

# **EUFAULA MIDDLE SCHOOL**

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## **STUDENT HANDBOOK** ***2014-2015***

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**EUFAULA PUBLIC SCHOOLS**  
**Independent District Number 1**  
**McIntosh County**  
**Eufaula, Oklahoma 74432-0110**  
**Phone 918-689-2152**

**Mission Statement**

The mission of Eufaula Public Schools is to provide a positive environment that will enable all students to become lifelong learners and responsible, contributing citizens in an ever-changing global society.

**Exit Outcomes**

- Exhibit development of communication, computational, and scientific skills commensurate with individual potential
- Exhibit critical thinking, decision-making, and problem-solving skills
- Exhibit knowledge of how to learn as a lifelong skill
- Exhibit a positive self-concept through valuing self and others

**Foreword**

The purpose of this booklet is to inform faculty, students, and parents of the policies, regulations and rules that apply to the school setting. It is hoped that all students will meet and exceed the expectations set forth and have a successful and enjoyable school year.

All policies in this student handbook apply to all middle school students attending Eufaula Schools.

Note: Reference to parent in this handbook refers to a student parent or legal guardian. Reference to principal means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

**Board of Education Members**

Zone 1  
Chuck Boss  
Zone 2  
Shirley Breedlove  
Zone 3  
Margaret Dobbs  
Zone 4  
Jeff Pippenger  
Zone 5  
Linda Calvert

**Administration**

Jeanette Smith, Superintendent  
Garrett Davis, High School Principal  
Johnny Bohannon, Assistant Principal  
Chris Whelan, Middle School Principal  
Johnny Bohannon,  
Elementary Principal (2-5)  
Brenda Lewis, Elementary Principal (PK-1)

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## **GENERAL INFORMATION**

### **Asbestos Inspection**

All buildings of Eufaula Public Schools were inspected for asbestos-containing building materials. A report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA Management plan. A copy of the AHERA Management Plan for each organizational unit is on file in the Office of the Principal of that unit, and the master AHERA Management Plan is on file in the Office of the Superintendent. These AHERA Management Plans are available for the public to review upon request to the building principal or superintendent. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented. Eufaula Middle School is an asbestos free building.

### **Counselors**

Counselors are available to answer questions about enrollment, course content, activities, graduation requirements, and college entry requirements. Students and parents are encouraged to visit with the counselors about any problem causing students difficulty with schoolwork. Counselors have reference sources and materials available that may help students find answers to a variety of problems.

### **FERPA—Family Educational Rights under FERPA for Elementary and Secondary Institutions**

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

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (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.

- The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 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. The Eufaula Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent. (As permitted by P.L. 99-31):

1. The student's name
2. The student's grade level (i.e., kindergarten or tenth)
3. The student's participation in officially recognized extracurricular activities
4. The student's achievement awards and honors
5. The student's weight and height, if a member of an athletic team
6. The student's photograph

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Eufaula Public School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.

The right to file a complaint with United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United State Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Within the first three weeks of each school year, the Eufaula School District will publish in the Indian Journal the above list, or a revised list, of items it proposes as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent's office) of their desire for the directory information not to be released.

#### **Handbook Committee Review**

The student handbook is reviewed annually by the handbook committee. The handbook committee is made up of teachers from Eufaula Middle School, community members, counselors, principals and dorm representatives. Recommendations are made for change or continuance of policy.

#### **Legal Notice**

The Eufaula School District hereby agrees that it will comply with Title IX, VI, and Sec. 504 of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal Financial Assistance. The Eufaula District I-1 is an Equal Opportunity Employer. It is, therefore, the non-discriminatory policy of the Eufaula Independent School District No. 1, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions to all general educational classes, advanced courses, and all vocational educational classes, as well as any educational service, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Special Services Coordinator, phone (918) 689-3938.

#### **Student Immunizations**

State Statute 1210.191 (70 § 1991) as amended, states "No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child presents to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola-rubella), mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease."

It shall be the policy of Eufaula Schools, therefore, that parents or guardians of all children entering Eufaula Public Schools present a certificate of required immunization upon school entry or present evidence that the immunization process is in progress. The law provides three kinds of exemptions to these immunizations. These exemptions are:

1. Medical Contradictions: A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child
2. Religious Objection: A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to the teachings of their religion
3. Parental Objection: A signed statement, using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds
4. According to this legislation, it is the duty of the school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them. Failure of school officials to adhere to this law constitutes a misdemeanor and is punishable by law. No grace period. (83-84)

#### **New Vaccine Requirement for 7th Graders this Fall**

Students entering seventh grade this fall 2011 and beyond are required to have one dose of Tdap (tetanus, diphtheria, and acellular pertussis vaccine) before the start of the 2011-12 school year or a parental request for exemption. This vaccine provides a booster dose of pertussis (for whooping cough) along with the tetanus and diphtheria booster (Td) and is recommended for children at 11- to 12-years-old. There is no grace period allowed for complying with this requirement except with military children from another state, who have 30 days from the date of enrollment to be immunized. For more information visit the Oklahoma State Department of Health's website [www.ok.gov/health](http://www.ok.gov/health) or contact your health care provider or the county health department in your area. For More Information, Contact: the Oklahoma State Department of Health, (405) 271-5600, or 1-800-522-0203

## **ATTENDANCE POLICIES**

### **Absences**

Students are encouraged not to miss school unless it is absolutely necessary. Students who wish to leave school during the day must secure permission from the principal's office. The school discourages any absence except for personal illness, illness in the family requiring the student to remain home, death in the family, or a dental or medical appointment. Special situations may be excused by the principal on a case-by-case basis, if brought to the principal's attention prior to the absence.

There are three kinds of absences:

**Absences** fall under the same homework make up policy. The only exception to this would be made for verifiable lengthy health issues of a serious nature or any other absence that does not clearly fall within the guidelines established for extended absences.

1. **Medical / Bereavement Absence** to be considered as a **Medical/Bereavement** Absences a doctors note or Funeral program must be turned into the MS office within five days starting the day of return from the absences. Medical/ Bereavement absences will not count against the students seven day semester total if proper documentation is provided within the allotted time.
2. **School Activity Absences** are those caused by participation in an authorized school activity. This kind of absence is not shown on the attendance registrar.
3. **Special circumstances can be approved by the principal.**

### **Attendance/Activity Participation**

Students must attend school full-time on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

### **Attendance Policy**

In order to receive credit, a student must be in attendance and absent less than **seven days** per semester in any course in which the student is enrolled. Attendance begins with the first day of class at Eufaula Schools.

A student who misses more than five (5) times in a nine-week period will receive an "I" (Incomplete). If the student does not surpass the 7- absence limit by the end of the semester, then the student will receive the grade earned during the nine weeks, and it will be figured toward the semester grade.

Students with health problems that cause lengthy or excessive absences from school must have their parents meet with the principal to determine what arrangements may be made to best serve the student. A lengthy illness is defined as more than five (5) consecutive days. To receive an excused tardy or absence for physician appointments, confirmation will be needed for the time missed, by a receipt or appointment notice from the physician **within 5 days of the absence**.

Students will be expected to turn in work on the day of return if it was assigned previous to the excused absence.

**Parents or students may request work assignments on the days absent by calling the Middle School Office before 9:00 AM on the day of the absence (s).** Assignments will be gathered and available for pickup in the Middle School Office after 2:00 PM that same day. Call in assignment requests after 9:00 AM will not be guaranteed to be ready for pickup by 2:00 PM that school day.

Exceptions can be made for verifiable lengthy illnesses of a serious nature, and when the student is hospitalized or under doctor's orders to remain at home. A lengthy illness shall be five or more consecutive absences; however, a combination of excuses due to illness, truancy, parental excuse, or excused absence may result in failure.

It is the parent or guardian's responsibility to notify the middle school principal's office by 9:00 AM on the day the student is absent and provide a reason for the absence.

The principal will be responsible for notifying teachers when this policy is to apply to a particular student, and it will not be enforced without proper notification and approval from the principal.

### **Driver's Exam Absences**

Students will be excused a maximum of two (2) times to take driver license examination. Proof of examination will need to be furnished to the admit writer in order to secure an excused absence. These days count toward the total allowed activity absence of ten.

### **Make-Up Work**

1. Students are required to complete and turn in all work missed as the result of any absence. It is the student's responsibility to ask each teacher for make-up assignments the first day they return to school, and to do that at an appropriate time so as not to disrupt class.
2. Students have day for day to do and turn in the make-up work. They are responsible for turning it in on time. If they do not the work will be considered late work.
3. Students participating in School Activities are required to obtain the assignments before the day of the activity and the work will be expected to be complete and turned in the day of their return.

