Fair and the Noble County Spring Livestock Show.
3. *OKC State Fair (Students must place at least 3rd in their class at the County Fair).
4. *Tulsa State Fair (Students must place at least 3rd in their class at the County Fair).
5. *NW District Livestock Show (Students must place at least 3rd in their class at the Noble County Spring Livestock Show)
6. *OKC Spring Livestock Show (Students must place at least 3rd in their class at the Noble County Spring Livestock Show)

District Interscholastic, speech, and judging contests.

*State FFA Convention (Students must be a dues-paying, active member of FFA and have earned 50 points based on the chapter's activities participation requirements)

*National FFA Convention (Students must be a dues-paying active member of FFA and have earned at least 20 points based on the chapter's activities participation requirements OR be the top salesperson in the meat sales program.

1. (Music)
2. District vocal and instrumental contests
3. State vocal and instrumental contests
4. *Tri – State Music Festival (Students must have received a rating of I or II in a previous contest).
1. (Technology Student Association – TSA)
2. *Fall Leadership Conference (Students must be a TSA chapter officer)
3. *State TSA Convention (Students must have placed in the top 10% in a competitive event at a mini, area, or regional conference).
4. *National TSA Convention (Students must have placed in the top 10% in a competitive

- event at the State TSA Convention).
1. (Student Council)
 2. *State Student Council Convention (Students must meet the criteria set fourth in the state STUCO constitution, be an officer or a senior, attend local meetings, and participate in all STUCO functions including fundraising, community service projects, and student activities).
 1. (Miscellaneous)
 2. Educational activities that are direct extenuation of the classroom learning experience such as field trips and college/career days.
 3. Approved testing programs

HEALTH-SAFETY-TRANSPORTATION

BUS RIDING RULES

- I. **Previous to loading** (on the road and at school)
 - II. 1. Be on time at the designated school bus stops-- keeping the bus on schedule.
 - III. 2. Stay off the road at all times while waiting for the bus (bus riders conduct themselves in a safe manner while waiting.)
 - IV. 3. Wait until the bus comes to a complete stop before attempting to enter.
 - V. 4. Be careful in approaching bus stops.
- VI. **While on the bus**
 - VII. 1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - VIII. 2. No use of any form of tobacco.
 - IX. 3. Assist in keeping the bus safe and sanitary at all times.
 - X. 4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - XI. 5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 - XII. 6. Bus riders should never tamper with the bus or any of its equipment.
 - XIII. 7. Leave no books, lunches, or other articles on the bus.
 - XIV. 8. Keep books, packages, coats, and all other objects out of the aisles.
 - XV. 9. Help look after the safety and comfort of small children.
 - XVI. 10. Do not throw anything out of the bus windows.
 - XVII. 11. Bus riders are not permitted to leave their seats while the bus is in motion.
 - XVIII. 12. Horse-play is not permitted around or on the school bus.
 - XIX. 13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
 - XX. 14. Keep absolutely quiet when approaching a railroad crossing stop.
 - XXI. 15. In case of a road emergency, children are to remain in the bus.
- XXII. **After leaving the bus**
 - XXIII. 1. When crossing the road, go at least ten feet in front of bus, stop, check traffic, watch for bus driver's signal then cross road.
 - XXIV. 2. Students living on right side of road, should immediately leave the bus and stay clear of traffic.
 - XXV. 3. Help look after the safety and comfort of all children.
- XXVI. **Extra-Curricular Trips**
 - XXVII. 1. The above rules and regulations will apply to any trip under school sponsorship.

XXVIII. 2. Pupils shall respect the wishes of any chaperone appointed by the school officials.

XXIX. ***Violation of bus rider rules will result in the following disciplinary actions:***

- | | | |
|--------|-------|---|
| XXX. | XXX | 1. First Offense – After-School Detention (Principal's Discretion) |
| XXXI. | XXX1 | 2. Second Offense – In-School Detention (Principal's Discretion) |
| XXXII. | XXXII | 3. Each Offense thereafter – Removal from the bus up to 20 school days. |
- Principal's discretion shall be applied as needed.

BUS CHANGES & CHILD PICK-UP

Each child is assigned to a specific bus and our buses usually run at full capacity. Parents should limit bus change requests to unavoidable and/or emergency situations. **All bus changes or child pick up requests must be made by phone to your building secretary before 3:00 p.m.** You must speak directly to a person, you cannot leave a message.

Parents are to pick- up students at the superintendent's office and must walk in to receive students. All students (pk-12) must be signed out by a parent if they leave the school for any reason.

CAFETERIA RULES

Students are to eat in a quiet and courteous manner. Students in grades 7-12 may serve themselves. Students are to leave the tables clean. Food served in the cafeteria must be eaten in the cafeteria (only exception: prior approved class or organizational meetings).

Food and drink from outside sources are not allowed in the school without administrative approval. Items purchased from school vending machines are not allowed in the cafeteria during meal times.

COUNSELOR

The counselor is available to all students for personal, social, school, and/or vocational discussions. The counselor is also available to all parents and teachers for conferences about students.

The school counselor is available before school, at noon, after school, and during school hours, whenever possible, it is recommended that a student make an appointment. The counselor can see students with any of three types of referrals: 1) the student wishes to see the counselor for a personal or school related problem, 2) the student has been referred by a teacher, the nurse, and administrator, or other school personnel, or 3) the student has been referred by a parent or other outside agency.

