

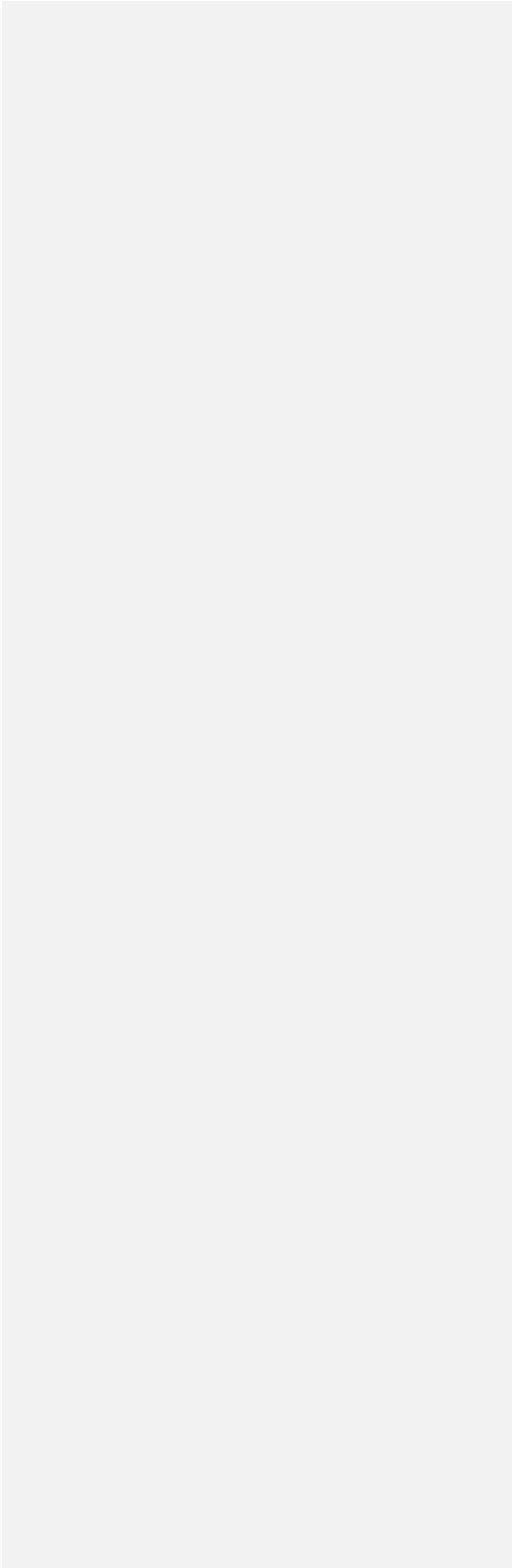
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STUDENT RESIDENCY

All children between the ages of 3 and 21 by September 1 and living in Ringwood School District or legally transferred into the district shall be entitled to attend Ringwood schools free of charge.

Ringwood Board of Education provides that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody. Also a person who is a relative within the fourth degree of the child by blood or marriage and who has assumed permanent care and custody of the child and holds legal residence within the district as defined in 70 O.S. 1-113 may provide legal residence if that parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Additionally, any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.

An adult who does not fall within the categories listed above, who holds legal residency in the district and who has assumed permanent care and custody of the child, may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The board shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and that the adult contributes in a major degree to the support of the child.

The provisions of the Interstate Compact on Educational Opportunity for Military Children (70 O.S. Section 510.1), with respect to special power of attorney for guardianship and/or noncustodial parents or other persons with whom the child is living, shall govern residency status for children of military personnel.

Students who legally transfer into the school district shall have the same rights and privileges as resident students.