### **Late Work**

1. Students are expected to turn work in on time. If a student fails to turn work in when it is due for any reason, they will get one (1) extra day.
2. If after one (1) extra day the work is still not turned in, the grade for that work will be entered as a permanent zero in the teacher's grade book.
3. It will be up to the individual teacher to determine if and how a student can make up the zero. Each teacher will post their policy on this matter on their teacher web page as well as include it on their class syllabus.

Middle School Students may obtain homework from the district website at [eufaula.k12.ok.us](http://eufaula.k12.ok.us). Once there, select **school sites**. Select **Eufaula Middle School**. Select **Faculty** tab and all subject areas will appear. Click the **desired subject**. The names of faculty members who teach that subject will appear. Click your **teacher's name** to access their home page. You may access homework assignments by clicking the **homework assignments** tab. Type the word **student** for the username and type **ems** for the password.

### **Ten Day Activity Absence**

Every effort will be made to limit activities during academic time to three absences per organization or team per year. Extra effort will be used in developing extracurricular activity schedules so that they will occur outside of the academic day. Special effort will be made to avoid scheduling any activity during the school day on Tuesdays, Wednesdays, or Thursdays.

No student may miss more than ten (10) days in a given year for school activities. The student and sponsors are responsible for planning absences.

in order that a student will not use their allotment and then miss activities. State competition events earned by competing for the right to participate do not count in the ten absences.

### **Tuancy**

Any student who leaves school without permission, or who is absent without the parent's knowledge and approval, is considered truant and will be subject to disciplinary action and time missed will be made up at the principal's discretion.

### **Withdrawal procedures**

A parent or guardian must sign a withdrawal form from the counselor's office on the morning of the last full day of attendance. The student is responsible for all assigned teachers to sign the withdrawal form, turn in textbooks to each teacher, and return the completed form to the counselor's office at the end of the school day. All fines, fees, and debt, including lost textbook costs, must be paid before withdrawal may be complete or release of records made.

## **ACADEMIC INFORMATION**

### **Examinations:**

Nine weeks tests will count no more than two regular test grades. Semester tests will count no more than 10% of total semester grade.

Semester tests must be taken when scheduled by the administration, unless approved by the principal. Students who miss semester tests must make arrangements to take them within two (2) days of the end of the pertinent semester. The principal may grant an exception for extenuating circumstances.

### **Grading**

All grades will be a running grade beginning the first day of the semester and ending the last day of the semester. Grades will be entered into the teacher's grade book as numerical values. The following conversion table will be used:

Grade and Numerical Average: **A** 90-100 **B** 80- 89 **C** 70-79 **D** 60-69 **F** Below 60

Course credit: an NCA (No Credit Attendance) will receive the same weight as a grade letter 'F' when figuring the GPA of a student. An NC (No Credit) will be used to designate classes where a student works as an aide, or given

receive credit due to transfer. The NC will not be figured into the GPA.

### **Honor Roll**

Superintendent Honor Roll and Principal Honor Roll will be recognized at the end of each semester. In order for a student to be named to the Superintendent's Honor Roll, a letter grade of "A" in every course must be earned. In order for a student to be named to the Principal's Honor Roll, no grade below a "B" must be earned.

### **Major Assignment Hand-In Policy**

Major assignments will be any assignment that is valued at 300 or more points or is equivalent to three (3) or more tests.

When there is a question whether an assignment falls into this category, a ruling by the instructor should be sought from the principal prior to the assignment being made. An assignment will be accepted late for grading, but will be penalized 15% of the total points possible for the assignment for each day late, up to five (5) days. The twenty-four (24) hours that constitute a day will begin when the papers are collected from the other students in the class. If a student is absent on the day an assignment is due, the assignment will be accepted for grading without penalty when the student returns, if the student has an excused absence. If the student has an unexcused absence, the paper will be considered late. The office may contact the student and go to the student's residence to get a major assignment due on the day of an absence.

### **Proficiency Promotion**

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by proficiency testing. A student may earn and receive credit in any core course by taking a proficiency test and scoring 60% or better. The procedure for placement of students enrolling for the first time in the Eufaula School District shall be as follows

1. Students entering grades nine (9) through twelve (12), after July 1, from a school not accredited by the State Board of Education shall be required to take the Riverside Comprehensive Test instrument in the subject areas pursued in the non-accredited school. Results of the examination will be used in determining the academic units for which a student is to receive credit. All examinations shall be administered by the receiving school. Copies of the exams given and the test results shall be kept on file for one year.
  - a. Results of criterion reference testing, 60% mastery or district average, whichever is lower in basic skills in grades 1-8.
  - b. Proficiency Testing — All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by; proficiency examination admission examination from private non-accredited schools, admission examinations for enrolling students who have been home schooled.
  - c. Reviewing of student record — documentation from non-accredited schools that may include course work, text books, or other curriculum related material.
2. Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Eufaula Public Schools Individual Education Plan placement team. These students will be required to satisfy the admission criteria which is approved for their ability.
3. All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated using the Grading Scale listed in this handbook.
4. In all cases the building principal's decision will be final and may not be appealed.

### **Report Cards**

Report cards will be distributed on Wednesday of the week following the ninth week of each grading period.

## **CLUBS**

### **Cheerleading Regulations**

The purpose of the Eufaula Cheerleading Squad is to promote school spirit, pride, and student and community support for the athletic programs by leading cheers and chants at school events.

1. Membership shall be open to all student body members regardless of race, color, sex, or creed. Students must be passing all subjects and have been in attendance 90% of the time to be eligible to try out on the day of tryouts and sign up.
2. Tryouts will be held and cheerleaders will be selected in the spring for the following year.
3. Twelve (12) cheerleaders will be selected for each squad beginning with the 2009-2010 school year.
4. Any student wishing to try out for cheerleader must attend, with a parent or guardian, a meeting called by the sponsor. This meeting will be held before tryouts. All rules and regulations will be discussed here and a permission form will be signed at this time.
5. Failure to attend the meeting will result in ineligibility to try out, unless prior arrangements are made with the sponsor.
6. The cheerleading squad will be selected by an impartial three-member panel of judges. Outside impartial sponsors or advisors may be used. Selection of judges will be the responsibility of the sponsor.
7. Tryouts will be held after school in the middle school gymnasium. Applicants will be judged on appearance, technique, motion of cheers, voice, chant, enthusiasm, jumps, and motion and technique of dance.



8. Applicants must attend a pre-tryout clinic. All cheers will be new to everyone. A person chosen by the sponsor will be brought in to teach new cheers. Present EMS/EHS cheerleaders are eliminated from teaching cheers.
9. Each cheerleader must attend summer camp, as scheduled by the sponsor. Each cheerleader must be passing all subjects. Failure to do this may result in suspension from the squad.
10. Reasons for suspension from the cheerleading squad may include failure to maintain an acceptable number of points in the point system of discipline, suspension from school, and academic ineligibility. Each event missed because of academic ineligibility will count as one unexcused absence. Violation of school rules or other inappropriate behavior or while participating in school activities may also result in suspension.
11. Each cheerleader must have a physical and proof of medical insurance affidavit on file before the first practice. If severe injury and/or illness occurs, cheerleaders must have a doctor's written permission to resume cheerleading activities.
12. All squad members will be expected to display acceptable standards of behavior at all times, in accordance with school policy.
13. All practices and games are mandatory. This includes all summer and after-school sessions. Games and practices will not be scheduled around jobs or other personal commitments. A schedule of events will be passed out to cheerleaders and parents as soon as they become available. Excused reasons for being absent are illness, personal emergency, another school activity, or a doctor's appointment. Any other reason will need to be approved by the principal. Notification of absence must be made to the sponsor or principal prior to the event.
14. Cheerleaders must attend school the day of an event. The principal may make an exception if an acceptable reason is provided.
15. Cheerleaders will wear only the appropriate uniform to school on game day. No jewelry will be worn. No extra clothing should be worn except the agreed-upon uniform, unless given permission by the sponsor.
16. All squad members will be expected to keep the sponsor advised of their whereabouts at all times during athletic events, including letting the sponsor know when they are leaving after a home game.
17. Changes in these rules may be made with administrative and/or board approval upon request from the cheerleading sponsor.