A student must have a note from a teacher, administrator, or the counselor before he/she can leave class to see the counselor. The counselor will give a note to the student before he/she returns to class excusing their tardy or absence from class.

EMERGENCY DRILLS

Schools are still required to conduct 10 drills per year. 4 security drills, 2 tornado drills (one conducted in September and one in March), 2 other drills (ie- bus evacuation, reverse, earthquake, chemical hazard, etc.), 2 fire drills (one must be conducted within the first 15 days of each new semester).

MOTOR VEHICLE CODE

1. Students must park only in designated area – on west side of school.
2. Cars must be parked immediately upon arrival at school and remain parked until after buses leave.

3. Students must ask permission of the principal before leaving in car during school hours.
4. Students will not sit in parked cars.
5. Students will not drive cars during noon hour.
6. Reckless driving will not be tolerated. Parking privileges will be revoked.
7. Students who violate any of these provisions or who damage the property of others will have their parking privileges revoked and be subject to additional school disciplinary action.
8. The school and/or school officials are not and will not be responsible for student cars driven to school in terms of accidents, theft, damage, etc.
9. Students who park on school property during school hours must have a parking permit. Students are not to drive unless they are registered in the High School Office.

PEDICULOSIS POLICY

Preventive screening will be done early in the year and repeated as necessary. When a student is found to have lice or nits he or she will be excluded from the school under provisions of Title 70 of the Oklahoma Statutes 1981, Section 1210.194, as amended, which reads:

A. “Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he or she is free from the contagious disease or head lice.”

B. “Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.” A health professional is defined in the statute as any licensed physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Certification from a health professional must be in writing expressing the date and type of treatment prescribed, and that the student is free from head lice and/or nits.

DISCIPLINE ACTIONS/SCHEDULE OF INFRACTIONS	1st	2nd	3rd	4th
Lunchtime Misconduct	1,14	2,3,14	2,3,4,14	2,3,14 from p. on
Public Display of Affection	1,14	2,4,14,15	2,14,15 from pt. on	
Unacceptable Attire	1,2,14	1,2,14,15 from pt. on		
False Report or False Call	1,2,14 from pt. on			
Cutting Class	1,2,6 (5 days) 14	2,4,6 (10 days) 14	2,14,16	2,14,16 from pt. on

Leaving school without permission	1,2,4,6,14 (10 days)	2,4,14,16 (20 days)	2,8,9,14,19 from pt. on	
Truancy	1,2,4,6 (10 days) 14,17	2,4,8,14,16,17	2,4,8,9,14,16,17	2,4,8,9,12,14
Bus Misconduct	1,2,4,14,15	2,4,6,14	2,4,14,10 (20 days)	
Possession of Obscene Material	1,2,4,6 (3 days) 14,17	2,4,6,(5 days) 14,17	2,14,16 from pt. on	2,14,16 from pt. on
Cheating (cumulative per yr; not just per class)	1,2,4,5,14	2,4,13,14	14 from pt. on	
Inappropriate Behavior Including Gestures & Obscene Language	1,2,14	2,4,14,17 from pt. on		
Disruption of the Educational Process or Operation of School	1,2,14 from pt. on			
Inappropriate Use of School's Computer Network	1,2,4,14,17,6(3 days),18(3wks)	2,4,14,16,17,18 (18 weeks)	2,4,14,17 16(18 wks), 18 (1 yr.) from pt. on	
Improper care of School laptop (see also page 37)	1,2,4,7,14,22 (20 days)	2,4,7,14,22 (rest of school year)		
Gang related activity, signs, displaying bandanas, etc.	2,14 6 (3 days)	2,14 6 (10 days)	2,14 11 (3 days)	2,14,12 from pt. on
Theft, vandalism, and/or destruction of personal and/or school property	1,2,4,16 (ISD 20 days) 14	2,4,7,8,11 (OSS 10 days) 14,17	2,4,7,8,12 (OSS 20 days) 14,17 from pt on	
Use or Possession of Tobacco products	1,2,4,6 (5 days), 14	2,4,14,16,17	2,4,6,14 (least 1 full semester)	

Verbal Assault/Bullying/ Threatening Behavior (written, verbal, physical action, etc.)	1,2,4,6,14 (5 days)	2,4,14,16,17	2,4,11,14,17	2,4,12,14,17
Fighting	1,2,4,6 (10 days) 14,17	1,2,16 14,17	2,4,12 (at least 1 full semester) 14,17	
Physical Assault	1,2,4,8,20,14,17 from pt. On			
Possession, threat, or use of dangerous weapon & related instruments, including anything that can be perceived as a knife	2,4,8 14,17,12 from pt. On			
Possession of and/or use of alcohol	1,2,4,8,9,14 11(5 days),17	2,4,8,9,11,14 (10 days), 17	2,4,12,14,17	
Hazing	1,2,4,6 (5 days) 7,14,17	1,2,4,11,14 (5 days) 17	2,7,9,12 14,17	
Extortion	1,2,4,7,8,6 (5 days) 14,17	2,4,7,8,14 16,17	2,4,7,8,11,14 (5 days), 17	2,4,7,8 12,14,17
Profanity	1,2,14,15	2,4,14,17,23	2,4,6,14	
Conduct that jeopardizes the safety of others	1,2,4,7 14,17	2,4,7,8 14,17	2,4,7,8,9 14,17	
Possession of and/or use of drugs/drug paraphernalia	1,2,4,8,12,14 17 (the remainder of the current semester plus the following)			

BEHAVIOR/RULES/STATE AND FEDERAL REGULATIONS

BEHAVIOR/DISCIPLINE: STUDENT DISCIPLINE POLICY, SUSPENSION EXPULSION, AND THE DUE PROCESS POLICY.