References: Student residency law amended by HB 1557, 1997; SB 1951, 2008
70 O.S. 1-113 (Section 14, School Laws of Oklahoma)
Standards of Accreditation, State Department of Education, 2002, pp. 15-16
Policy required by HB 2317, 1996 Legislative Session

**REGULATION
STUDENT RESIDENCY****Proving Residency**

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local ad valorem taxes
2. Title to residential property in the district, a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides
3. Proof of provision of utilities
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration
5. Maintenance of voter registration
6. Notarized affidavit verifying residency and that the adult is related to the student within the fourth degree and/or has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with state law 70 O.S. 1-114.)
7. For residency of military children, proof of active military status; proof of special power of attorney; and/or proof of residency of noncustodial parent or other person with whom the child is living.

Appeal of Decision

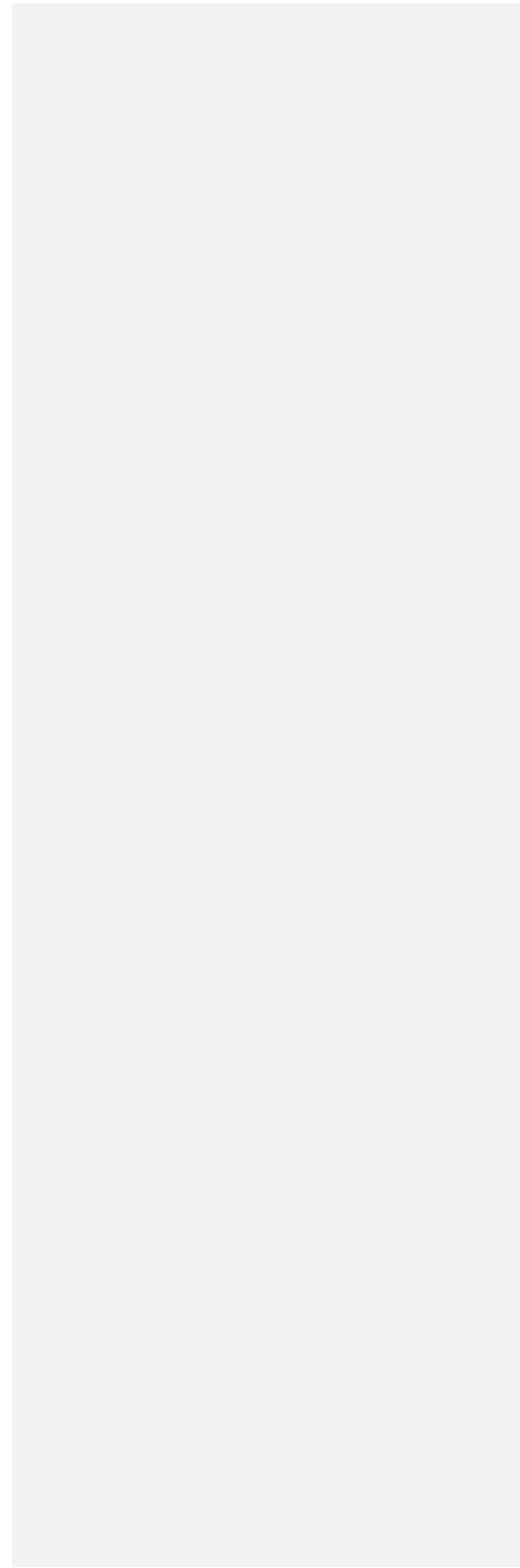
If the superintendent (or designee) denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student (hereafter referred to as parent) may request a review of the decision. Such request for review shall be in writing and must be received by the superintendent or designee within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child.

Upon receipt of a written request for review, the superintendent or designee will render a decision and notify the parent of the decision within three school days of the receipt of the request.

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If the parent disagrees with the findings, the parent will notify the superintendent or designee within three school days of the receipt of the decision. The superintendent will then submit the findings and all documents reviewed to the board of education.