#### **Point System for Discipline**

Absent for game (without notification to sponsor or with unexcused reason)	25
Absent for practice (without notification to sponsor or with unexcused reason)	10
Embarrassing the squad or school in any way	25
Improper attitude at any official gathering	10
Leaving early from a game Leaving early from practice	05
Missed event (UE)	05
Tardy to beginning or second half of game	15
Tardy to practice, scheduled meeting or leaving for away game	05
Tardy to special event (pep rally, etc.)	05
Violating Do's and Don'ts Violating personal appearance rules	05

#### **Consequences**

Each member begins with 100 points. Good standing is 100-80 points. Suspended from next game is 79-61 points. Dismissal from squad is 60 points or below. Tryouts are open to all students enrolled in Eufaula Schools, except for those cheerleaders who may have previously quit the squad without just cause or removed because of disciplinary action.

#### **Drill Team Election**

A panel of impartial judges will be selected to evaluate and assign points on the performance of all candidates. Tryouts are to be conducted in the spring prior to the year the candidates wish to participate on the team. All present team members must tryout, in addition to new candidates. Selection will be based on a point system determined by judges. The areas and points assigned to each area are as follows:

Flag Performance 25 Points — Dance Performance 15 Points — Marching Performance 10 Points

Following tryouts the judges will provide performance ratings to the band director. The band director and secondary principal will tally and average points. Candidates will be selected based on the average number of points received. The number of candidates selected will be determined by the band director with the agreement of the secondary principal.

Following selections, each candidate will be entitled to see their ratings in every area. This is to be done on individual basis and in private. No candidate is entitled to see the ratings of another candidate. All ratings are kept in the band director's office for a period of one year.

All flag and drill team members are expected to attend a summer flag camp plus all Eufaula summer band activities. Candidates and their parent or guardian must agree to this prior to tryouts.

### **National Honor Society**

1. The organization shall be known as the Eufaula Middle School Honor Society.
2. Membership in this organization is based on scholarship, leadership, citizenship, character, and service.
3. Each class is not limited to a specific number of members.
4. Membership is available to any student who attends Eufaula Middle School for at least one full semester, and has a cumulative GPA of 3.3 and is an active participant of the school and/or community.
5. The local chapter may be organized as soon as nominations are made.
6. Nominations for new members should be approved by the local school officials in the spring.
7. In order for a student to remain in this organization, he/she must maintain at least a cumulative GPA of 3.3 and participate in one volunteer work project each semester.
8. Failure to maintain at least a 3.3 cumulative GPA could result in immediate dismissal from the honor society. The national constitution and by-laws will serve as our local constitution and by-laws.

### **Oklahoma Honor Society**

1. The purpose of this society shall be to promote high standards of scholarship among the students in Oklahoma Schools.
2. The top ten percent of the student body making the highest average marks in the school maybe nominated.
3. Forms to be used in listing students that have been nominated for membership will be sent from the OK Department of Education to the local school authorities prior to February 1 of each year.
4. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year.
5. The standing of students enrolled in the first year of a particular organization level will be based on the work done during the first full semester of the current year.
6. At the time the certificates are presented, there should be appropriate ceremonial exercises. This is usually done in connection with the commencement program or special awards assembly.

### **Student Class Officers**

In the fall, a filing period for student offices for the current school year will be announced. The offices will include President, Vice- President, Secretary/Treasurer, and Reporter for grades seven through twelve. The filing period will last two days. The primary election will be held within four days after the close of the filing period. Voting will be by secret ballot. In all offices, a plurality is a winner. A run-off election will be held to determine any tie.

Approval must be obtained before campaign posters may be displayed on the walls of the middle school. Each candidate will be responsible for removing his or her signs within one (1) day of the election.

To be eligible to run for class officer, and maintain the office a student cannot have been on the failing list more than once, including probation and /or have received In School Placement, or Out of School Suspension during that school year or the previous school year, this will be at the principals discretion.

## **GENERAL RULES**

### **Activity Participation Policy**

No activity shall have rules that prohibit its participants from participating in other activities.

### **Assemblies**

Students are expected to be attentive and courteous at all times. Misbehavior during assemblies will result in disciplinary action. Students are to be seated in the following arrangement:

### **Book Bags**

Any bag larger than a standard pencil/pen bag will not be allowed in the classroom during instructional time. Students may carry bags to and from P.E./Athletics and Lunch. All bags must be of a size small enough to be kept in student lockers.

### **Class Schedule Changes**

All students must follow their pre-enrollment schedule at the beginning of the semester. Counselors will consider class changes through the first full week of school. No changes will be made after the first full week of school.

### **Closed Campus**

Sixth, seventh, and eighth grade students will not be permitted to leave campus at any time, unless they check-out through the principal.

1. Checking out will require proper notification from parents and signing out in the office. This must be done prior to leaving the building.
2. Students must come directly to school in the morning. Students will not be allowed to gather or loiter at any location off campus before school starts.
3. All bus students will be required to ride their bus to the middle school and will not leave after they arrive. In the afternoon, any student that rides a bus will be required to remain on campus until they board their bus.
4. Students will not be released at noon except by a personal visit from a parent or guardian. Proper check-out procedure must be followed.
5. Students will be returned to campus by their parents
6. Students will not go with other people at noon unless special situations occur and then only when the principal has given prior approval
7. The intent of closed campus is that students remain on campus and avoid being delivered to eating places and then return to school on their own

### **Computer Technology and Information Access**

Students will be allowed to use school technology for its intended purpose within the parameters designed. Information access will be limited to appropriate educational usage and may be restricted according to district guidelines. Each user and parent will be required to sign a contract specifying in more detail rules and guidelines for computer and internet usage. Attempting to access other student files or restricted levels of the network will result in disciplinary action.

Using computers, computer technology, or information access for any purpose other than what the school deems correct and appropriate will meet with disciplinary action which may include any of the thirteen suggested alternatives. The availability, breakdown, unfamiliarity, or any other circumstance of school equipment will not be an excuse for late material.

All Middle School students will be required to complete one semester of keyboarding before entering 9<sup>th</sup> grade.

### **Commons Area**

The commons area is designed as a meeting place for students. It is the students' responsibility to maintain and keep this area clean. Failure to do so will result in the restriction of use of this area. The commons area is open before school to 7<sup>th</sup> and 8<sup>th</sup> grade students and to all grades during lunch and after school.

### **Direct and Truthful Answers**

All students shall follow the directions of administrator's faculty and staff. Students are required to give any known information or evidence when questioned about incidents they have knowledge of or were witness to.

### **Disruptive/Inappropriate Behavior**

A disruptive or inappropriate act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities that interfere with the educational program of the school. The following activities are examples of behavior that will constitute disruptive and inappropriate acts:

1. Harassment or bullying students or school personnel
2. Demonstrations, Sit-Ins, Walk-Outs, Blockages
3. Possession and/or use of drugs and/or alcohol
4. Group Violence
5. Disrespect or disobedience to school personnel
6. Harassment and/or bullying or intimidation, verbal or physical, of students or school personnel
7. The use of obscene, lewd, or profane language (visual and/or auditory)
8. Fighting
9. Disruptive publications
10. Theft or inappropriate use of personal or school property
11. Violations of school rules and regulations
12. Laser lights are strictly prohibited on school property or at school activities.

Administration response to student misconduct is a matter directly influencing the morale of the entire student body. All disciplinary actions should be based on an assessment of the circumstances surrounding each infraction (student's attitude, seriousness of the offense, potential effect, etc.) This being the case, the principal shall have the latitude to vary from the schedule in administering punishment.

## **Dress Code**

To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities. The following are not permitted as appropriate attire:

1. No sunglasses in the building, unless prescription.
2. Caps, hats, or other head coverings may not be worn in school buildings during school hours from 8:00 a.m. to 3:00 p.m.
3. Shoes must be worn at all times. House shoes are not permitted.
4. Clothing designed to be worn as undergarments, such as undershirts, may not be worn as outer garments.
5. Clothing with graphics or expressions not in good taste, which are sexually suggestive, promote immoral activity, or are disruptive to the effective normal educational setting.
6. Clothing which advertises alcoholic beverages, and/or delineates the name or place of use of such.
7. Clothing, jewelry, or accessories that pertain to the use or approval of illegal drugs or tobacco.
8. Bare midriff, strapless, or see-thru garments.
9. Tank tops, muscle shirts, or biker shorts as the primary garment.
10. No modified shirts.
11. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process.
12. Skirts, dresses, shorts, etc., must be of a modest length. Appropriate length will be the bottom of the garment being closer to the knee than to the top of the inseam.
13. All clothing will be worn in an appropriate manner at a level that does not expose undergarments.
14. The practice of "sagging" will not be allowed.
15. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

The principal will have the responsibility of determining what is or is not appropriate dress for the school setting. The principal's decision will be final. Teachers who find a student's mode of dress offensive will send them to the principal's office. Students determined to be in violation of the dress code will not be allowed to attend class and their absence will be unexcused. For school dances, football and basketball homecoming, honor society induction, and graduation, the dress code will apply with the following exceptions: bare midriffs, spaghetti straps and strapless dresses will be allowed. At no time will see thru garments be allowed or the length of skirts, dresses and shorts modified.

