



PADEN PUBLIC SCHOOLS STUDENT HANDBOOK

2020-2021

Dear Students and Parents:

Welcome to Paden Public Schools and the 2020-21 school year. The faculty and staff are looking forward to working with you in having a successful year.

This handbook is intended to serve as a guide in understanding the basic rules and expectations for student behavior and in providing other pertinent information. Please review the section carefully on the Student Code of Conduct. We will continue to place emphasis on the dress code and on appropriate behavior to ensure a safe and productive school environment. It is our intention that you become familiar with this document and utilize it as a guide in formulating a partnership between the home and the school.

Excellence is expected at Paden Public Schools. You are the key player in ensuring success as a student or as a parent. We encourage you to not only become familiar with this handbook, but also to establish a line of communication early in the school year with your teachers and administrators. With your continued support, we will continue to make progress for the benefit of our young people.

The following information contained in the Paden Student Handbook includes policies for students to follow, but is not an exhaustive list of rules and regulations. There may be situations arising that are not covered by the policies in the handbook. All decisions regarding questions of students' behavior, discipline, and any unforeseen occurrences and circumstances will be made by the administrators.

Michelle Stiles, Superintendent
405-932-5053 ext 100

Jeremy Strickland, PK-12 Principal
405-932-5053 ext 104, 105

PHILOSOPHY OF PADEN PUBLIC SCHOOLS

The educational program of Paden Public Schools will focus on the individual. In assisting each individual to become a responsible citizen, the District is contributing to betterment of our nation and society as a whole. While the curriculum must be broad enough to allow each individual to develop their own interests, the District will place emphasis on the achievement of excellence in core curriculum areas such as reading, writing, mathematics and communications. Education is essential to the development of character, physical and mental health, emotional security and provides the foundation for successful living in an ever changing world.

MISSION STATEMENT

The mission of Paden Public Schools is to ensure that all students are provided the educational opportunity to acquire the necessary knowledge and skills to be competent, productive members of a global society.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
 - a. the right to opt out of a sex education curriculum if one is provided by the school district.
 - b. open enrollment rights.
 - c. the right to opt out of assignments.

- d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.

5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

TEXTBOOKS: DISTRIBUTION AND CARE OF

The Paden Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

The school district may withhold from a third party transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost textbooks and reasons for the non-return of such textbooks. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

The school district will forward all educational records of a student to another school district in which the child is enrolling within three (3) business days of the request as per 70 O.S. § 24-101.4 regardless of whether all fines and fees have been paid by the former student.

***Parents and Students will be required to sign for technology equipment such as chrome books and hotspots and will be expected to abide by the technology agreement and return policy. Parents will also be responsible for damages to any equipment checked out by their child(ren).**

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

SENIOR TRIP POLICY

Paden Public Schools currently allows graduating seniors the privilege of raising funds for and participating in a senior class trip. The following policy will govern eligibility for and regulation of senior trip activities:

1. Only those students who begin a school year classified as seniors may participate in senior class trip activities.
2. All trip participants must complete all graduation requirements and financial obligations to the senior class and Paden Public Schools **prior** to going on the senior trip.
3. All class members are expected to participate in fundraising projects. The senior class sponsor with administrative approval shall determine the extent of participation.
4. Disciplinary situations, which involve individual students that occur during the school year, may result in exclusion from the senior class trip. Such exclusion may be made on the recommendation of the high school principal. Students who have been assigned ISS or OSS during the same time period as the trip will not be allowed to attend. Any senior who has been OSS for ten (10) or more days from 9th – 12th grade time period shall not be allowed to attend the trip or activity. All school rules and policies regarding the student code of conduct shall be in effect during the senior class
5. Senior class sponsors are ultimately responsible for planning and arranging the senior class trip. The destination and length of trip shall be approved by the administration before any arrangements are made, but no more than eight (8) hours from the school, unless a bus is being chartered, at which then, the destination must be approved by the Board of Education. A completed agenda of planned activities must be approved by the administration and the board of education. ***Since the onset of Covid 19, the senior trip is no longer a guarantee. Trips of any kind will be determined on a case by case basis.
6. Transportation for the senior class trip shall be a Paden School bus with driver OR leases a coach bus with driver. All fuel expenses shall be paid for by the senior class activity account for the Paden school bus.
7. The senior class activity account shall be responsible for all trip expenses for all class members, sponsors, administrator and spouse. Each student, sponsor, administrator, spouse shall be allotted forty-five (\$45) a day for meals.
8. Monies raised in excess of the amount required for class activities will be A) transferred to the next senior class fund.

ALTERNATIVE EDUCATION

This school district shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The alternative education program shall conform to federal law requirements if federal funding is utilized to provide services to meet the educational needs of neglected, delinquent, and at-risk children and youth. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;

2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program that will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district.
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades six through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;
17. Allow all students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

The alternative education program shall be operational and serving students by September 15, of each school year.

Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an interlocal cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education. Paden is part of the Prague Inter-Local Co-op.

CONCURRENT ENROLLMENT STUDENT

The Paden Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

The student must complete the necessary scheduling of courses required for graduation from high school and must meet the requirements set forth in the regulation which accompanies this policy.

The superintendent will designate the counselor who will make personal contact with every junior and/or their parents or guardians, individually or in groups, during the fall semester to present materials and to explain the concurrent enrollment program.

The superintendent will post notices in at least two places conspicuous to students calling attention to the concurrent enrollment program and naming the contact person.

Grading policy is same as for Advanced Placement courses: (College grade = High School Grade)

A = A
B = A
C = B
D = C
F = F

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior or senior year.

In order to enroll concurrently in college coursework, students must meet the following requirements:

1. Be a senior enrolled in sufficient credits to complete graduation requirements by the end of the school year.
2. Be enrolled less than full-time. (Fewer than six credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours.)
4. Must be enrolled in a full daily schedule of at least four units (hours).
5. Must have the written permission of a parent or legal guardian if the student is under the age of eighteen (18).
6. Achieve a composite American College Test (ACT) or Scholastic Aptitude Test (SAT) score using Oklahoma norms as follows:
 - A. Comprehensive universities: ACT/SAT 75th percentile
 - B. Regional universities: ACT/SAT 62nd percentile
 - C. Two-year colleges: ACT/SAT 46th percentile

Eleventh grade students must meet the following requirements:

1. Be enrolled in sufficient credits to be eligible to satisfy graduation requirements no later than the spring of the senior year, as attested by the high school principal.
2. Achieve a composite score at or above the 90th percentile on the ACT using Oklahoma norms, or a combined verbal and mathematical score on the SAT at or above the 90th percentile using national norms. If a student's ACT or SAT composite score is not at the 90th percentile, but a sub score is at the 90th percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as “elective credit” unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

*****Concurrent Enrollment:**

Paden High School students who meet the requirements of the Oklahoma Regents may be admitted provisionally to a college in Oklahoma as a special student. This allows a student to take college courses along with a partial high school schedule. Students must meet the Paden High School and State Department of Education requirements along with the admission requirements for the post-secondary institution the student wishes to attend. Concurrent enrollment is considered to be part of the school day. State law requires the district award academic credit for any successfully completed concurrent course. The course will be recorded as elective credit only if there is no correlation between the college course and one provided by the district. Students who wish to receive high school credit for a concurrent college course must submit a course syllabus AT THE BEGINNING of the semester to determine if the course correlates to one offered at the high school.