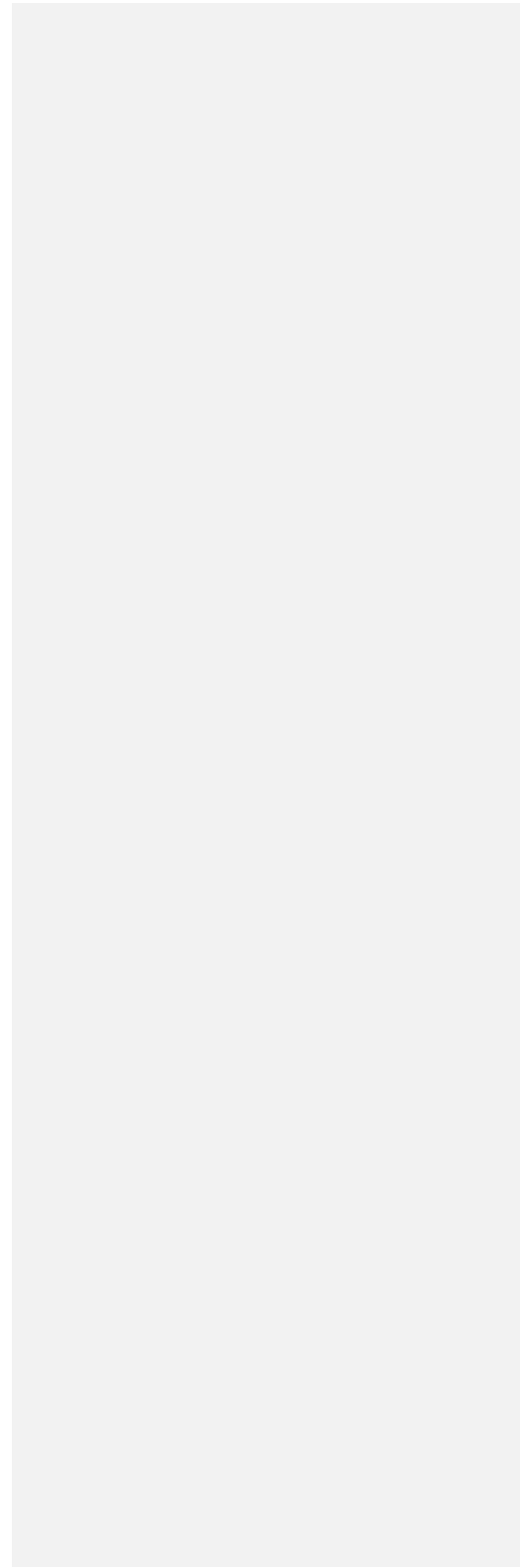
The board will review the decision and the documents submitted by the superintendent and the student. The board will render a decision at the next regular board meeting. The board's decision may be appealed only pursuant to procedures utilized by the Oklahoma State Department of Education.