## **Drugs**

The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer, and/or controlled substances is a violation of law. Use or possession of tobacco products is also prohibited. Students who violate this law may expect full disciplinary action and punishment by law.

## **Enrollment - Suspended Students**

No student will be enrolled at Eufaula Middle School until the term of a suspension from another school has expired.

## **Entering the Building**

Students will not be allowed to loiter in the hallways before school or during lunch. Students may enter at the school from two locations. Students that are bus riders will enter the southwest doors from the bus loop. All other students must be dropped off in front of the M.S. and enter through the main entrance.

Students will NOT BE ALLOWED TO ENTER THOROUGH THE ELEMENTARY DOORS. Upon entering the building students will report to the cafeteria, commons area or designated classroom. During the morning 6<sup>th</sup> grade students are not allowed in the commons area, they must report to the cafeteria or a classroom. 7<sup>th</sup> and 8<sup>th</sup> grade students will report to either the cafeteria or commons area.

## **Firearms**

It shall be unlawful for any person, except a peace officer, to have in his or her possession on any public school property, or while in any school bus or school vehicle any firearm or weapon in Section 1273 AS. Any person violating the provisions of this section shall, upon conviction, be guilty of a felony punishable by a fine not to exceed \$5,000 and imprisonment for not more than one year. Any custodial parent or guardian of a child under eighteen years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding \$200, or ordered to do community service not exceeding 40 hours or both such fine and community service (OS 21-1280). Threats or conspiring to bring a weapon to school will be treated as a serious offense and appropriate disciplinary action will be taken. Due to the seriousness of guns in school and the threat of violence, fake or toy guns will not be tolerated. Because of the possibility of retaliation and further problems, fake/toy guns will be treated as a serious offense and the disciplinary action will coincide.

## **Food and Drinks**

**All food and drink must be consumed in the cafeteria or commons area.**

## **Gang Activity**

No gangs, gang-related clothing, gang-related dress, or gang signs and signals will be permitted at Eufaula Schools or activities.

## **Hall Conduct**

It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. Noise and confusion in the hallways will not be tolerated. Shouting, whistling, running, scuffling, etc., will result in disciplinary action.

## **Hazing/Bullying - Prohibition of Harassment, Intimidation, and Bullying**

The Eufaula Public School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, teasing, taunting or other written, oral, electronic devices or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure followed for Sexual Harassment.

## **Prohibition of Harassment, Intimidation, and Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff members are required to inform the building principal or designated staff person when they receive complaints or witness harassment, intimidation, or bullying.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) may not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant (s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The superintendent or building principal may conclude that the district need to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

1. All formal complaints shall be in writing. Informal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that might constitute harassment, intimidation or bullying. The Superintendent or principal may draft a written complaint based on the verbal report of the complainant, for the complainant to review and sign.
2. Regardless of the complainant's interest in filing a formal complaint, the principal may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
3. The principal shall investigate all informal, formal and written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
4. When the investigation is completed the principal shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
5. The superintendent or designee, who is not the building principal, shall respond in writing to the complainant and the accused within thirty days, stating:
  - a. that the district intends to take corrective action; or
  - b. that the investigation is incomplete to date and will be continuing; or
  - c. that the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
6. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

#### **Punishment**

Dependent upon the severity of the infraction determined by the building principal, students could be punished up to the maximum allowed by law (two semester suspension) or at the principal's discretion.

#### **Internet and/or Network Usage**

All students will sign an Internal Agreement Form in their English classes prior to accessing the internet. This agreement states the regulations and possible penalties for improper use of the system and the circumstances when the system may not operate properly.

#### **Library Media Center**

The media center operates on a flexible schedule, allowing students time to visit the media center.

1. Classes are scheduled as a group throughout the year for information skills and research project assignments; however, students may visit the media center to return books during these scheduled classes.
2. The media center is open before and after school to allow the opportunity for teachers and students to access information and return materials in a timely manner.
3. Books are checked out for two weeks, and they may be renewed one time.
4. All borrowed materials must be checked in at the circulation desk. Books returned and placed on the shelves or tables will not be checked in properly, and could result in a lost materials fine.
5. Reserve books, newspapers, magazines, and vertical file materials are to be used in the media center, unless given special permission by media center personnel.
6. The media center is automated, providing an on-line card catalog for patrons to search for books and other materials by subject, author, title, and keyword.
7. The media center provides access to the internet and online magazine databases in meeting the student's research project and information access needs.
8. Library holdings are selected by the library media specialist using a board approved "Selection Policy." This policy provides tools and guidelines for the media specialist to use in selecting books, magazines, and software. The policy is available at each site and at the Board of Education office.

#### **Lockers**

A locker is assigned to each student at the beginning of the year. All lockers have a built in lock, students will be assigned a combination to their lock. Students should not share or disclose their locker combination to any other student. Lockers are subject to inspection by authorized school personnel. The school is not responsible for stolen items. Students are to keep their lockers neat at all times. Locker doors are not to be slammed and must be kept closed. Students are not allowed to put stickers or posters of any kind on their lockers. All lockers must be kept shut at all times. Each student must keep all textbooks inside their locker at all times, unless they have the book

with them.

### **Medication**

All students shall notify the principal if they are taking prescriptive or non-prescriptive medication. Upon written notification from the parent or guardian, the principal and/or the principal's designee may administer prescriptive or non-prescriptive medications. Upon the administration of medicine, the following shall be recorded:

- Name of student taking the medication
- Date the medication was taken
- Name of school employee administering medication
- Type or name of the medication administered
- Students requiring an inhaler must provide principal's office with a copy of the doctor's prescription. Students who meet this requirement may keep the inhaler in their possession and self-administer when needed. It is also recommended that the school be provided an extra inhaler for emergency situations.

These records are kept as part of a student's permanent record. Students should not be in possession of medication or give medication to fellow students. The only time medication should be taken is in accordance with the above-mentioned procedures. (Board policy JGC and OS 70 Sec. 1-116.2 and Sec. 170.1)

### **Personal Property**

Even though the school provides lockers, storage areas, and stores equipment or other personal belongings, the responsibility for these items remains with the owner. The school cannot be responsible for any personal items at school.

### **Petitions**

Circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner, and place. Restrictions are as follow:

1. No distribution or circulation shall be made to students while students are attending class, lab, assembly, or other curricular-related function
2. No student shall distribute or circulate material while the student is attending a class, lab, assembly, or other curricular-related function
3. No attempt shall be made to have a student sign a petition or receive a publication against the will of that student
4. Distribution or circulation of material that substantially interferes with school operations shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations
5. The building principals are held responsible for all activities that take place in their respective buildings. It is, therefore, required that a copy of all publications and/or petitions be presented to the principal prior to circulation. If the principal determines the material is likely to cause a disruption, the principal may deny the distribution or circulation of petition.

### **Policy on Promotion/Retention and Pass/Failure of a Course**

The Eufaula Public School Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to promote or retain students in the school district, and to establish a uniform procedure to be followed in cases where retention is appropriate. This policy also establishes an appeal procedure by which parents may challenge the decision to retain a student at his/her present grade level or to fail a student in a particular course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent record that he or she has successfully completed his or her current grade level. As used in this policy, "retain" or "retention" means to withhold a student from advancing into the next higher grade level following the end of the school year and to indicate on the student's permanent record that he or she has not successfully completed the requirements of his or her current grade level. Each school site will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate. Supportive evidence must be presented to the student and parent or guardian regarding retention. This evidence must be based on:

1. Testing that actually covers the subject matter presented to the student
2. Assignments directly related to the subject matter being taught
3. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as stated above in items 1 and 2
4. The student and the parent or guardian must be made aware of the possibility of the student's impending retention or failing grade in a course.
5. Any student in danger of being retained or failing a course shall be notified prior to the end of the school

year that his or her performance is insufficient, and the student's parents or guardian will be mailed a written notice. School staff will make every effort to help the student improve his or her academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the superintendent, and the relevant principal. Any parent may request reconsideration of a retention decision or a decision not to pass a student in a course by taking these steps:

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

**Second Level of Appeal:**

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification, the principal's decision will be final and non-appealable.