Note: Students who take Composition I and Composition II at the collegiate level (and earn a passing grade in both) will be given high school credit for English IV.

**Students may NOT enroll in any zero-level courses.

**Students may NOT enroll in courses that interfere with, or cause tardiness to, classes they must take at Paden.

**Concurrently enrolled students who wish to drop a college course prior to the completion of the semester must return to full-time enrollment at Paden High School. The withdrawal grade from the institution will be posted to the student’s high school transcript.

**Grades earned in collegiate courses WILL BE FIGURED into the student’s high school grade point average (GPA).

**Students concurrently enrolled will be subject to the following grading scale (applied to college course grades only):

REPORT CARDS

In accordance with the policy of the board of education, the following regulation shall govern the reporting of student progress.

1. Report cards or progress reports will be issued to students on the Wednesday following the end of each grading period.
2. Students are expected to share the reports with their parents or guardian.
3. The semester grade is recorded on each student's permanent school record.
4. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
5. The following letter grades will appear on report cards and in the student's permanent record:

90 - 100	A	Excellent
80 - 89	B	Above Average
70 - 79	C	Average
60 - 69	D	Below Average
59 and below	F	Failing

In addition to the above reports, progress reports will be sent home with students who are failing or at near failure the 4th week of each grading period. Reports may also be mailed (at teacher's discretion) reflecting satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.

GRADUATION REQUIREMENTS

The Paden Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Science

3 units or sets of competencies of laboratory science approved for college admission requirements:

- 1 unit or set of competencies of life science, meeting the standards for Biology I
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science

Language Arts

4 units or sets of competencies:

- 1 unit of Grammar and Composition
- 3 units which may include:
 - *American Literature
 - *English Literature
 - *World Literature
 - *Advanced English Courses
 - *Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

- 1 unit of United States History
- ½ unit of Oklahoma History
- ½ to 1 unit of United States Government
- ½ to 1 unit which may include:
 - *World History
 - *Geography
 - *Economics
 - *Anthropology
 - *Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

Mathematics

3 units or sets of competencies

- 1 unit of Algebra I
- 2 units which may include:
 - *Algebra II
 - *Geometry
 - *Trigonometry
 - *Math Analysis or Precalculus
 - *Statistics and/or Probability
 - *Calculus
 - *Intermediate Algebra
 - *Mathematics of Finance
 - *Computer Science or acceptance and successful completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit. The list of accepted industry

valued credentials shall be reviewed annually and updated at least every three (3) years by the State Board of Career and Technology Education.

*Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

*Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education

*Other mathematics courses with content and/or rigor equal to or above Algebra I

A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Electives

8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Paden Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment. For the purpose of this policy, sexual harassment includes:
 - A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
 - B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
 - C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
 - D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

- A. Administrators and Supervisors
- B. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- C. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- D. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students 18 years and under constitutes a crime under Oklahoma law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
- B. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
- C. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- D. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- E. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- F. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- G. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- H. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

STUDENTS: ENROLLMENT REQUIREMENTS

It is the policy of the Paden Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in

either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

How to Prepare for Enrollment

The following are general guidelines for enrollment:

1. The student must be a resident of the Paden Public School District, living with a parent or legal guardian. Proof of residence will be required. Current, original electric, gas or water bill reflecting the service address OR current, original lease agreement/house contract reflecting property address, agent's name, address and phone number will be considered appropriate documentation. **The district will not accept driver's licenses, checks or pieces of mail as proof of residence.**
2. Immunization records must be presented for students to enroll.
3. Other documents to bring at the time of enrollment include the address of the student's previous school, student's Social Security number, Certified Degree of Indian Blood (CDIB) Card, transcript for secondary students, and Special Education or Gifted/Talented records, if applicable

STUDENT ATTENDANCE

The Paden Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has

adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered on an individual, case by case basis. Due to Covid 19, attendance infractions will be heard by a committee who will determine by the documentation turned in to the office, from the parent, whether or not, the absences are warranted.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

Attendance

The Paden Board of Education recognizes that Oklahoma law requires regular school attendance of a child of school age and that the school is required to record all student absences and the reasons for them, and to report excessive absences to proper authorities. While the Board of Education considers regular school attendance essential for success in school, the Board also recognizes that an occasional absence by students may be unavoidable. The Board believes that proper communication between the schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and attain the maximum benefit from classroom education. The Superintendent is directed to establish regulations, which implement and support this policy. No single factor does more to aid a student's successful progress in school than regular school attendance. The purpose of this policy is to provide for uniformity in:

- *Student attendance reporting.
- *Explaining the penalty for absenteeism.
- *Explaining attendance laws and regulations.
- *Understanding of different types of absences and the number of absences allowed
- *Responsibilities in the reporting/confirmation of absences.
- *Understanding rules and regulations regarding truancy.
- *Rules and regulations on absences due to Religious Holy Days.
- *Permits to leave school.
- *Understanding of tardies.
- *Notification to parents of absences.
- *Procedures for students to take following an absence.
- *Procedures for making up work, receiving credit, and due dates.
- *Procedures for excessive absence waivers

General Requirements

1. **No student shall receive CREDIT for any class with more than eight (10) unexcused absences** during any semester unless the Site Attendance Waiver Committee waives the absences. Due to Covid, many attendance situations will have to go to the committee this year, and will be based on individual circumstances.
2. It is the responsibility of the student and parents to provide written notification or telephoning the school for sick days. Doctors notes required.

Attendance Waiver Committee

Each student who has failed due to reaching their ninth (11th) absence (unexcused) shall appeal to the Attendance Waiver Committee. The committee will be composed of the principal, counselor and a teacher. If the committee upheld the failing grades due to excessive absences, then the parent/guardian may appeal to the superintendent and the Board of Education.

Reporting Reasons for Absence

A. Parental Responsibility

1. When possible, the parent should telephone or make personal contact with the office prior to the absence.
2. When an absence is detected for which contact has not been made, the office will often attempt to telephone the parent.
3. If prior contact has not been made, the parent should telephone the Principal's Office before class begins on the day the student returns to school.

4. If no telephone contact is possible, a note signed by the parent stating the exact reason for the absence and the time missed will be accepted.