The following behavior at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement

options or out-of-school suspension or placement in an alternative education program:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
5. Cutting class or sleeping, eating or refusing to work in class
6. Disruption of the educational process or operation of the school
7. Excessive absenteeism
8. Extortion
9. Failure to attend detention, alternative school or other disciplinary assignment without approval
10. False reports or false calls
11. Fighting
12. Forgery
13. Gambling
14. Hazings (initiations) in connection with any school activity
15. Inappropriate attire
16. Inappropriate behavior or gestures
17. Inappropriate public behavior
18. Indecent exposure
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession on school premises of a caustic substance
23. Possession on school premises of obscene materials
24. Possession on school premises, without prior authorization, of a wireless telecommunication device
25. Possession on school premises, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
26. Possession on school premises, use, distribution, sale, conspiracy, to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer and/or controlled substances, or drug paraphernalia
27. Profanity
28. Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers
29. Theft
30. Threatening behavior (whether involving written, verbal, or physical actions)
31. Truancy
32. Use or possession of tobacco in any form on school premises
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school
34. Using racial, ethnic, or sexual epithets on school premises
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property

39. Willful disobedience of a directive of any school official
 40. Anything perceived as gang related activity including, but not limited to, displaying bandanas or gang signs and writing gang symbols/words.
- The School District procedures regarding suspension and due process can be found in the Policy on Student Behavior in its Policies and Procedures Manual.

DISCIPLINE ACTION/SCHEDULE OF INFRACTIONS

Code numbers

1. Warn student in writing.
2. Principal advises parents via phone or mail.
3. Remove from class or group.
4. Parental conference.
5. Receive zero credit for assignment.
6. In-school detention.
7. Financial restitution.
8. Involve law enforcement.
9. Refer to other agencies
10. Revoke bus riding privileges
11. Out-of-School suspension (1-10 School days).
12. **SEE ALSO “OUT-OF-SCHOOL- SUSPENSION”**
13. Lengthy out-of-school suspension (11 or more school days).
8. **SEE ALSO “OUT-OF-SCHOOL SUSPENSION”**
9. Receives a Non-Passing grade for class taken.
10. Principal's Discretion.
11. After-School Detention (3:40-4:40).
12. Long Term In-School Detention (20 or more school days).
13. Involve school counseling programs.
14. Revoke all internet privileges.
15. In-School Detention for one full semester.
16. Out-of-School suspension equivalent to 1 full semester.
17. Confiscation of cell phone (parents may pick it up at their discretion).Revoke laptop privileges. (See also page 33)
18. Saturday School

AFTER-SCHOOL DETENTION

1. The student will arrive in the ASD classroom by 3:40 and remain until 4:40
2. There will be no talking, sleeping or any other form of disruption.
3. The student must bring something to work on or to read.
4. Inappropriate behavior will result in additional After School Detention, Saturday School, In-School Detention, or Out-of-School Suspension.
5. Student must also abide by all other rules and regulations set forth by Frontier Public School.
6. Failure to attend After-School Detention will result in one day of In-School Detention. In addition the student will still need to attend the assigned ASD.

SATURDAY SCHOOL

1. Saturday school will begin at 9:00 a.m.
2. Saturday school will end at 12:00 p.m.
3. Door to classroom will be closed and locked at 9:00 a.m.
4. No student will be allowed to enter after the door is closed.
5. Students will be allowed one restroom break during Saturday school. Students WILL Not be allowed to go to their lockers.
6. Students will be required to attend the Saturday school they are assigned. In the case of an emergency, a parent or guardian, not the student, must notify the principal that the student will be unable to attend the assigned Saturday. The student will be rescheduled for the following Saturday.
7. Only an emergency situation will excuse a student from Saturday school. No other excuses, including missing because of a school sponsored activity, will be accepted.
8. Students will need to bring enough work with them to stay busy the entire time they are in Saturday school. If the student does not bring their work to class or doesn't have enough work to keep them busy, the instructor will provide that student with enough work to keep them busy until 12:00 p.m.
9. No cell phones or music devices will be allowed in the classroom.
10. Students attending Saturday school will be separated and must remain quiet the entire time they are in class.
11. NO SLEEPING!
12. If a student is dismissed from Saturday school for any disciplinary reason, misses the assigned day of Saturday school or arrives late, that student will be assigned In-School Suspension for 5 days the following Monday.
13. Transportation to and from Saturday school WILL NOT be provided by the school.

IN-SCHOOL DETENTION RULES

The purpose of the ISD classroom is to give students the opportunity to continue their education with the assistance of a certified teacher while at the same time removing them from the setting where they have been a disruptive factor in the regular school environment. During this time they will also have the opportunity to improve their behavior and receive counseling as necessary to see that improper behavior(s) do not reoccur. It is the last step prior to being assigned **OUT-OF-SCHOOL SUSPENSION**.