**Final Level of Appeal:** The parent or guardian may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent or guardian will be notified in writing of the date, time, and place of the School Board meeting at which time the decision will be reviewed. If a parent or guardian disagrees with the Board's decision, he or she may prepare a written statement stating the reasons for disagreement. That statement will be placed in and become a part of the student's permanent cumulative record.

**Reporting Substance Abuse**

The Board recognizes the complexity of problems that may be associated with student substance abuse. The concern is for the well-being and best interest of the students. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of low-point beer, alcoholic beverages, or controlled dangerous substances.

Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances. The principal will immediately notify the superintendent or his/her designee of the report. The principal will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

A copy of this policy will be delivered to each teacher and administrator of the district and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the Board of Education. (Adopted this fifth day of February, 1996)

**School Trips**

This school will sponsor no overnight class trips. (Board of Education ruling, June 6, 1960)

**Separate Campuses**

Middle school students are not to enter or be on the Elementary campus before and after school; unless prior approval of the administration

**Sexual Harassment, Battery**

Sexual Harassment, for the purpose of this policy, includes: 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. This also includes talking about sexual matters, hugging, touching inappropriately, or writing graffiti of a slanderous or sexual nature. Making an oral, written, lewd, or indecent proposal; asking, enticing, or persuading a person to meet at a secluded, remote, or secret place with unlawful and willful intent to commit a crime. Also, any action not yet mentioned that is deemed inappropriate by definition or intent of law.

Any incident of alleged sexual harassment or sexual battery includes: intentional touching, mauling, grabbing, or feeling of the body or private parts of any person in a lewd and lascivious manner without the consent of that person; any action not yet mentioned that is deemed inappropriate by definition or intent of law. Students should report any incident involving the above-mentioned actions to an administrator, counselor, or teacher. If a student is not comfortable in reporting sexual harassment, they should have a parent or friend report the problem. Any person found guilty of sexual harassment or sexual battery will face disciplinary action up to and including the maximum allowed by law (two-semester suspension), and a formal report made to the appropriate law enforcement officials. Sexual harassment or sexual battery can be a felony punishable by imprisonment from one year to life without parole.



**Solicitation**

Students will not be permitted to promote or participate in raising funds for any organization or purpose not associated with the school and sanctioned by the principal.

**Student Insurance**

Student insurance is made available to students as a convenience for the student. The school does not profit from the sale of student school insurance. The school neither encourages nor discourages students in taking school insurance, with the exception of those students enrolled in football.

**Student Search Policy**

Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, searches that are based on reasonable suspicion may be conducted. Searches may extend from the person to his/her personal items, including automobiles, handbags, purses, or other belongings.

Searches of students and the personal property of students will be made when there is reasonable suspicion the search will produce items that a student is not to have at school, according to school policy or discipline code. This may include weapons, alcoholic beverages, controlled dangerous substances, tobacco products, and stolen or missing property reasonably suspected to have been taken from another student, a school employee, or the school during school activities. Searches of a student's person are to be done by a member of the teaching or administrative staff who is of the same sex as the student. All student searches must be authorized by an administrator and should be done in the administrator's presence and in privacy.

1. No strip searches of students are to be conducted by school personnel.
2. If students refuse to submit themselves or their personal belongings, or their automobiles to a search, the police will be called.
3. School personnel will detain, and if necessary, restrain the student and secure personal effects until the police arrive. If items that were stolen, considered illegal, illicit, disruptive, or a general nuisance are found, parents will be immediately notified and appropriate disciplinary action will be taken.
4. Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.
5. Any student who refuses to be searched or refuses to allow his/her property searched will be detained and his/her parents will be contacted. Further refusal to permit search by student and/or parent could result in suspensions. If sufficient cause exists to warrant a search, the police and court system will be utilized.

**Substitute Teachers**

Substitute teachers provide a service to the school district and administration in the absence of a regular classroom teacher. Students are expected to follow the directions left by the regular teacher and then work on additional assignments when finished. Students who disrupt class, show disrespect, or create other problems when substitutes are in charge should expect disciplinary action.

**Tape Players/Recorders/Radios/MP3**

Students will be allowed to bring tape players, recorders, radios, CD players, MP3 Players or any electronic entertainment devices including hand held games while being transported to and from school and on activity trips. The school discourages bringing such devices and will not be responsible for lost, damaged or stolen items. All electronic devices named above must be kept in a bag or locker while student is on school campus.

**Violation of this policy will result in disciplinary action.**

**Teacher Authority**

Students must remember that all school personnel of this school system have authority over them. This not only applies during the school day, but also at any school-sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the mornings until they return to that residence, or a length of time equivalent to that return.

**Telephones**

Students will not be permitted to leave class to make telephone calls, nor will the students be called from class to take incoming calls unless a call is an emergency

1. Students will be given messages of an Emergency Nature Only
2. Students are advised to take care of all personal business before coming to school and are not to ask for permission to use school phones unless it is an emergency
3. Students needing to make emergency phone calls must do so from the principal's office only and only after receiving permission.

**Textbooks**

All textbooks will be furnished by the school system, and each student is responsible for the care of his/her textbook. In the event a textbook is lost or defaced, the student to whom the book was checked out is responsible for the replacement cost of the textbook. No transcripts or grades will be released until all textbooks have been

turned in or replacement cost has been made to the school.

### **Tobacco Use**

Students are not permitted to use or be in possession of any tobacco product in any classroom, on the school campus, or while participating in school sponsored activities. This includes travel to and from and while in attendance at school activities. This regulation is state law. (Sec 600.3 of Title 37) It is unlawful for any person to sell or furnish in any manner any tobacco product to another person who is under eighteen years of age, or to purchase in any manner a tobacco product on behalf of any such person. Provided, however, that it shall not be unlawful for an employee under eighteen years of age to handle such products when required in the performance of the employee's duties. (Sec 600.4 Title 37)

It is unlawful for a person who is under eighteen years of age to purchase or accept receipt of a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually his or her own, for the purpose of purchasing or receiving any tobacco product. Provided, however, that it shall not be unlawful for such a person to handle such tobacco products when required in the performance of such person's duties.

When a person violates Subsection A of this section, the Alcoholic Beverage Laws Enforcement Commission (ABLE) shall assess such a person an administrative fine of twenty-five dollars for a first offense within a one-year period, and a fine of fifty dollars for a second or subsequent offense within a one-year period. Upon failure of the individual to pay such administrative fine within ninety days of the day of such a fine, the ABLE Commission shall notify the Department of Public Safety and the Department shall not thereafter issue or renew a driver's license to said individual until proof of payment has been furnished to the Department of Public Safety.

### **Visitors on Campus**

All visitors to the school campus must check in at the principal's office. If visitors do not have legitimate business at school, they have no business at school. There are to be no student visitors in the school.

### **Tobacco Free School**

Effective 09/01/07, smoking, chewing, dipping, or any other use of tobacco or nicotine by staff, students and members of the public in or upon any school property is prohibited 24 hours a day, seven days a week.

School property is defined as all property owned, leased, rented or otherwise used by any school in this district.

Tobacco or nicotine is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking, and electric cigarettes or any other simulated tobacco or nicotine devices.

Use is defined as lighting, chewing, inhaling, or smoking any tobacco or nicotine as defined within this policy.

### **Wireless Telecommunications Devices**

Telephone/Cell phones: Cell phones are prohibited from the school campus during the normal school day. A student may turn in the cell phone for safe keeping to the school office. If a student is found in possession of a cell phone during the school day the following will occur.

1st Offense - Confiscation and mandatory pickup of device by parent or designee other than the child

2nd Offense - Confiscation and five days in School Placement.

3<sup>rd</sup> Offense - Confiscation and ten days In School Placement.

4<sup>th</sup> Offense - Mandatory meeting with parent for further disciplinary action.

### **Electronic Paging Devices:**

Electronic paging devices will not be permitted on the school campus at any time.

## **SAFETY & TRANSPORTATION**

### **Activity Trip Transportation**

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must present a written request to the principal, including a telephone number for verification purposes, by 2:00 PM on the travel date. Parents may sign their own children out at any event. If a parent chooses either of these options, the school is not responsible for the student's return trip. The person a student rides home with is the responsibility of the parent.