B. Student Responsibility

1. Students who become ill during school hours must check out through the office before leaving the campus.
2. If a student has received office permission to be off campus and cannot return to school because of a sudden illness, he/she should have his/her parent telephone the school to explain why he will not attend his/her next class. If it is not possible for an adult to telephone, the student should contact the officer before the beginning of his/her next class. Parental confirmation should follow as soon as possible.
3. The student must obtain a class admission slip from the office prior to meeting any class missed. The admission slip may be obtained from the Principal' Office before school, during lunch break, between classes, or after school.

Excused Absence

A. Parental Confirmation

1. Types of absence, which will be classified as excused upon parental confirmation, include:
 - a. Illness or injury, with a doctor's statement.
 - b. Funerals.
 - c. Bereavement due to a death in the family.
 - d. Inclement weather or natural disasters, which prevent or inhibit the student from arriving safely at school.
 - f. Family emergencies, which require the assistance of the student.
 - g. College visitation for seniors not to exceed three (3) absences per year.

B. Receipts

1. Types of absence which will be excused upon the presentation of a receipt from the proper professional:
 - a. Appointments with professionals such as doctors, dentists, optometrists, counselors, etc.
 - b. Driver license examinations not to exceed one (1) absence per class per year.
 - c. Summons to appear in court.

Unexcused Absence

A. Parental Confirmation

1. Types of absence, which will be classified unexcused upon parental confirmation, include:
 - a. Vacations or trips with relatives or friends.
 - b. Working.
 - c. Baby-sitting.
 - d. Court appearance for violation of the law.
 - e. Shopping trips with relatives.
 - g. Family emergencies, which exceed two (2) days per semester.
 - h. College visitation for seniors in excess of three (3) per year.
 - i. Other types of absence, which do not meet the criteria for, excused absences.

B. Student Confirmation

1. Types of absence which will be classified as unexcused upon confirmation by the student include:
 - a. Leaving campus without checking out through the office.
 - b. Any absence for which the office has not received proper notification or verification prior to receiving an admission for class.

*****Credit Granted for Work Missed**

Students are responsible for requesting make-up assignments when they return to school. **A student shall have one (1) school day for each day of absence plus one to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for an excused absence and turned in according to the school district's policy. It is the student's responsibility to ask the teacher for his/her make-up work** when presenting his/her admittance slip from the office. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester), which is missed by the student due to any type of absence other than truancy or a class cut, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exception to the policy concerning administering the test shall be limited to those exceptions made by the Principal.

Procedure for Absence

Parents are encouraged to call the school if their child is going to be absent from school. If the parent does not call, they will be notified by school personnel when their child is absent.

Procedure Following an Absence

On the day following an absence, the student must report to the office for a class admission slip. The student then presents the admission slip to the teacher of each class missed for a signature and arranges for make-up work. If the absence is classified as excused, the student is given the privilege of making up the work for 100% credit and every effort will be made to help the student master what he/she has missed. However, it is unlikely that a student can make high grades when he/she has missed many recitations. Students receiving class cuts will not receive credit for make-up work.

If official documentation is not provided to the office within 3 days of returning to school, the absence will be recorded as UNEXCUSED. (A hand-written or typed note from the parent/guardian will NOT be considered official documentation of an absence.) Documentation from a medical entity will be required.

Tardies

A student that comes to school late must check in at the office prior to attending class. 3 Tardies is equivalent to 1 absent for that class period.

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Paden Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for that student. Each student should plan to arrive at school before the 7:55 bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave at any time other than at noon:

1. The principal's office must have received a note **and** a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or other administrator must talk personally with the parent/guardian.
3. The principal will then issue a slip that verifies the student's right to leave campus.
4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Paden Public Schools has a closed campus policy. **NO STUDENT IS PERMITTED TO LEAVE THE SCHOOL GROUNDS WITHOUT PERMISSION FROM THE ADMINISTRATION OFFICE**
Students will not be allowed to leave school solely for the purpose of getting lunch and/or attending school activities.
The administration will make the determination based upon individual circumstances.

If a student leaves school campus for the sole purpose of getting lunch even though the student has been checked out by a parent or guardian, the student will face disciplinary action. Examples of this are: Parent calls the office and checks student out. Student goes to the store and purchases food to eat or brings food back up to the school.

Exception: Parent/Guardian will be allowed to bring a student lunch at the designated lunch time.

WITHDRAWAL FROM SCHOOL

The Paden Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

HEALTH: STUDENTS

The Paden Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health shall be prohibited from attending school until a health officer has determined that the child is free of the contagious disease or that the disease is no longer contagious.

The school district will prohibit a child with head lice from attending school until such time as the child no longer has been identified as having head lice.

CONTAGIOUS AND LIFE THREATENING DISEASES

The Paden Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

The board of education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease. Children may be excluded from school when the board believes exclusion is necessary to promote the safety and well-being of students and staff.

IMMUNIZATIONS STUDENTS

The Paden Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- 5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
- 4 Poliomyelitis (unless the third dose was received after the fourth birthday)
- 2 Measles, Mumps, and Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chickenpox)

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Paden Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
 - E. Definitions:
 - a. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
 - b. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
4. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
5. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication

- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

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

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. Designated school employees:
 - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and
 - B. Report to the principal any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

STUDENT PARKING/DRIVING - SCHOOL GROUNDS

1. Students will park in the student parking lot near the softball and baseball fields in an orderly manner.
2. Students driving automobiles, motor bikes, etc., to school will drive immediately to the parking lot, shut off the motor, remove keys, and exit the vehicle. Students are not allowed to loiter in parked cars or in the parking lot.
3. No vehicle driven to school by a student will be moved from the time it is parked until school is dismissed, unless by special permission of the principal.
4. No one will be allowed to sit in a parked vehicle at any time during the school day.
5. We will discourage passengers riding with student drivers. No students will be allowed to ride in the back of a truck or in an unsafe manner on school property.

6. We will expect all student drivers to operate vehicles within the laws of the state.
7. Driving to school is a privilege that may be taken away by the principal if rules are broken. If necessary, student's right to drive onto school property will be revoked.
8. No student will be allowed to drive a school-owned vehicle.
9. Driver's license and insurance verification on vehicles driven to school must be on file in the principal's office before students will be allowed to bring vehicles to school.

*Operating a motor vehicle in a manner considered unreasonable, dangerous, or destructive will result in the following consequences:

1. **1st offense:** Possible detention, suspension, and/or loss of driving and parking privileges on campus for 15 school days.
2. **2nd offense and each offense thereafter:** Loss of driving privileges for up to 18 school weeks and out of school suspension for up to 10 school days.

Students will be required to provide the office with a copy of his or her driver's license and a copy of the insurance verification of the vehicle being driven to school.

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Paden Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

Non-School Fundraisers:

Students, staff, and patrons are prohibited from conducting fundraisers for non-school activities on school premises.