1. The student will go directly to the ISD classroom immediately upon arrival at school. He/she will be dismissed at 3:35 p.m. Each day and must go directly to their bus or vehicle. There will be no loitering in the hallways, cafeteria, etc. No tardies allowed.
2. There will be no disruptive behavior, talking or any other type of communication with other students while in the ISD Classroom.
3. Students will not leave their assigned study carrel at any time unless instructed to do so by the teacher.
4. Students will bring all books and materials necessary to do the assigned work. All items unrelated to school work will be confiscated by the teacher.
5. All assignments will be turned in to the teacher at the end of each hour/day. The student will not return to the regular classroom until all assignments are completed.
6. Students will have bathroom and water fountain privileges.
7. If there is reasonable suspicion that a student is in possession of an item for which the student can legally be searched, a student may be instructed to empty the contents of his/her pockets, coin purse, billfold, or book bag.
8. Students are not allowed anywhere else in the building or on the campus without

- written permission from the ISD teacher or principal while assigned to ISD.
9. Students who withdraw from Frontier Public Schools before their time is completed in the In-School Detention classroom may reenter Frontier Public School within the same year or the next year only through the In-School Detention classroom after completing the remaining days that were previously assigned.
 10. Students must be awake at all times
 11. Students will be respectful to all teachers, staff, and students.
 12. Students assigned to IN-SCHOOL DETENTION will not be allowed to participate in any school functions i.e. pep assemblies, school plays, ball games, or any other school activity for the first five days of their assigned detention. On the sixth day, students may be reinstated to participate in after school activities by the Principal and Sponsor. However, this will be decided on a case by case basis. Factors used to make this decision include, but are not limited to, behavior while in ISD, completion of assigned work while in ISD, remorsefulness, and past offenses.
 13. Students must also abide by all other rules and regulations set forth by Frontier Public School.
 14. Upon completion of the assigned days to In-School Detention classroom, a student will be evaluated as to whether he/she is ready to return to regular classes or should be retained for a longer period of time in the In-School Detention classroom.
 15. If a student violates the ISD rules twice, he/she will be SUSPENDED OUT-OF-SCHOOL automatically. The OUT-OF-SCHOOL SUSPENSION may occur earlier at the principal's discretion.

OUT-OF-SCHOOL SUSPENSION

Before recommending out-of-school suspension, we considered alternative in-school placements including, but not limited to, placement in an alternative school setting, reassignment to another classroom, and placement in in-school suspension. We determined that these and other available options were inappropriate for this offense.

I. WHEN A STUDENT IS ASSIGNED OUT-OF-SCHOOL SUSPENSION AS A RESULT OF A NON-VIOLENT INFRACTION, HE/SHE:

1. Will be required to complete daily assignments during the period of suspension.
19. Will be provided the opportunity daily to attend an after-school academic session (3:45-4:15) during which assignments for that day are to be turned in, questions about assignments may be asked, and assignments for the next day are to be picked up.
20. **Will not be allowed on school grounds at any time other than during the after-school academic session (3:45-4:15).**
21. Will not be allowed to participate in school activities.
22. The student will be given an educational plan that will include all classes in which he/she is enrolled.

I. WHEN A STUDENT IS ASSIGNED OUT-OF-SCHOOL SUSPENSION AS A RESULT OF A VIOLENT INFRACTION, HE/SHE:

- XXXIII. **He/she will not be allowed on school grounds at any time (including before school and after school hours as well as during activities) during the entire length of the suspension.**

“GUN-FREE SCHOOLS” STUDENT SUSPENSION POLICY

Any student who is determined to have brought a weapon to school shall be suspended out-of-school for a period of not less than one year. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district. For the purposes of this policy, the following definitions shall apply:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
23. The term “chief administrative officer” means the superintendent of schools or the board of education of the district.
24. The term “determined to have brought a weapon to school” means any student being in possession or control of a weapon on property owned, leased, or rented by the school district, including, but not limited to school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school district sponsored function regardless of whether such function is conducted on school district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this school district to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the school district's policy for the out-of-school suspension of students.

THREATS TO HARM OTHERS INCLUDING BULLYING

The School District takes seriously every threat by a student to harm other students, staff members, or other persons. Such threats are not joking matters. In every instance in which a school staff member becomes aware of such a threat, he or she will report the matter to the student's principal, who will conduct an investigation of the threat. The school administration may respond to such threats by imposing any discipline consequence permitted by school policy, including out-of-school suspension, and will alert law enforcement authorities in appropriate cases. (See Appendix)

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

I. ILLEGAL AND ILLICIT DRUGS AND ALCOHOL

- XXXIV. A. Use of illicit drugs and unlawful possession and/or use of alcohol is wrong and harmful.
- XXXV. B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, or at any school sponsored event.
- XXXVI. C. “Illicit drugs” includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. “Mood-altering substances” include paint, glue, aerosol sprays, and similar substances.
- XXXVII. D. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following

semester.

XXXVIII. E. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

XXXIX. **NECESSARY MEDICATIONS.**

XL. A. Students may not retain possession of and self-administer medication at school, unless it is anaphylaxis medication, which a student shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration has been received.

XL. B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the principal or his secretary with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

XLI. C. Students are not to bring any over-the-counter “pick-me-ups” or stimulants to school.

SEXUAL HARASSMENT

All students are strictly prohibited from engaging in any form of sexual harassment. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under that school district's discipline procedure. Any student who is or has been subjected to sexual harassment shall report all such incidents to the building principal, counselor, or the superintendent.

STUDENT RELATIONSHIPS

A healthy moral climate is in the best interests of the school and community. All school activities are therefore properly sponsored. During school hours physical contact between students, such as holding hands, pushing, tickling, etc., will not be condoned, and rules of conduct during these hours shall also govern during school sponsored trips and activities. Parents will be notified if students refuse to refrain from such conduct.