### **Bus Transportation**

All buses used in the Eufaula School System meet the requirements of the State Department of Education and operate within its regulations. In order to prevent serious accidents, students are expected to conduct themselves on school buses in the same manner as a classroom. Students who ride the bus to and from home and while on school trips should be careful about loading and unloading. Always wait for the bus to come to a complete stop before beginning to load or unload. Students must not depart from the school bus until it reaches his/her school or his/her destination. Students are under the supervision of the bus driver. The driver is a school official and has the same authority as teachers.

### **Bus Video Policy**

Bus transportation by the district is a privilege, not a right, and it will be extended only to students who display good conduct while preparing to ride, riding or leaving the bus. An additional condition for riding district buses is parental consent to the release of videotapes that would otherwise be prohibited for reasons of privacy. Before a student is allowed to ride a district bus, the district must have obtained a parent's written consent for the release of any such videotapes

### **Fire Drills**

The following procedures are to be followed in case of fire or fire drill. First, wait for teacher instructions and then walk in an orderly fashion to assigned exit. Exits will be posted in each individual classroom. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear is given. The signal for fire or a fire drill will be Intermittent Ringing (several short blasts) of the bell for at least 30 seconds. All clear will be two short blasts of the bell.

### **Tornado Drill Procedure**

Students are to move to the nearest restroom, kneel down, cover face with hands and arms, and remain quiet until the all-clear bell is given.

### **CAFETERIA**

#### **Payment**

1. Lunch charges may not exceed \$ 50.00
2. All students reaching this amount will be Cash Customers Only until debt has been paid or until an application for free and reduced meals has been completed and approved. Lunches will not resume until debt has been paid.
3. Cafeteria bills will be sent home the last day of every month and payment is due by the fifth of the following month.
4. A notice will be mailed to parent or guardian when a \$ 40.00 credit has been reached. Parents choosing to pre-pay may pay for their child's lunches weekly, bi-weekly, or monthly.

#### **Breakfast Program**

1. The breakfast program serving times begin at 7:55AM through 8:25 AM
2. Eating breakfast is not an excuse for being tardy to their first hour class
3. Designated seating could be made for middle school students
4. All rules and regulations of the cafeteria apply to the breakfast program
5. Middle school students are to immediately return to designated area when finished eating

#### **Cafeteria Rules .**

1. Students go directly to the cafeteria at the lunch bell
2. Do not cut ahead in the lunch line
3. Observe good dining room standards at the table
4. Leave the table and surrounding area clean
5. Put trash in proper containers
6. Finish eating before leaving the cafeteria — Do not take food or drinks; Extra milk may be purchased.

### **OSSAA - OKLAHOMA STATE SCHOOLS ATHLETIC ASSOCIATION**

#### **Attendance**

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester.

In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible.

After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

#### **OSSAA—Rules for Athletic and non-Athletic**

##### **Activities**

##### **Age, Physical Exam, and Parent's Consent Certificate**

Any student who reaches their nineteenth birthday before September 1st will not be eligible to participate in competitive athletics. No student shall be eligible to represent his/her school until there is a physical examination and parental consent certificate on file in the principal's office. The physical examination certificate shall be completed on a form prescribed by the Athletic Association and the examining physician shall certify as to his or her findings that the pupil is physically fit at that time to participate in various athletic sports for the current school year. One or both parents or legal guardian thereafter shall sign, certifying the student has their consent to participate in athletics.

## **Semester Grades**

A student must have received a passing grade in any five subjects counted for graduation that he or she was enrolled in during the last semester he or she attended fifteen or more days of school. This requirement would be five school credits for the 7th and 8th grade students. If a student does not meet the minimum scholastic standard, the student will not be eligible to participate during the first six weeks of the next semester they attend. Any student who does not meet the above mentioned scholastic standard may regain eligibility by achieving passing grades in all subjects enrolled in at the end of a six week period.

## **Special Provisions**

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain eligibility for achieving the scholastic standard at the end of the three week period. 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 include illness, injury, death in the family, or natural disaster. Board policy allows a maximum of two weeks to apply to this exception. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of the spring semester. Schools may choose to run eligibility checks on any day of the week.

The period of ineligibility will always begin the Monday following the day eligibility is checked.

Special education students who are enrolled in special education classes and have an Individual Education Plan and have been certified by the principal as doing a quality of work, may, with the approval of the Board of Directors, be accepted as eligible under this rule.

## **Student Eligibility During a Semester**

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
2. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period.
3. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period.
4. The ineligibility periods will begin on Monday and end on Sunday.
5. A student who lost eligibility under the provision must be passing all subjects to regain eligibility.
6. A student regains eligibility under Rule 3 with the first class of the new one-week period.
7. Passing Grade means work of such character that credit would be entered on the permanent record were the semester to close that day.
8. Eligibility requirements pertain to all Eufaula School activities, regardless of whether or not they are competitive or local performances.

## **Student Conduct**

1. A student whose conduct or character at school is under discipline, or whose conduct or character outside of school is reflects discredit upon the school shall be ineligible until reinstated by the principal.
2. A student who is disqualified during a game or contest because of flagrant or un-sportsmanlike conduct shall be ineligible until reinstated by the principal. See Board Policy on OSSAA sponsored playoff games
3. A student who is disqualified during a game or contest because of flagrant or un-sportsmanlike conduct shall be ineligible until reinstated by the principal. See Board policy on OSSAA sponsored playoff games. A student ineligible under these rules are not eligible until reinstated by the principal.
4. If a student is ineligible under these rules transfers the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.
5. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the Board of Directors.
6. It is recommended that a disqualified student forfeit the right to participate in at least one (1) contest before the student is reinstated by the principal.
7. Any student who is disqualified for cursing, fighting, or striking a person with a fist or object shall not be allowed to participate in the next two (2) games.
8. No person shall enter a contest under an assumed name.

## **DISCIPLINE**

### **Alternative Punishment**

In administering discipline, consideration will be given to alternative methods of punishment. In all disciplinary

action, the administration should be mindful that they are dealing with individual personalities. When feasible, the administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

### **Behavior or Conduct That May Result in Student Suspension**

Students who are guilty of any of the following acts may be suspended out-of-school or be placed in the Alternative Education program by the administration of the school or the district for:

1. Violation of school regulation
2. Immorality
3. Adjudication as a delinquent for an offense that is not a violent offense.

For the purpose of this Section violent offense shall include those offenses listed as the exceptions to the term nonviolent offenses as specified in Section 571 of Title 57 of Oklahoma Statutes. Violent offense shall include the offense of assault.

4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous
6. Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the district's policy related to firearms
7. In the event of a suspension for any of the reasons listed on the previous pages, an education plan shall be applicable for acts which fall within parts above. However, no education plan shall be necessary for acts which fall within PART "E" above
8. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requires an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

### **Disciplinary Action for Distribution**

Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (two semesters). Reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try to distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

### **Disciplinary Action for Possession of Drugs or Alcohol (as defined by Oklahoma statutes)**

If any middle school student is in possession of or under the influence of drugs or alcohol at school or during a school function, punishment will be to the fullest extent allowed by law which is up to two semesters. Student will be referred to JSU, police and any other appropriate agency.

### **Disciplinary Action with Intent to Distribute**

Intent to distribute will be determined by the quantity of contraband in a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school.

The term contraband as used in this policy includes any dangerous or controlled substances as defined by Oklahoma statutes or alcoholic beverages of 2.0 alcoholic content or more.

The first offense for intent to distribute will be punishable by suspension from school for ninety (90) days or for the remainder of the current semester, whatever is greater, and the loss of all school credits being earned during the current semester and during the ensuing semester if the suspension carries over to the ensuing semester. The appellate procedures for this suspension will be the same as any other type of student suspension.

### **Disciplinary Code**

The disciplinary policy is designed to correct the misconduct of individual students and to promote adherence by each student to the policies and regulations of the school district.

Eufaula Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that interfere with the tranquility of the school environment or the safety of its students. Furthermore, Eufaula Public Schools will not tolerate acts of vandalism to school property.

Students, while enrolled in the Eufaula School system, shall be under the jurisdiction and shall be accountable to

school personnel. This jurisdiction shall include attendance going to and from school activities and attending such activities. Saturday school may be assigned to students as a consequence for violations of the student handbook policies and procedures.

### **Disciplinary Reports**

In the event that students get into trouble at school-sponsored activities, a disciplinary report will be filled out on the student or students. These reports will be kept on file in the principal's office.

### **District's Obligation**

Before the district, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to the following: placement in an alternative school setting, reassignment to another classroom, in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out of school suspension.