STUDENT ACTIVITIES SCHOLASTIC ELIGIBILITY

It is the policy of the Paden Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Friday. If a student is failing in more than one core subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

JUNIOR/SENIOR BANQUET AND PROM

The Junior/Senior prom is organized and hosted by the junior class and their sponsors. The principal shall approve the date, time, and place for the prom. All junior and senior students currently enrolled at Paden High School and are in good standing at school are eligible to attend the banquet/prom. No students below the ninth 9th grade or over 21 years of age will be allowed to attend. All guests that are not a student at Paden High School must be signed up in the principal's office and shall be approved by the sponsors and administration. Guests not signed up by the designated deadline will not be approved. All school policies and rules shall govern the prom/banquet.

The Jr/Sr Prom is organized and hosted by the junior class and their sponsors. The Junior students, along with staff sponsors will be the only individuals allowed to participate in preparing / decorating for the prom, without prior approval from the administration. During the prom, only students, invited staff, and board members will be in attendance. The principal or superintendent shall approve the date, time and place for the prom. All junior and senior students currently enrolled at Paden High School and who are in good standing (eligibility, financially, and behaviorally) may attend the banquet/prom. No students below the ninth (9) grade will be allowed to attend. All guests that are not students at Paden High School must be signed up in the principal's office and shall be approved by the sponsors and administration. Guests not signed up by the designated deadline will not be approved. All school policies and rules shall govern the prom/banquet, including dress codes.

STUDENT CONDUCT

In accordance with the policy of the board of education, the following standards of conduct are established for the public school system.

For the purpose of this regulation, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Paden Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

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

STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

The Paden Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Paden Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Paden Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. 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 complement all other policies, rules, and regulations of the Paden Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Paden Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. 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 found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine
4. **Random tests** are given quarterly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and

- B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
 7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, 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.
 8. **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 that can be lawfully purchased in over-the-counter transactions.
 9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
 10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, 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.
 11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete’s health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students’ names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any 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 that uses 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.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. 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 with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. 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 ensure 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 athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the 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 the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will

remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Paden Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.
4. **Self-Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

WEAPONS-FREE SCHOOLS

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

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

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

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

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

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

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

Students with disabilities are subject to this policy and will be disciplined in accordance with district policy and the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

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

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

Penalties to Parent for Child with Firearm at School

Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding Two Hundred Dollars (\$200.00), or ordered to perform community service not exceeding forty (40) hours or both such fine and community service. To satisfy community service requirements, the court may give preference to work which benefits the school said child attends. Said penalty shall be an administrative penalty and shall not be recorded on the custodial parent or guardian's criminal record. The fine shall be payable to the court clerk to be deposited in the court fund. Nothing in this section shall prohibit the filing or prosecution of any criminal charge. (21 O.S. § 858).

RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Lockers are not changed without the principal's permission. Locks can be checked out from the office if you would like to lock your locker. **Do NOT put stickers on the lockers!**

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

WIRELESS TELECOMMUNICATION DEVICES

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

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

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

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless telecommunications devices include, but are not limited to:

- Beepers/pagers
- Cellular telephones
- "Walkie Talkies," either long- or short-range
- Portable CB radios
- Portable "HAM" radios,
- Portable police scanning devices
- Portable games or toys that transmit a signal more than 20 feet or through walls
- Other emergency electronic communications devices

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the building principal.

A student may request permission to possess a wireless telecommunications device by receiving written permission from the student's parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student;
4. The device is deemed necessary for the student's safety while commuting between home and school.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

STUDENT DISCIPLINE

The Paden Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended

to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency

13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.
15. Corporal punishment

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

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

SCHOOL SERVICES

Campus Security/Okfuskee County

The Campus Security (Okfuskee County Sheriff's Department) helps insure the safety and welfare of the students, faculty, staff, and authorized visitors. Students are expected to follow the directions of officers at all times. The Sheriff's Department has the authority to arrest and/or detain individuals when the safety and/or welfare of the school environment are threatened.

Career Technology Students

Students enrolled at Career-Tech at Gordon Cooper (Shawnee) may ride the bus or drive their personal vehicle. The bus leaves the campus approx. 6:30am and returns about 11:45am. Students riding the bus will be delivered to the high school and will eat on campus, and students who drive may eat off campus. If a student is suspended at Gordon Cooper Technology Center or Paden High School, he/she will be suspended concurrently at the other school. All Paden Public School policies are in effect as soon as students arrive on school grounds.

Fees and Fines

In an effort to reduce school property damages, monies and fees, library and textbook damage, outstanding breakfast/lunch bills, fundraising monies and/or products not turned in, students will not be allowed to participate and/or attend school field trips, extracurricular activities, graduation ceremonies, Amnesty Day, etc. This would include FFA, FCCLA, Athletics, Academics, Gifted & Talented, BETA, School Sponsored Field Trips, etc.

Free and Reduced Lunches

Students who are eligible will receive free or reduced price meals from the school cafeteria. Students who feel that they may be eligible for this benefit should fill out an application and return it to the proper school official. The forms may be picked up in the principal's office or counselor's office. *Parents need to complete and return lunch forms to school within one week after enrolling. Otherwise, parents will be charged for meals purchased while waiting for parents to turn in forms, regardless of qualifying for reduced prices at a later date.*

Guidance

Paden Public Schools offers a comprehensive guidance and counseling program. The purpose of the guidance program is to assist the individual in making appropriate adjustments and decisions, in accepting the responsibility for choices they make, and in following a course of action in harmony with their choice.

Substitutes Teacher Qualifications

Parents have the right to know if their child is being taught by a substitute teacher. It is the policy of Paden Public Schools to notify parents if a substitute is teaching a class for four (4) consecutive weeks. Requesting information...In order for parents to request information please contact the superintendent's office either by phone, in person or in written form. We will provide all the information needed in order to fulfill the requirements of NCLB.

Pictures

Each year school pictures are taken shortly after the opening of school. All students should have their picture taken even though they do not plan to purchase them. This allows the school annual to be completed.

School Insurance

The Paden School System assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. Athletes are required to have either the student accident insurance or a signed form from the parent stating that they will be responsible for providing appropriate insurance or protection, or that they desire not to have any insurance and accept full responsibility for injuries occurring from participation in activities.

Special Services

The Paden Public School District is committed to locating and serving children, birth to age 21, with disabilities in the areas of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Education Act (IDEA) and other related legislative mandates.