DRESS CODE

Frontier School expects all students to be neatly groomed while in attendance at school, at school-sponsored or authorized functions and while in school vehicles. Although it is impossible to identify and label every variation in student attire as acceptable or unacceptable, the School provides the following guidelines. Students will not wear:

1. Clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or drug paraphernalia.

2. Clothing that unduly exposes the body, such as net shirts, tops that show cleavage or do

not cover the midriff (front or back), halter tops of any kind, see through clothing, bike shorts, or “short shorts”. All tops must have a 2-inch strap over both shoulders. The length of shorts and skirts must extend below the fingertips when standing fully upright. This prohibition includes wearing otherwise acceptable clothing or athletic uniforms in a revealing manner.

3. Underwear, such as bras (including the straps) and boxer shorts cannot be visible at any time.

4. Hats, caps, or other head coverings in the school building. (Exceptions may be made

- due to substantiated medical or religious reasons.)
5. Pants that are worn below the waist.
 6. Anything perceived as gang attire.
 7. Sleeveless and cutoff T-shirts are prohibited.
 8. NO yoga pants/leggings unless wearing a dress or shirt that extends below the fingertips when standing fully upright.
 9. Holes in pants above the fingertips.

Also, students will wear shoes at all times. (Exceptions may be made due to substantiated medical reasons.)

GUM CHEWING POLICY

High School/Middle School: Students in high school will be allowed to chew gum during school hours as long as it is disposed of properly and does not interfere with the learning environment. Teacher discretion applies.

LEAVING THE SCHOOL GROUNDS

Students are not to leave the school grounds at any time during the school day regardless of reason without permission from the Principal or Superintendent. Leaving school without administrative permission is a form of truancy.

LOBBY

Before school or during lunch, high school students may go to the inner lobby. They are to stay out of all doorways and refrain from sitting on the floor.

LOCKERS

Each student is assigned a locker, which must be kept neat, clean, and orderly. Each student may purchase their own combination lock, however, the combinations must be turned into the high school office. Students are not to go to their lockers during the noon hour, or be in those hallways at that time. Students are not allowed to change lockers without the approval of the principal. There is no reasonable expectation of privacy with regard to school owned lockers. These are subject to search at any time.

HIGH SCHOOL LOUNGE

Students may take soft drinks and snacks into the lounge but must keep the area clean. Students cannot stand or loiter in the hallway entrances or doorway areas.

CELL PHONES

MIDDLE SCHOOL

Students may bring cellphones to school. However, they must be turned off and kept out of sight upon arrival at school and remain off until the school is dismissed at the end of the day. Students violating this policy will face disciplinary action. With approval, students may use the school phones located in the offices.

HIGH SCHOOL

Cell phones and electronic devices are allowed on school premises and while attending any function sponsored or authorized by the school. This is considered a privilege and not a right. During class, the use of cellphones and/or electronic devices will be up to the teacher's discretion. If students fail to adhere to teachers' or sponsors' individual rules or expectations, appropriate disciplinary action will be taken. Students will not be allowed to use any device for the purpose of recording events during school unless they have the permission of a teacher or administrator. If a student uses a device to record without a teacher's or sponsor's approval, or in any inappropriate manner that student will lose phone privileges for the remainder of the school year and face disciplinary action.

1st Offense: Phone is confiscated for the day

2nd Offense: Phone is confiscated for the day plus one day of ASD

3rd Offense: Phone is confiscated and given one day of Saturday school

4th Offense: 3 day ASD - Loss of cell phone privilege for year

5th Offense: 1 day ISD

6th + Offense: 3 day ISD

7th + Offense: 5 day ISD

USE OF THE TELEPHONE

Students may use the office telephone only with permission from the secretary or principal.

SCHOOL PROPERTY

NO EXPECTATION OF PRIVACY

Students do not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

SCHOOL VISITORS *Parents will not be allowed in classroom unless it is for a specific activity.*

Students are not allowed to bring guests to school as visitors or to attend classes. Parents, when invited to attend specific activities may come to school as needed. However, they must first go to the principal's office before going anywhere on the school grounds or in the building. They are to sign in and wear a name tag while in the building and then sign out before leaving.

The following is from the School Laws of Oklahoma 70-24-131: The superintendent or principal of any secondary, middle, or elementary school property may remove someone from school premises when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school

building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment in the county jail for not more than 90 days or by both such fine and imprisonment.

MUSIC PLAYERS

All music players devices (such as an MP3 player) are not to be used at school without prior approval from the teacher and building principal.

SCHOOL LAPTOP COMPUTERS

The proper use of technology at Frontier Schools should be an integral and productive part of all students' education. Under certain conditions, students in grades 9-12 may check out a laptop computer from the school for the school year. Some of these conditions include the student's history of previous computer usage and care/carelessness. [Also, the parent must purchase computer insurance through Frontier Public School.] Along with the privilege of using one of the school's laptops goes the responsibility of using it properly and taking care of it in a safe manner. Some (but not all) of the reasons that would result in having laptop usage revoked and the computer returned to the school include: (1) Careless or abusive treatment of the laptop, (2) dropping it, (3) leaving it unattended, (4) putting ripped off downloaded music on it (unless the music is for a school project and has been approved by the teacher), and (5) other violations of the handbook related to computer usage.

The first offense will involve returning the laptop for 20 school days, and the second would involve the remainder of the school year.

If a laptop is broken through carelessness or abusive treatment and has to be repaired, the parent is responsible for all costs not paid for by the insurance company. In this situation, the laptop will not be returned to the student after it has been repaired.