Students identified as disabled under the Individuals With Disabilities Educational Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

### **Education Plan for Suspended Students**

Students who receive out-of-school suspension will receive an education plan for core subjects in which the student is currently enrolled. The work will be consistent with P.A.S.S. objectives for successful completion of competency in the core areas. Assigned work must be completed and turned in upon return to school.

### **Gun - Free Student Suspension Policy**

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

The term weapon means a firearm as such term is defined in Section 921 of Title 18 of the United States Code. The term chief administrative officer means the Superintendent of Schools or the Board of Education of the school district.

The term determined to have brought a weapon to school under the jurisdiction of the school district means any student being in possession or control of a weapon on property owned, leased, or rented by the school district, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school district sponsored function regardless whether such function is conducted on school property.

Enforcement of this policy shall be consistent with state and federal laws dealing with Discipline of students with disabilities.

It is the policy of this school district to refer to the appropriate criminal justice or juvenile delinquency system any student who has violated this policy.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the school district's policy for out-of-school suspension of students. To the extent that this policy is inconsistent with any other policy of this school district, then this policy shall control.

### **Immediate Out-Of-School Suspension Without a pre Out-Of-School Suspension Conference**

A student may be suspended out-of-school without the above pre out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, school property, or a continued substantial disruption of the educational process. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

### **In-School Placement**

Level I Alternative Education placement will be used as an alternative method of discipline for certain offenses at the discretion of the principal. When a student is placed in in-school placement, the student will:

1. Report to the Alternative Education room
2. Take their breaks at different times from those regularly scheduled and only when permission has been obtained from the principal or designee
3. Eat lunch at a time different from the rest of the student body set by the principal or his/her

- designee
4. Study or work on assignments sent to the student by his/her regular teachers. This work will count for credit
  5. Remain in the suspension room until released by the principal or his/her designee after the dismissal bell in the afternoon
  6. Not be allowed to attend or participate in extra-curricular activities as outlined by the rules of the activities association
  7. Defacing or damaging school property while in ISP may result in additional days of Level I or permanent placement, restitution and/or police intervention
  8. Any misbehavior, talking, or failure to do assigned work will result in strict disciplinary action, as this is an extra effort on the part of the school to have this type of alternative discipline.
  9. Failure to complete in-school placement or follow regulations of such will result in out-of-school suspension.
  10. In-school placement will be figured as out-of-school suspension when determining the progressive nature of a student's discipline record.

Students in ISP will receive credit for any work in the regular classroom completed, but students in OSS will not receive credit for any work during the duration of the suspension. Suspended students may not be on school property or attend school activities until readmitted to class.

**NOTE:** All suspensions, Level I, alternative in-school placements shall include forfeiture of the student's right and privileges as a student, including attendance and/or participation at any school-sponsored activity. The only appeal for disciplinary actions are those listed for short-term and long-term suspensions.

#### **After School Placement**

ASP is a tool to be used as a means to provide disciplinary action for minor offenses while at the same time keeping the student in the regular classroom. ASP will begin at a time designated by the principal. Parents/Caretakers will be responsible for picking their child up as soon as ASP is over each day.

#### **Indecent Actions**

Any acts, expressions, comments, or other actions, either written or expressed, that are considered indecent, threatening, and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

#### **Knives or Unlawful Weapons**

No knives of any kind or unlawful weapons as defined by Title 47 section 1272 of Oklahoma State Statutes are allowed.

#### **Long-Term Disciplinary Removal**

The school district may implement the disciplinary removal of a child with a disability to an interim alternative setting for a period of forty-five (45) calendar days or less if the child.

1. carries a weapon to school or to a school function under the school's jurisdiction; or
2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the school district's jurisdiction

The child's individualized education plan or accommodation plan team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the school district places the child will:

1. Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current I.E.P. or A.P. that will enable the child to meet his or her I.E.P. or A.P. goals; and
2. Includes services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur. The school district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and school district policy as soon as possible after the decision to take disciplinary action is made.

#### **Long-Term Out-of-School Suspensions in Excess of Ten Days**

##### **Right of Appeal**

A parent or the student may appeal the out-of-school suspension decision of the principal to a committee of school persons and the Board of Education. At the student and/or parent or guardian's option, the appeal may be made directly to the Board of Education.

##### **Method of Appeal to a Committee:**

An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the

superintendent determines that the period of out-of-school suspension is greater than ten school days, the procedures applicable to long-term out-of-school suspensions must be followed.

Out-of-school suspensions shall include an individualized plan for out-of-school suspensions that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art requirements by the Oklahoma State Department of Education for high school graduation in grades 9-12.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

### **Hearing the Appeal**

The Superintendent of Schools shall appoint a review committee consisting of not less than three (3) school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday.

Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/ her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision.

The failure to give such notice shall preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and

present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools

When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education.

In no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

### **Method of Appeal to the Board of Education**

An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education. If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education requires the student and parent or guardian to file the written request for appeal within two days of the principal's decision.

### **Hearing the Appeal**

The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent or guardian and student will have the right to an 'open' or 'closed' hearing, at their option. Reasonable effort will be made to accommodate the work schedule of parents.

### **Out-Of-School Suspension**

An Out-of-School suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten school days. A short-term out-of-school suspension shall be a period often or fewer school days.

In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school district's Gun Free



School policy. Out-of-school suspensions should have a definite commencement and ending date.

Out-of-school suspensions shall include an Individualized Plan of Education for out-of-school suspensions, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student was enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the Oklahoma State Department of Education for high school graduation in grades nine through twelve.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into the school.

#### **Pre-Out-Of-School Suspension Conferences**

When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense as set out in Oklahoma Statute Title 57 and 571, the principal shall conduct an informal conference with the student.

At the conference with the student, the principal shall discuss the conduct of the student that was a violation of the policy, rule, or regulation. The student shall be given a full opportunity to explain and discuss his or her conduct. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

The principal shall attempt to notify the parent by phone and will notify in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent unless their presence disrupts the safe environment of the school.

#### **Out-Of-School Suspension or Disciplinary Removal of Children with Disabilities**

This policy applies to the out-of-school suspension or other disciplinary removal from the classroom of a child with a disability.

"Disciplinary removal" refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the school district for a prescribed course of education. For purposes of this policy, the following definitions apply:

"Controlled substance" means a drug or other substance identified under schedules I, II, III, IV, or V in Section 020. Substances Act 21 U.S. C. 812 ©.

"Illegal drug" means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health professional, or that is legally possessed or used under any other authority under the Controlled Substances Act or any other provision of federal law.

"Substantial evidence" means beyond a preponderance of the evidence.

"Weapon" means a dangerous weapon as defined by 18 U.S.C. 903 (g) (2), specifically, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

#### **Procedure for Student Out-Of-School Suspension Review Hearing Before the Board of Education**

The Board President should: Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating his/ her name. Ask whether the parents/student wish the hearing to be open to the public or executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/student request a closed hearing, a motion to go into executive session per their request should be made a vote taken.

The Board President should advise the parents/student: That they are entitled to legal counsel, if they desire it. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine. That the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence that they may wish, subject to cross-examination by legal counsel for the administration. That the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session. That the parents/student may ask any questions about the procedure.

1. Following the presentation of above, all administration witnesses and documents should be presented subject to cross-examination.
2. Parent/student may call any witnesses and present any documents subject to cross-examination.
3. After each witness is presented, school board members may ask the witness any questions.

4. Parents'/student's closing statement.
5. Administration's closing statement.
6. Deliberation in private
7. Return in open session and vote\
8. After adopting a motion making certain findings of the fact, the Board must make a motion to affirm or revoke the out-of-school suspension.

### **Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal**

No more than ten days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the school district will convene a meeting of the students I.E.P., or A.P. team.

The team will:

1. Conduct a functional behavioral assessment of the child and decide if a behavioral intervention plan is necessary, or
2. If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior, and
3. Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

### **Making a manifestation determination**

If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is a manifestation of the child's disability, then the school district cannot suspend the child out-of-school long-term or implement along-term disciplinary removal as discipline for the behavior. If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is not a manifestation of the child's disability, then the school district may suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior.

The I.E.P. or A.P. team may determine that the child's behavior was not a manifestation of his/her disability only if the team:

1. First considers as to the behavior subject to disciplinary action, all relevant information, including.
  - a. Evaluation and diagnostic results including results or other relevant information supplied by the child's parents
  - b. Observations of the child, and (3) The child's I.E.P. or A.P. placement

And then determines that:

- c. As to the behavior subject to disciplinary action, the child's I.E.P. or A.P. placement was appropriate
  - d. The special education services, supplementary aids and services, and behavior intervention strategies were provided in compliance with the child's I.E.P. or A.P.
  - e. The child's disability did not impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action; And,
2. The child's disability did not impair his/her ability to control the behavior subject to disciplinary action.