Transportation

All buses used by the Paden Public Schools meet State Department of Education requirements and operate in cooperation with their regulations. Safety is of first importance. All students are urged to use care in loading and unloading, always use the handrail, and always remain seated as long as the bus is in motion. All students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has a similar authority over students as a teacher. Remember, when you are on a bus, you are subject to school regulations. **Riding a bus is a privilege (not a right) that a student can lose if proper conduct is not observed.**

Activity Calendar

Individuals and organizations wishing to place activities on the school calendar must have prior approval from the principal and/or superintendent. These activities should be placed on the calendar as soon as possible before the activity is to take place and reported to the superintendent as soon as possible. **All activities occurring on school grounds must be approved by the administration.**

Building Hours

Paden Public School buildings will be open at 7:30am. Proper supervision and safety are important factors here at Paden Public Schools for our students. **Parents are expected not to drop off their children before 7:30am.** **Students should be picked up at 3:30 pm unless participating in a supervised activity.**

Cafeteria Behavior

1. Students will walk to the lunchroom in an orderly manner.
2. Practice good and proper lunchroom manners at all times.
3. Return your tray when finished eating. Put all paper in the trash can.
4. Each class is responsible for leaving tables and floor clean. Each class member is equally

- responsible.
5. No glass containers are allowed at school. / No open cans of soda are allowed in the lunchroom, according to SDE provisions.
 6. Keep your place in line. Running or crowding in line is never in order.
 7. Do not hold a place in line for friends. This is not fair to those students already in line.
 8. Observe the rules of etiquette and order in the lines and at the table.
 9. Students should see that milk and drink containers, and other items are returned with their lunch trays to the dishwashing window.

The Paden Board of Education understands that proper nutrition is a vital issue in not only the health of students, but also in the student's ability to learn. The objective of the Breakfast and Lunch program is to make available to all students a lunch and/or breakfast that is nutritionally adequate and acceptable to students. It is recommended that students pay in advance for each of their meals. **The Board has established a charge fee of twenty dollars (\$20.00).** When a student has charged an account of twenty dollars (\$20.00), the child will be asked to bring their meal until this overdue bill is paid unless parental arrangements have been made with the Superintendent of Schools. If needed, an alternative meal will be provided to students with outstanding charges.

Care of School Property

Anyone who damages or defaces any school property, regardless of before, during, or after school hours, will replace or pay for the damage and is liable to suspension from school and/or legal fines and repercussions. School property includes the physical plant and its contents, including textbooks, library books, and any physical property on the school premises.

Election of Class Officers

Members of each respective class will elect the officers for each grade during the first two weeks of each school year. Class officers shall consist of President, Vice President, Secretary, Treasurer, Student Council Representatives and a Reporter. Class officers must have a 2.5 G.P.A. for the prior semester in which he/she was elected. This G.P.A. must be maintained in order to continue to hold office. The principal has the authority to make changes to the process, as needed.

Fighting

Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be punished with appropriate severity. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact the teacher, counselor, or administrator.

Food and Beverages

Food, candy, and drinks are to be consumed in approved areas. Absolutely no food or drink in computer labs.

Visitors

All visitors, including parents, to any of the school buildings are required to report to the office. For safety purposes, building access must be controlled. School age visitors are not permitted.

Care of Student in Case of Sudden Illness or Accident

If sudden illness or an accident resulting in injury occurs at school, the school will render immediate care. The school is responsible for administering first aid as prescribed by the State Health Department. The principal, teacher, secretary, or other employees will notify the parents or guardian in cases of sudden illness or accidents. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or guardian takes charge of the student. No student may be released from school upon his/her own request. If the parent or guardian cannot be reached, the family doctor may be called. If a severe emergency develops, the student will be taken to the emergency room at the nearest hospital at once.

Change of Address

Any student who changes addresses or phone numbers during the school year must report these changes to the appropriate office.

Change of Classes

Approval of the principal, counselor, and teacher involved must be secured before changes can be made in the student's class schedule. Necessary forms are in the counselor's office and are given upon the request of the student. Changes in classes must be made during the first five days of each semester.

Cheating

Some students occasionally feel a need for various reasons to resort to cheating. Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, "zeros", will be given to the student(s) involved. No provisions are made to make-up or otherwise receive credit for work or tests in question.

Homebound Program

In the event of prolonged absence of more than ten (10) consecutive days due to hospitalization or home confinement by order of a physician, a special program of study will be provided to the student. The course of study for homebound students shall in no way deviate from the curricular standards for regularly attending students in content or expected achievement in order to assure the same quality of education being delivered to the homebound student. Grading standards shall likewise be equally demanding for the homebound student and those attending regular classes. It is the duty of the parents/guardians of the student to provide proper notification of this type of circumstance to the school in a timely fashion so that an appropriate course of study can be provided as soon as the student is able to resume his/her studies.

DRESS CODE

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is conducive to the learning environment. The following dress code for all students is established:

1. Skirts & Dresses: The skirt or dress shall not be conspicuous or indecent while sitting or standing. Length of skirt or dress must extend to **no shorter than your resting fingertips when arms are held at sides**. Slits, splits, or other openings in dress and skirts shall also be included and must meet this standard for length.
2. Tops: Any shirt, blouse, or sweater shall be appropriate and may be worn with the following conditions (this includes dress tops):
 - a. Clothing that exposes the back or cleavage is not appropriate. Spaghetti straps (and) tank tops, less than 2 fingers wide and/or exposing excessive side skin, tube tops, halter-tops, racer tops, and one-shoulder tops are not allowed.
 - b. Shirts and blouses must be properly buttoned.
 - c. Any article of clothing that exposes the back or midriff may not be worn.
 - d. A see-through or nearly see-through (lace) shirt worn over an inappropriate shirt will not be permitted.
 - e. Any clothing that exposes underwear is not permitted.
3. Pants: Pants, jeans, or slacks of styles that are neat, clean, and in good taste are acceptable.
 - a. Pants that have fashionable holes or frayed areas that expose skin above the fingertips when arms are held at your side are not acceptable for school wear.

- b. Form-fitting stretch material may not be worn as a primary outer garment. Tights and leggings must be worn with a shirt that covers the buttock area.
- c. Pants must be worn at the waistline and will not be allowed to sag or ride low on the hips.
- 4. **Shorts:** Shorts that are properly hemmed and of appropriate length are acceptable for school wear. Shorts must not be conspicuous or indecent while sitting or standing. Length of shorts must extend to no shorter than your fingertips when arms are held at side. Shorts, which have a split on the sides, shall also be included and must meet this standard for length. Form-fitting, stretch material may not be worn as a primary outer garment.
- 5. **Accessories:** Conspicuous or distracting accessories are not acceptable. Examples of accessories which are not acceptable include the following:
 - a. Hats, caps, hoods, or any type of head covering when worn in the building that can conceal your identity, when worn in common areas and/or at the classroom teachers' discretion.
 - b. Symbols or colors that may be regarded as gang related may not be worn or displayed.
*An exhaustive list is not possible because of the changing nature of fashion and style. Examples of such are: bandana, certain styles of dress, etc.
 - c. Jewelry pertaining to drugs or drug use.
 - d. Sunglasses when worn in the building.
 - e. Body piercings that are a distraction.
- 6. Insignias, Monograms, or Patches: Lettering or any type of sew-on patch, decal, insignia, etc., which is sexually suggestive, vulgar, or refers to alcohol, tobacco, or drugs are not acceptable.
- 7. Any items listed above which become hazardous to students' safety may be prohibited.
- 8. HAIR distractions/styles that could be considered a disruption or counterproductive to the learning environment.
- 9. **Masks will be strongly recommended, but not required, unless they are required by the OSDE at a later date. The school will follow the requirements of the OSDE at all times.**

If a student's appearance does not comply with the dress code, the student will be sent to the office for a conference. Students who are inappropriately dressed will be required to change clothes before returning to class. Appropriate discipline measures will be taken when students fail to follow the dress code. Since it would be impossible to address all situations, all final decisions regarding the dress code will be made by the principal. If parents or students are in doubt, please call the principal.