If a laptop is lost or stolen, the parent/guardian is responsible for the cost of its replacement.

ASBESTOS ANNUAL NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon appointment, you may view the plan located in the administration office.

The Frontier Public School notifies all parents, teachers, and other employees by written notice in the student handbook. Additionally, information regarding any asbestos handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

FUNDRAISING

State law requires board of education approval before any fundraising activity to take place. A fundraiser approval sheet must be completed and turned into the principal to be given to the Superintendent for board approval. Once the fundraiser has been approved by the board the fundraiser will be placed on the calendar. At the end of the approved fundraiser, a fundraiser

worksheet will need to be completed and turned into the principal. Organizations will be allowed to have 1 fundraiser per semester. A request for any additional fundraisers will go through the same process as the first 2.

APPENDIX A - Student Bullying Policy

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to

comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

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

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics

C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the

target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

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

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bud Valerius

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will 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.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents. Student 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.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Appendix B

Title IX / Anti-Harassment Statement

FRONTIER PUBLIC SCHOOLS ANTI-HARASSMENT STATEMENT Harassment and bullying of students and employees are against federal, state and local law and policy, and are not tolerated by the Frontier Public Schools (Frontier). Frontier is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Frontier has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment, should they occur. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or by the school district. Frontier will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion and gender expression or identity that are protected by Federal civil rights laws, and encourages those within the Frontier community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Frontier will promptly, impartially and thoroughly investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, Frontier will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. This commitment applies to all school operations, programs, and activities. All students, families, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by Frontier. Students and other members of the Frontier community and third parties are encouraged to promptly report, either verbally or in writing, incidents of harassing conduct to a teacher, administrator, supervisor or other school official so that Frontier may address the conduct before it creates a hostile environment for the affected individual(s). Any teacher, administrator, supervisor, or other district employee or official who receives such a complaint shall promptly file it with the Superintendent or Civil Rights Coordinator. The following individuals have been designated to handle inquiries regarding the Frontier nondiscrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and the Age Act. Should you wish to file a complaint alleging discrimination of a student or an employee based on disability, age, race, color, religion or national origin, please contact Superintendent Bob Weckstein. If you wish to file a complaint based upon gender, pregnancy, sexual orientation, or gender identity you may contact Frontier Civil Rights Coordinator Daisy Warren.

Title IX resolutions may be resolved informally or formally.

Informal Resolution: When the complainant chooses to move forward with the complaint resolution procedure, the complainant has the option to proceed informally, when permissible. *In cases involving sexual assault, informal resolutions are not appropriate and are never permissible.* If an informal resolution is pursued, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to the complainant and the respondent. Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of Frontier Public Schools to stop, remedy, and prevent policy violations. Participation in informal resolution is voluntary, and the complainant and respondent have the option to discontinue the informal process at any time and request a formal investigation. Frontier Public Schools also always has the discretion to initiate a formal investigation. If at any point during the informal resolution process, the complainant or respondent or

Frontier Public Schools wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.

Frontier Public Schools will not require a student who complains of sex discrimination (including sexual harassment) to work out the problem directly with the alleged harasser, including through mediation. Allegations of sexual violence will not be resolved through informal procedures or mediated even on a voluntary basis.

Formal Resolution: If the complaint is not processed or resolved through the Informal Resolution process discussed above, the complaint shall be processed according to the formal complaint resolution procedure:

Investigation: The Title IX Coordinator will designate one or more trained investigators. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. The investigation will typically include interviews with the complainant, the respondent, and any witnesses; these interviews may be audio-recorded, and written statements may be requested. As part of the investigation, Frontier Public Schools will provide an opportunity for both the complainant and respondent to advise the investigator(s) of any witnesses they believe should be interviewed, and other evidence they believe should be reviewed by the investigator(s). The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. At the conclusion of the investigation, the investigator(s) may prepare a report setting forth the facts gathered. The investigator(s) will compile an investigation file, which shall consist of any information, documents, recordings, or other evidence that will be provided to the adjudicators. The investigation file will be forwarded to the Title IX Coordinator for review and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report.

The Title IX coordinator will provide written notice of the determination of the investigation to both parties involved. Both parties will be given equal opportunity to present evidence and witnesses. Both parties shall receive periodic status updates on the investigation. Upon conclusion of the investigation, both parties are entitled to an appeal. Requests for appeals must be submitted in writing within 3 business days receipt of written notification of the determination of the investigation to Bob Weckstein (see contact information below), the appeals designee. The appeal process will be conducted in an impartial manner with written appeal determinations issued to both parties. If an appeal is received prior to close of the third business day following the issuance of the determination of the investigation, the appeal process will be initiated and concluded within 2 business days. Both parties will be receive written notification of the determination of the appeal. All appeal decisions are final. If no request for appeal is received within 3 business days following written notification of the outcome of an investigation, the decision is final and cannot be appealed.

Appeals Designee: Bob Weckstein, Superintendent
Title IX Appeals Designee
Frontier Public Schools
P.O. Box 130
Red Rock, OK 74651-0130

(580) 723-4361

bob.weckstein@frontierok.com

Frontier Public School District is committed to conducting adequate, reliable, and impartial investigations of reported incidents and the maintaining effective standards for determining whether a hostile environment exists. Frontier Public School District uses in its investigations a preponderance of the evidence of standard of review, meaning that it is more likely than not that sex discrimination, including sexual harassment, occurred. In determining whether sex discrimination against a student resulted in a sexually hostile environment, the District will consider the conduct in question from both a subjective and objective perspective.