If the I.E.P. or A.P. team determines that the child cannot be suspended out-of-school or a disciplinary removal implemented as discipline for the behavior it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons.

School district personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

### **Continuing Educational Services**

The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability.

The school district will provide appropriate educational and/or related Services during long-term out-of-school suspensions to a child with a disability, under the term of out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability.

The school district will provide appropriate educational and/or related services during long-term out-of- school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his/her disability.

The child's I.E.P. or A.P. team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the school district's policy and procedures for out-of- school suspension of children with disabilities.

## **Stay Put**

If a child's parent disagrees with the I.E.P. or A.P. placement team's determination that the child's behavior was not a manifestation of his/her disability or with any decision regarding placement, the parent may request a due process hearing. The school district will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the school district has demonstrated that the child's behavior was not a manifestation of his/her disability in compliance with the standards set out in Section 6 of this policy.

When a parent requests a due process hearing regarding:

- (A) the school district's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense
- (B) an interim alternative education setting imposed by a hearing officer; or
- (C) the teams' manifestation determination.

The child will remain in the interim alternative setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the school district agree otherwise.

If a child is placed by the school district in an interim alternative educational setting for a drug or weapon offense or imposed by a hearing officer and school district personnel, propose to change the child's placement after expiration of the placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement, unless the following exemption applies.

If school district personnel maintain that it is dangerous for the child to be in current placement during the pendency of the due process proceedings, the school district may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative setting or in another appropriate placement the hearing officer will use the standard identified in section 9 of this policy.

## **Emergency Disciplinary Removal**

The school district may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the school district has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in an injury to the child or others, and will also;

- (A) consider the appropriateness of the child's current placement
- (B) consider whether the school district has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and service
- (C) determine that the interim alternative educational setting meets the standards identified in Section 4 of this policy.

## **Racial/Ethnic Incidents**

Using inappropriate racial or ethnic terms, signs, or signals, determined by the school, will be considered as such and will be dealt with in a disciplinary action.

## **Records and Reports**

The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the plan.

## **Short-Term Out-of-School Suspensions**

The Board of Education recognizes that student out-of-school suspensions of ten or fewer school days (referred to as short-term) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions greater than ten days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved for the district's discretion.

## **Right of Appeal**

A student who has been suspended out-of-school for a period of ten or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy to students who have been suspended for a period of greater than ten school days. A student who has been given a short-term out-of-school suspension and that student's parents have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting the appeal.

## **Method of Appeal to a Committee**

An appeal can be presented by completing and returning an appeal request form (available in the superintendent's office) to the superintendent within two school days after receiving the out-of-school suspension decision of the principal.

If a completed appeal request form is not received within two school days after the principal's decision is received by

the parent or student, the principal's out-of-school suspension decision will be final.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

### **Hearing the Appeal**

The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was not a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday.

The Superintendent of Schools shall schedule the committees hearing as soon as possible during regular school hours Monday-Friday. Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible.

The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

The decision of the committee shall be final and nonappealable.

### **Short-Term Out-of-School Suspension Or Disciplinary Removal**

The school district may suspend out-of-school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability.

The school district will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The school district will notify the child's parents of the disciplinary action and all applicable procedural safeguards under state and federal law, and school district policy as soon as possible after the decision to take disciplinary action is taken.

### **Student Suspension**

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

The term out of school refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses. Alternative placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspensions and do not require or involve the due process procedures set forth herein.

Any student subjected to an out-of-school suspension may also be referred to the First Offenders Program of the McIntosh County Juvenile Services unit, or other counseling program.

### **POLICY FOR USE OF SECLUSION WITH SPECIAL EDUCATION STUDENTS**

Seclusion shall not be used to manage behavior. It may only be used under for the following emergency circumstances and only if these elements exist:

1. A student's actions pose an imminent risk of harm to him/herself or others
2. Positive behavior intervention strategies and less restrictive measures appropriate to the behavior exhibited by the student and specified in the student's IEP or BIP, and are currently being implemented but are not currently de-escalating the risk of injury and the seclusion lasts only as long as necessary to resolve the risk of danger or harm or while waiting for the arrival of law enforcement or crisis intervention personnel such as when the student has possessed a weapon or committed a crime.

Only Eufaula School Personnel who have been trained in conflict de-escalation, the crisis cycle and interventions at each state, possible effects of seclusion, appropriate use of seclusion rooms, including escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while in seclusion. Eufaula School Personnel will be trained and have annual re-certification in the nonviolent crisis prevention program CPI to fulfill these requirements.

Any student who is placed in seclusion based upon the previously established criteria will be:

1. Continuously monitored visually and aurally by a school employee.
2. The student must be allowed to go to restroom upon request.
3. The student must be permitted water to drink upon request.
4. Immediate action must be taken if the student displays any signs of medical distress.

Parent will be informed immediately following each seclusion incident, and provided a copy of all documentation. A building administrator will be informed immediately of any incident of seclusion and if unavailable, must be informed as soon as possible following each incident.

At least one witness who is not involved in the seclusion will be available. Each incident of seclusion will be documented on Special Education forms and include; name of student, school personnel involved, date and time of incident, location of seclusion room, description of seclusion incident and description of behavior before and after incident.

A copy of documentation will be placed in student confidential file and provided to parents. A debriefing meeting will occur within two school days after each seclusion, and prior to any extended breaks. The meeting will include all individuals involved, building administrator, the parent/guardian of student, the student (if student is able to participate) and at least one staff member who was not involved in seclusion.

## **EUFAULA SCHOOL PHYSICAL RESTRAINT POLICY FOR SPECIAL EDUCATION STUDENTS**

School Personnel may only use physical restraint under following emergency circumstances and only if these elements exist:

1. The student's actions pose an **imminent risk of harm** to him/herself or others. Imminent risk of harm is defined as the immediate and impending threat of a person causing serious bodily injury to self or others.
2. Less restrictive measures appropriate to the behavior exhibited by the student have not effectively de-escalated the risk of injury.
3. The physical restraint lasts only as long as necessary to resolve the risk of danger or and the degree of limitation or restriction of another person's freedom of movement is applied may not exceed what is necessary to protect the student or other persons from imminent bodily injury.
4. Physical restraint shall not be used for the purposes of discipline or as a punishment. It shall not be used to force compliance, as a convenience for staff or to prevent property damage.

Only Eufaula School personnel who have training in conflict de-escalation, crisis cycle and interventions at each stage, possible effects of physical restraint, first aid, CPR and methods of monitoring a student's well being during and following a restraint. These personnel will become certified in the nonviolent crisis intervention of CPI to meet the state mandated criteria.

At least one witness who is not involved in the physical restraint will be present. The building administrator will be informed immediately of any incident of physical restraint. If building administrator is unavailable, the administrator must be informed as soon as possible following each incident.

The following restraints will be prohibited:

1. prone restraints
2. any maneuver that place pressure on weight on the chest, sternum, lungs diaphragm, neck throat or back.
3. any restraint that prevents a student from speaking or breathing
4. chemical restraint
5. mechanical restraint

Parent will be notified immediately following each incident of physical restraint. Parents will be provided a copy of all documentation and documentation will be placed in student's confidential file. A documented debriefing meeting will occur within two school days following each physical restraint incident and prior to any extended breaks from school. This meeting will include all individuals involved in the incident, building administrator, parent/guardian of student with disability, the student (if able to participate) and the witness who was not involved in the physical restraint.

## **INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

The superintendent of schools or anyone designated by the superintendent or the board of education to maintain order in the district shall have the authority and power to direct any person to leave district property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on district property
2. Commits an act that interferes with the peaceful conduct of activities on district property
3. Enters district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on district property.

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the district; or direct interference with administration, maintenance or security of property belonging to the district.

Any person to whom this policy applies, who fails to leave district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the board of education, shall be guilty of a misdemeanor.

### Appeal Process

After receiving a directive to leave district property under this policy, the person issued the directive may request reconsideration by taking the following steps:

#### First Level of Appeal:

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave district property, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave district property, the person issued the directive may proceed directly to the final level of appeal.

#### Final Level of Appeal:

The person may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no written request is received within five (5) calendar days of the person’s receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and non appealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The board's decision will be final and nonappealable.

The superintendent or person who issues the directive to leave district property will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave school property must remain off school property unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.