Online Course Work

Paden Public School students enrolled in online classes must have a minimum of 50% of the course work completed by the end of the first semester with course grade at that time recorded on transcript for the first semester. The remaining 50% of the course work must be completed by the end of the second semester with course grade at that time recorded on the transcript for the second semester. **Since we will be adding the virtual option to school this year, due to Covid 19, there will be additional requirements that must be agreed to and signed, by the parent and the student, if that option is chosen. Applications are available from the school counselor.**

Late Enrollment

Perfect attendance will not be credited to students enrolling late. Absences before enrollment will be charged against students.

School Not In Session

Procedure for dismissing school due to bad weather:

1. The condition of the roads and streets in the Paden transportation area is the determining factor as to whether schools will be in session.
2. The bus routes throughout the school district are checked by the superintendent or his/her designee in the early morning, by 6:30 a.m.
3. News media will be notified only if the schools are to be dismissed.

4. **Since the development of the virtual option, rather than dismissing school completely, the superintendent may call for a virtual day if the weather forecast is for bad weather.**

Procedure for dismissing school for other reasons:

1. News media will be notified.
2. Parents will be notified if time allows.

Procedure for dismissing if school is already in session:

1. News media will be notified.
2. Students will remain at the site until buses run or arrangements have been made with parents or guardians for dismissal. Students with their own transportation will be dismissed and urged to use caution only after a parent or guardian has been notified.

Withdrawal Procedure

Parents of a student, who is moving or leaving school for any reason, should request a “Withdrawal Form” and sign a release for records to be sent to the new school. All books are to be turned in and all financial obligations must be paid. Students leaving early (before a grading period ends) will be graded to withdrawal date only, and will not be given full term grades. Any exception to this will need to be arranged in the school office and then with individual teachers. However, teachers cannot be held responsible for making individual tests for such students or for giving full term grades where too much extra time is involved.

All textbooks are furnished free to you. They are purchased with school funds by taxpayers. They are checked out to you to use; their condition is noted when checked out to you by the teacher. Since replacement must be new, new prices will be charged for lost or damaged books. If you leave this school to attend another, grades will not be forwarded until all books are returned to the office.

All technology devices will be required to be returned when withdrawal papers are signed.

You will not be “withdrawn” until you have settled all financial responsibilities to the school, including books, lunch bills, etc.

ACADEMICS

Grades and Grading Scales

A system-wide grading scale has been approved for the Paden Public School System. Paden Public School teachers will use an accumulation of grades from the first (1st) day of the semester to the last day of the semester to determine the semester grade for each student enrolled. The grading scale adopted by Paden Public Schools is: 100-90 A, 89-80 B, 79-70 C, 60-60 D, Below 59 is failing.

Homework

Paden Public Schools believes homework is an important communication tool between school and the home. We believe that homework is an extension of the work in the classroom and provides students with an opportunity for independent practice. Homework should always reinforce materials presented in the classroom and should be completed by the assigned due date so class progress may occur. Each school will make homework guidelines available to parents. Each individual teacher will set his/her policy for incomplete or late homework. In most cases, late or incomplete work will result in credit being deducted from the work received.

Honor Rolls

To qualify for the Principal's Honor Roll, students must maintain a grade point average of 3.0 or better in all classes and have no grade below a "B". To qualify for the Superintendent's Honor Roll, students must maintain a grade point average of 4.0 with no grade below an "A".

Oklahoma Honor Society

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent (10%) of the student body making the highest scholastic marks in school may be nominated. This society is available to all students in grades 9 through 12.

Extra-Curricular Eligibility Guidelines:

***A student must be passing all subjects in which he/she is enrolled with a minimum of 60% on a weekly basis to be declared eligible for ANY extra-curricular activity.**

Scholastic Eligibility (Continued):

Extracurricular activities are designed to develop students' special interests or abilities. **They include Athletics, Cheerleading, FFA, FCCLA, OSU 4-H extension activities, Academic team, and all activities outside the regular classroom.** Although we recognize the importance of these activities in the lives of the students, performance in the academic curriculum must be given top priority. Therefore, the following standards are required for students participating in extracurricular activities:

1. A student may not have received a failing grade in more than two (2) subjects in which the student was enrolled during the last semester of attendance in order to be eligible.
2. If a student does not meet the minimum scholastic standard, that student will not be eligible to participate during the first six (6) weeks of the next semester of attendance.
3. A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects for which the student is enrolled at the end of a six-week period.
4. Scholastic eligibility for all students will be checked at the end of the third full week of a semester and each succeeding week thereafter.
5. A student must be passing in all enrolled subjects during a semester with **60%** average. (See "Extra-Curricular" Guidelines above.) If a student is not passing (**60%**) all subjects enrolled in at the end of a week, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
6. A student who has lost eligibility under this provision must obtain passing grades (**60%**) in all enrolled classes in order to regain eligibility.
7. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, a death in the family, or a natural disaster). *See page 21 – Credit Granted for Work Missed.*
8. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of semester eligibility for the end of the spring semester.
9. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four (4). A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four (4) subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four (4) high school units, which are accepted by the Oklahoma Department of Education.
10. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of three (3) weeks.
11. The Paden Board of Education's policy is not to discriminate against special education students seeking to participate in extracurricular activities. In order to ensure a fair opportunity for special education students on in

Individual Education Plan (IEP) to participate in extracurricular activities, the policy of the Paden Board of Education shall be to establish scholastic eligibility based on an academic standard of 60% or the academic standard in the student's IEP, whichever shall be lower. However, the remaining provisions addressing scholastic eligibility are unchanged and remain the same for all students.

Ineligible students will not be permitted to participate in any activity that would result in an absence from an academic class and/or participate in any out-of-town school trip.

ADDITIONAL HIGH SCHOOL STANDARDS

Class Rank

Inasmuch as colleges ask for the rank of students applying for admission, and employers want to know the scholastic record of those applying for jobs, each student is ranked at the time of graduation. The ranking is based on eight (8) semesters of work. The rank and grade average becomes a part of each graduate's permanent record. This information is treated as confidential; however, any student may find out his or her rank by asking at the principal or counselor's office.