Frontier Public School District employees are all “responsible employees“ and have the responsibility to intervene to stop the harassment (unless circumstances would make such intervention dangerous) and report all incidents of sex discrimination (including sexual harassment) to the Title IX coordinator.

NONDISCRIMINATION There will be no discrimination in the Frontier Public Schools because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the District’s nondiscrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity) Age Act Coordinator (for questions or complaints based on age)

Daisy Warren, Special Education Director

Frontier Public Schools P.O. Box 130

Red Rock, OK 74651-0130

580-723-4361

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Bob Weckstein, Superintendent

Frontier Public Schools

P.O. Box 130

Red Rock, OK 74651-0130

580-723-4361

Outside Assistance may be obtained from:

**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**

DISCRIMINATION, HARASSMENT, AND RETALIATION

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district. The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, 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 affects the education or working environment. 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: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally 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; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual 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. "Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which: is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or is used as a basis for decisions impacting either an employee's employment or a student's education; or has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment. In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct

such as rape, sexual assault, stalking, and any other form of sexual violence. Sexual harassment may occur between persons of the same gender or sex. Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property. “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.

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. Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board member's home or cell phone. Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct 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 either the superintendent or a board member. 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. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

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 the alleged victim pending conclusion of the investigation and necessary remedial action; Reasonable updates to the alleged victim 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, 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 superintendent, in conjunction with the Title IX 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 under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation. Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential

employee information may be made during the course of any suspension, dismissal, nonrenewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, HARASSMENT, AND RETALIATION

Definitions

Complaint: A verbal or written complaint alleging any action, policy, procedure or practice that discriminates on the basis 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). **Grievant:** Any person enrolled in or employed by the District or a parent, guardian, 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 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, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. 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 his/her duties.

Section 504/Title II Coordinator (for questions or complaints based on disability concerning students)

Section 504/Title II Coordinator (for questions or complaints based on disability concerning employees, patrons and other adults)

Title VI Coordinators (for questions or complaints based on race, color and national origin)

Title IX Coordinators (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Age Act Coordinators (for questions or complaints based on age)

Daisy Warren, Special Education Director
Frontier Public Schools P.O. Box 130

Red Rock, OK 74651-0130
580-723-4361

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Bob Weckstein, Superintendent
Frontier Public Schools
P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

Respondent: The person alleged to be responsible for the alleged discrimination contained 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.

Filing, Investigation, Hearing and Review Procedures The Grievant 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 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 Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant requested action; and (c) 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 grievance policy. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant 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 Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation. Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis 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 grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including

medical and counseling resources, that are available to students and witnesses. 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 Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter 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 and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal. The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

General Provisions: Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations 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 involved 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 Grievant and the Respondent may have a representative assist them through the grievance 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 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, and education, training, counseling, 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 action.

Basis of Decision: At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

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

Daisy Warren, Special Education Director
Frontier Public Schools P.O. Box 130
Red Rock, OK 74651-0130
580-723-4361

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 school site 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**

APPENDIX C DRUG TESTING POLICY

The Board of Education of the Frontier School District (the "School District"), in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

DEFINITIONS

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
2. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.
3. "Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
6. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
7. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
8. "Illegal drugs" means any substance which an individual may not sell, possess, use,

distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

9. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

10. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

11. "Random selection basis" means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:

a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and

b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.

12. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

13. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

14. "Games/competitions" mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

PARTICIPATION AND PROCEDURES

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be for all students in extracurricular activities to provide a urine sample: a) within the first two (2) weeks of the start of the school year; b) as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. All student extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and within the first two (2) weeks of the start of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.

6. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis weekly/monthly from a list of all student participants. The School District will determine a weekly/ monthly number of student names to be drawn at

random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

9. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. There will be a one hour time limit to complete the random drug test, beginning at the time the student receives the specimen cup. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

10. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use an equivalent scientifically accepted method of equal or greater accuracy. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the

laboratory for a period of six (6) months.

11. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re test shall be at the expense of the student and his/her parent or custodial guardian.

12. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

13. A student who has been determined by the principal or the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

14. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

15. All documents created pursuant to this Policy with regard to any student will be kept in a

confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATION

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 15 school days. A student extracurricular activities participant must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the repealing of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

Prior to participating in any additional extracurricular activities, students are required to participate in a minimum of ten (10) hours of substance abuse counseling provided either through the district or an outside agency approved by the district. A parent or guardian must participate in at least two (2) of those hours. Students will also be re-tested twice in the first month after returning from suspension and one time per month thereafter for the remainder of the school year.

3. **For the Second or Subsequent Offense (in the same school year, or, for high school students, any second or subsequent offense during grades 9-12):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

Prior to participating in any additional extracurricular activities, students are required to participate in a minimum of five (5) hours of substance abuse counseling provided either through the district or an outside agency approved by the district. Students will also be re-tested twice in the first month after returning from suspension and one time per month thereafter for the remainder of the school year.

APPENDIX D

The Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADA.AA) secures the right of individuals (whether employees, students, visitors or others) to file a complaint with a School District or other public entity in any instance in which the individual believes that a violation of the ADA requirements related to public entities has occurred. Employees who believe a violation of ADA's requirements, related to the District, has occurred with respect to the employee's employment may utilize the applicable employee grievance procedure. Employees who believe that a violation has occurred that does not involve the employee's employment may utilize this grievance procedure to secure review of a complaint. Likewise, any individual or organization may utilize this grievance procedure to secure a review of a claim, cause or concern arising under the ADA .