Class Ranking of All Senior Students at Paden

- I. Count semester grades for the 9th, 10th, 11th, and both semesters of the 12th grade.
- II. Do not count grades made in any course unless graduation credit is given. (Graduation credit means that course is a part of the twenty-four (24) or more units required for a diploma).
- III. Count only grades of A, B, C, D, and F. Do not count grades of S (satisfactory) or U (unsatisfactory).
- IV. Summer school work in high school is the same length of time and periods and will be counted as any wintertime subject.
- V. Count subjects taken in other accredited schools even though the subject is not offered at Paden High School, if graduation credit is allowed.
- VI. Count all F's.
- VII. Count all grades on the record in the order in which they have been earned except where noted in other items under this regulation.
- VIII. A credit on record may not be dropped simply to raise the student's average.
- IX. Division for the average will be carried out to decimal places as needed.
- X. Count all A's, four (4) points, B's, three (3) points, C's, two (2) points, D's, one (1) point, and F's, zero (0) points.

Rules For Valedictorian / Salutatorian:

The Valedictorian and Salutatorian in graduating classes are determined by adding the semester numerical grade point of each class and dividing the total by the number of classes taken during the first seven semesters of students attending Senior High School for the Senior High Honor and the two semester grades earned during the seventh grade year and the first semester grades of a student's eighth grade year for the Junior High Honor. The grade points are not rounded to the nearest number (as in 3.89 rounded to 3.9) but are carried out (to the tenth in decimal points) and the highest percentage winner is the one who wins the honor of Valedictorian, and the second highest percentage winner is the one who wins the honor of Salutatorian. If more than one student has the same exact percentage score, then those students are recognized as co-winners of the awards. Students must have attended Paden Schools at least three consecutive years in high school, including the entire Senior year with no break in enrollment at Paden Schools, beginning with the 2015-16 Freshman class, and at least three consecutive semesters in the 7th and 8th grade years, including the entire 8th grade year with no break in enrollment at Paden Schools, to be considered for these honors.

8th Grade and Senior attendants will be chosen from the 7th grade and the junior class. The two students with the highest GPA will be selected.

STUDENT RIGHTS AND RESPONSIBILITIES

These are summary statements of these policies. Full texts of these policies with any accompanying grievance procedures are available in the Superintendent's Office.

Asbestos Policy

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in the Paden Public School District be inspected for asbestos and the management plan be written to document this. A copy of this plan is available in the Superintendent's Office if you wish to see it.

Disability Accommodations

Paden Public Schools will accommodate patrons and students with disabilities, in compliance with the Americans with Disabilities Act. Inquiries or grievances may be referred to the Superintendent of Schools, at Paden Public Schools, P.O. Box 370 Paden, Oklahoma 74860, or by calling 405-932-5053.

Directory Information

The Board of Education adopts this policy statement in regard to Directory Information. The school will maintain directory information for the following purposes: announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members. Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administration office. Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public. The following information is designated as "directory information":

- *Student's name, address, telephone listing, and date and place of birth.
- *Parent or lawful custodian's name, address, and telephone listing.
- *Major field of study and grade level classification (example: elementary, 7th grade, sophomore).
- *Student's participation in officially recognized activities and sports.
- *Weight and height of members of athletic teams.
- *Dates of attendance, dates of enrollment, withdrawal, and re-entry.
- *Diplomas, certificates, awards, and honors received.
- *Most recent previous educational agency or institution attended by the student.

Operational Procedures

Records officer designated by this district is the Superintendent. In the event of absence of the Superintendent, the Superintendent's Secretary has been designated as records clerk. Only the two individuals listed are empowered to receive requests for directory information and/or provide directory information requested. In order to request directory information on students or staff members of this district, an individual, representing himself/herself or an organization, must complete the Request for Information form. The form can be found in the appendix to the School Board Policy Manual and may be obtained at the Superintendent's Office and must be completed in person and in the presence of the records officer or designee. All requests for information directed to individual schools must be referred to the Superintendent's Office for processing. Following completion of the form, a search for information requested will be undertaken. The individual requesting information may review materials or receive copies of information at a time designated by the records officer, at the Superintendent's Office. Every effort will be made to honor approved requests within five (5) working days. Fees for

information will be assessed according to the school district's fee schedule. Parents may complete a form which prohibits the school from releasing information about an individual student. The signed form from parents will be placed on file in the office of the records officer. If a legal question concerning release of records and/or information arises, legal counsel representing the school district will be asked to render a decision in the matter. Copy of the decision will be furnished to the person making the request for information.

Drug Free Schools and Communities Act

The staff of the Paden Public School System is concerned about a student's total development, and the availability of illicit drugs and alcohol in American society today. It is the responsibility of the Paden Public School System to inform students and parents that the possession or use of illicit drugs and/or alcohol, including tobacco, is harmful. The possession or use of illicit drugs and/or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken. Please see the Discipline Section of the Student Handbook for information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and re-entry programs be needed, please contact the school counselor or principal. Compliance with this requirement is mandatory under federal and local regulation.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal) or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate and misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Officer, U. S. Department of Education, 600 Independence Avenue, S. W., Washington D. C. 20202-4065.

The District will effectively notify parents who have a primary or home language other than English of the rights stated above.

Moment of Silence

It shall be the policy of the Paden Public School System that each site providing instruction to students shall observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choice. Each site shall ensure that the following statement is presented to

students: “At this time, let us pause for a minute of silence to reflect, meditate, pray, or sit silently.” It is recommended that the Pledge of Allegiance follow this time of silence.

Non-Discrimination

The Paden Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, alien age, and handicap. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies, and firms with whom the Board does business. Any person feeling that they have been or are being discriminated against is urged to present such complaints in written form to the Superintendent of Schools, Paden Public Schools, P.O. Box 370 Paden, Oklahoma 74860, or by calling 405-932-5053. All complaints will be thoroughly investigated and a prompt and equitable resolution will be sought through the procedures governed by administrative regulations.

Oklahoma Open Records Act

It shall be the policy of the Paden Board of Education to comply fully with the provisions of the Oklahoma Open Records Act to protect the rights of privacy of students and their families and to protect the rights and privacy of individual employees while ensuring and facilitating the public’s right of access to and review of those school records authorized thereby.

Notification of Rights Under the Protection of Pupils Rights Amendment

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or a program of the U. S. Department of Education (ED) funds more of the following protected areas (“protected information survey”) if the survey in whole or in part:
 - a. Political affiliations;
 - b. Mental and psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine eligibility.
2. Receive notice and an opportunity to opt a student out of one or more of the following:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use of:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of

personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U. S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
2. Administration of any protected information survey not funded in whole or in part by ED; and
3. Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

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

Protection of Pupils Rights Amendment (PPRA)

For purposes of this policy, the following definitions apply:

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

“Personal information” means individually identifiable information including (i) a student or parent’s first and last name; (ii) a home or other physical address (including street name and the name of the city or town); (iii) a telephone number); or (iv) a Social Security identification number.

Inspection of Instructional Materials

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the Principal’s decision, then the parent may request review by the Superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and State Board of Education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval, or review of teaching techniques or methods.

MISCONDUCT

Abusive or Vile Language

The use of profane, abusive, or vile language will not be permitted. Disrespect or insubordination toward teachers, staff, or administrators will not be tolerated. Principals shall determine punishment for violations. Such punishment will be in accordance with the established discipline policy.

Cheating

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, “zeros” will be given to the student(s) involved. No provisions are made to make up or otherwise receive credit for work or tests in question. The teacher will notify the parents of the incident.

Destruction of School Property

The cost of repairing or replacing school property damage as a result of neglect or misuse will be charged to the student and his/her parents. Vandalism or destruction of electronic equipment, including hardware, software, or data is a serious offense and will be dealt with accordingly. Willful damage or destruction of school property will bring disciplinary action from the administration. The student will also be charged for the damage.

Display of Affection

No public display of affection, such as arms around each other and kissing will be allowed at school. The school will insist that all couples conduct themselves at all times in such a manner that attention of others is not attracted to their behavior. Offending students will have their attention called to the matter and appropriate disciplinary action will be taken.

Disrespect from Students

Students must remember that all school personnel have authority over them at all times during the school day and at school activities. At no time are students to be disrespectful to school personnel. Students must follow and abide by reasonable requests made by school personnel.

Drugs and Alcohol

In recognition of the school’s obligation to our students and community, we stand ready to assist in dealing with drug and alcohol related problems. The faculty is obligated to inform the principal when it is suspected that a student is either under the influence of drugs or alcohol, or in possession of drugs or alcohol. When this is reported to the principal, both the superintendent and the parents will be notified of this report. When the report is made, the principal will search the student, his/her locker, and personal property. Any student found possessing, using, or under the influence of drugs or alcohol, or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester. The door of the principal and counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

Fighting

Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be punished with appropriate severity. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact the counselor, a teacher, or an administrator.

Firearms or Destructive Devices

Under Federal Law, any student who brings a firearm to school will be suspended for at least one calendar year, except the superintendent and/or the school board may modify the length of the suspension on a case-by-case basis. A firearm is defined as follows:

1. Any weapon (including a starter gun) which will, or is designed to, or may readily be converted

- to, expel a projectile by the action of an explosion.
2. The frame or receiver of any such weapon.
 3. Any firearm muffler or firearm silencer.
 4. Any such destructive device.

A destructive device is defined as follows:

1. Any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
2. Any weapon, other than a shotgun or shotgun shell particularly suitable for sporting purpose, by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, or any combination of parts either designed or intended for use in converting any device into any destructive device described in the two above statements and from which a destructive device may be readily assembled.

Gang Activity

It is the policy of the Board of Education that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Gangs, which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation, or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

Hazardous Items

Hazardous items including, but not limited to, ammunition, knives, laser pointers, or fireworks are not permitted. School officials shall have the authority to detain and authorize the search of any pupil on any school premises or activity or while in transit. Such items will be confiscated and disposed of appropriately. Disciplinary measures will be taken as necessary.

Searches

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks, and other school property in order to supervise the welfare of the students. The 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 the search. Vehicles parked on school property are subject to search. In conducting searches, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle, or to a classroom or common area, the area may be searched. If a dog alerts to a locked student's vehicle, the student shall be requested to unlock the vehicle's doors and/or trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicles, the District will contact appropriate law enforcement personnel to respond to the issue. At this point, the student has forfeited the privilege of driving/parking on any school property at any time for the remainder of the school year.

Student Initiation - Hazing

All students have the right to attend Paden Public Schools without the threat of personally degrading and/or potentially dangerous initiation, pranks, or hazing. Consequently, the initiation or hazing of one student by another student or group of students will in no way be tolerated.

Threats/Threatening Remarks

All students have the right to attend school without the fear and concern generated by threats or threatening remarks. Threats made against individuals or against the school in general will not be tolerated.

Right of Appeal: Any student and/or parent may appeal the recommended decision of the principal to expel a student within three (3) working days of the time the parent becomes aware of the Student Code of Conduct violation report and the Notice of Expulsion to the superintendent. The decision of the superintendent may be appealed to the Board of Education, within three working days. The student shall be suspended until the appeal process has been completed.

BUS RIDING POLICY

Rules and Regulations Relative to Pupil Transportation

The school district will provide transportation services to and from school for students in grades PK-12, whose homes are more than one and one-half (1 ½) miles from the schools attended by those students. The school district, when practicable, will provide transportation of students to school activities and on field trips, which have been approved by the administration. Transportation unit safety and student safety is the most important consideration. Route students have a required safety conduct emergency drill during the first three weeks of each semester. All passengers are required to follow the passenger safety conduct code at all times. Disciplinary action will be taken against students who violate the passenger safety code. Buses and local school vehicles are off limits to all students at any and all times unless accompanied by the driver, faculty members, or other responsible person. The privilege of being transported to and from school implies conduct, which contributes to safety. Students whose conduct threatens the safety of others may lose their privilege of riding in a local school transportation bus and other school vehicles. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from his/her job. This is dangerous and cannot be allowed. It is necessary therefore, that rules and regulations be in force and that they be followed without question. Each parent must see that his or her child understands the importance of good behavior while riding a bus. Riding a bus is not a right, but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when he continues to jeopardize the safety of others. The Board of Education realizes that a hardship may result in having to take a child to and from school but it is sometimes necessary. The bus driver accepts the responsibility of getting the child to and from school safely, therefore, what he/she observes and reports to the Principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might keep him/her from properly doing his/her job. Any student who is involved in damage to a school bus will be required to pay for the damage.

Bus Rider's Guide

The following published Bus Rider's Guide is approved by the state and local district.

***Previous to loading, students should:**

1. Be on time at the designated school bus stops. This keeps the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular

bus stop.

***While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's Attention and may result in a serious accident. (The life you save may be your own)
6. Treat bus equipment as they would valuable furniture in your own home. Damage to seats, Etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in their seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers, or driver's assistants.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

Field Trips / Class Trips / Extracurricular Activities Requiring Bus Transportation

Those riding the bus on any school sponsored field trip or event will include sponsors assigned by the principal along with students of that class. No other children will be allowed to ride the bus on any trip or event, unless approved by the administration in extreme circumstances. Field trips and class trips follow OSSAA regulations on eligibility.

BUS DISCIPLINE POLICY

General Transportation Provisions

- The school bus driver is to be responsible to the principal as well as the superintendent. The driver is to submit all discipline referrals immediately in writing to the principal
- Principal's may adjust disciplinary options if necessary
- Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with provisions in the student's Individual Education Plan
- Any means of bus transportation shall be treated as an extension of the classroom
- Any thoroughly researched and documented incident of fighting, shall result in at least a three-day suspension from school and the school transportation.
- **Continued discipline referrals may result in suspension from bus privileges.**

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

A parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written statement / instruction should be on file with the school office.

All staff is instructed to refer any question to the building principal or superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports, if requested; to visit the child briefly at school, if necessary; and to participate in parent and teacher conferences (not necessarily together in the same conference).

We cannot withhold student information from the noncustodial parent, unless specifically stated in court documents on file with the school.