The District's ADA compliance officer shall provide, upon request, a grievance form. The form shall include the individual's name, address, explanation of the grievance, and reference to facts, documents, witnesses or other proof or support for the claim .

Additionally each individual filing a grievance shall state the relief requested and any recommendation for addressing, correcting or otherwise adjusting the source of the perceived problem, concern or complaint.

The grievance will be immediately reviewed by the District's ADA Compliance Officer. The compliance officer will determine whether the grievant has supplied the information necessary to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance officer will inform the grievant. The grievant will have ten calendar days to supply the necessary information. In the absence of supplemental information the compliance officer will proceed with investigation and initial disposition of the claim.

The compliance officer or his/her designee will investigate the grievance. The investigation shall consist of a review of documents, interviews with appropriate individuals and other action consistent with the nature and scope of the grievance.

The investigation must be completed within thirty days of submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance officer the report shall be due within thirty days of the submission of additional information. The compliance officer's report shall state the grievance the scope of the investigation, findings related to the grievance and a recommended disposition. A copy of the grievance decision shall be furnished to the grievant and Superintendent.

The grievant shall have ten calendar days from receipt of the compliance officer's reply to appeal the recommendation or findings made to the Superintendent. The superintendent shall schedule a meeting to consider the report and recommendation of the compliance officer and the objections of the grievant. Following this meeting the Superintendent may request additional investigation by the compliance officer, adopt the recommendation of the compliance officer enter the Superintendent's own findings, adopt the relief request by the grievant or take other action deemed necessary to achieve a reasonable resolution of the grievance.

The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen calendar days from any meeting scheduled to discuss and consider the grievance.

Frontier Elementary Handbook Appendix E

Admission of Pupils :

A birth certificate is required for each child entering school for the first time. The minimum chronological age for children starting Kindergarten is 5 years of age on or before September 1st. Students participating in the Pre-Kindergarten program must be 4 years of age on or before September 1st.

Students are to be immunized in accordance with Oklahoma state laws. The State board of Health currently requires that children attending school in Oklahoma have at least the following immunizations:

- 5 doses of DPT or a combination of DTP and DTaP vaccines totaling 5 doses
(unless the 4th dose DTP/DTaP was received after the fourth birthday)
- 4 doses of polio vaccine (unless the 3rd dose was received after the fourth birthday)
- 2 doses of measles vaccine (preferred vaccine for both doses is the combined measles, mumps and rubella (MMR) vaccine, although the law only requires a second dose of measles vaccine.)

All students entering Kindergarten must show proof of having began a series of Hep A & B

shots before they will be admitted to class. Also, proof of a chicken pox vaccination must be provided prior to being admitted to class.

All students enrolling at Frontier School must be a legal residents of the school district OR must have a legal transfer from another district on file in the Superintendent's office. If there is a question concerning legal residence of a child please contact the school office BEFORE bringing the child to enroll.

PRE- KINDER ENROLLMENT and ATTENDANCE:

Pre - kindergarten enrollment class size is limited to 20 students total for the class. Classes will be filled on a "first-come, First-served" basis beginning on pre-enrollment day each year. The student must be four years old on or by September 1st of the calendar year to attend.

** a timed and dated waiting list will be put into effect if more than 20 students apply to enroll.

SCHOOL DAY:

Buses arrive at 7:55. Students should arrive no earlier than 7:45. Supervision for students is unavailable until 7:45.

EXTENDED SCHOOL YEAR SESSION:

Students not reading on a 3rd grade level by the end of their 3rd grade year must attend summer school. No exceptions. Student in the fourth grade whose end of the year assessments indicate they are performing 6 months or more below grade level will also be required to attend the summer session in order to be promoted to the fifth grade.

PARTIES:

Classroom parties are scheduled at various times throughout the year to celebrate special holidays and special events. Parents/Guardians are encouraged to participate by volunteering with the classroom teacher. Parties will be scheduled during the last 30 minutes of the Holiday. Please do not send birthday or other party invitations to be passed out at school unless all children in your child's classroom are invited.

COUNSELING PROGRAM:

Counseling services are available to all Frontier students. Parents may call the counselor or may schedule an appointment at any time. PK - 6th grade students also attend regularly scheduled pull-out counseling session to learn about drug safety, fire safety, health and other state required curriculum.

PHYSICAL EDUCATION:

Physical education (PE) is offered for all elementary students in grade pk-4. If a student has physical limitations please notify the office so we can excuse them from certain activities. Prolonged limitations require a doctor's note or letter stating a date of expected return to activities.

RECESS:

Students will go outside for recess daily unless the weather is below freezing, precipitating, or if the wind chill is too low. The principal will decide if conditions are

favorable for recess.

Playground Rules -

Respect the adult on duty

Must have teacher permission to leave playground

Students must remain inside the fence

Dirt, rocks, wood chips stay outside and on the ground

Go DOWN the slide only, one person at a time and only on your bottom

Jumping off slides and platforms is not allowed

Stay away from people swinging on swings - do not walk in front or behind them

Tackle sports are not allowed

Play without pushing or shoving or pulling on clothing

Line up when told

Non-compliance will result in loss of recess privileges and/or disciplinary action outlined in the handbook.

VALUABLE ITEMS AND TOYS:

We discouraged students from bringing items to school. They will assume all responsibility for their items. The school will not be held accountable for lost or stolen items.