Example 1 -- 702

IN-DISTRICT TRANSFERS

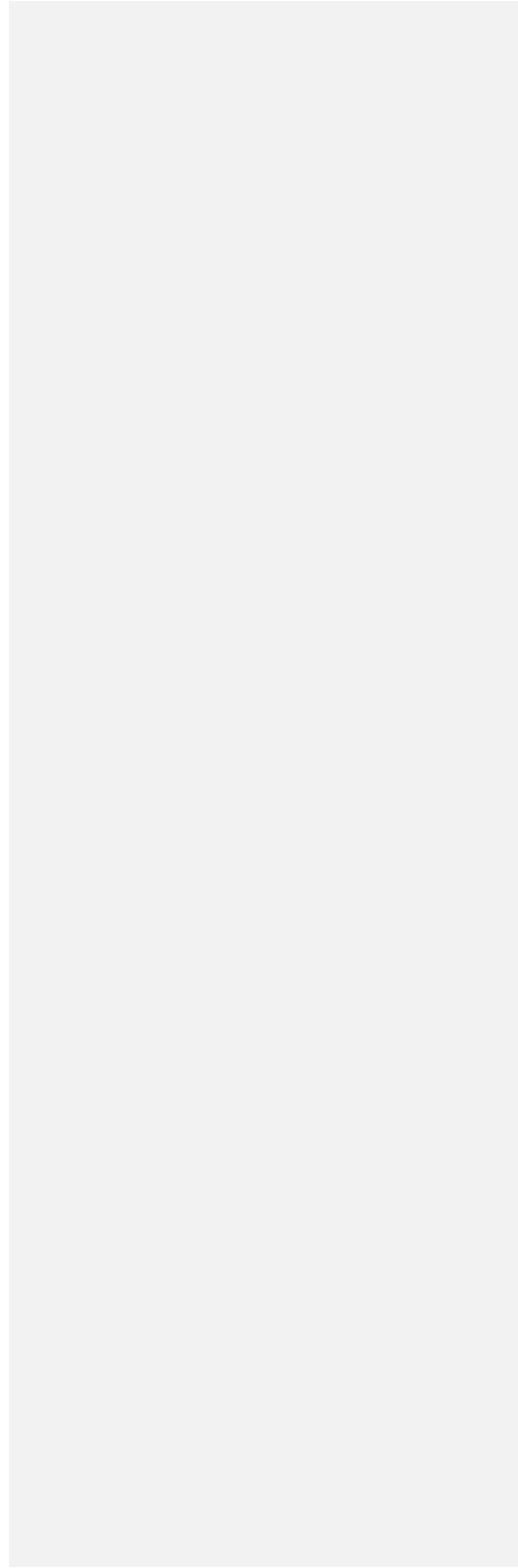
Ringwood School District operates an open enrollment policy for in-district transfers. Parents may choose any school for their child's attendance, providing that the chosen school has space available in the appropriate grade level.



IN-DISTRICT TRANSFERS

Example 2 -- 702

**Not Used
Reserved for future in-district transfer if needed.**



OPEN TRANSFERS

Ringwood Board of Education shall accept into the district students who reside in another school district under certain circumstances. In cases in which a transfer is granted, the student may continue to attend this school if the board approves. Further, if the board approves, a brother or sister of that transferred student may also be accepted.

If a student changes residence to another district, he or she may attend either the new district of residence or the district to which the previous transfer had been made.

Procedure

1. In order for a student to transfer, the parents of the said student must complete an application form specified by the State Board of Education.
2. Applications must be obtained from and filed with the superintendent of the receiving school district no later than April 1 for the next ensuing school year.
3. Receiving school districts must notify the district of residence of each applicant by April 1.
4. The board will approve or deny the application by June 1, and shall notify the student's parents of the decision.
5. By July 1 the student's parents are expected to notify the receiving district that the student will be enrolling in the district. The board has the right to reconsider and possibly deny the student's transfer for that year if the parents fail to meet this requirement.
6. On or before September 1 the superintendent shall file with the State Board of Education and each resident district a statement showing the names of students who are granted transfers to the district.

Factors to be Considered

Students may be denied a transfer for any of the following reasons:

- * Non-availability of programs in the receiving district

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- * Non-availability of staff in the receiving district
- * Non-availability of space in the receiving district
- * The student's record includes documentation of major discipline problems
- * The student's record includes documentation of unsatisfactory attendance
- * The student has had numerous school district transfers

The district will consider a class, program, or building nonavailable due to space if such class, program, or building is at 85% of capacity. This practice will allow space for students moving into the district.

Factors Not to be Considered

When transfer students are accepted, they will be taken on a first-come, first-served basis. Transfer decisions must *NOT* be made on the basis of any of the following factors:

- * Ethnicity
- * National origin
- * Gender
- * Income
- * Disabling condition
- * English proficiency
- * Measure of achievement
- * Aptitude
- * Athletic ability

Transfers approved before January 1, 2000, shall continue to be valid and not subject to other provisions of this policy unless the parent chooses otherwise. The Oklahoma Secondary School Activities Association shall determine student eligibility for participation in extra-mural competition.

Nothing in this policy shall prevent emergency transfers.

References: HB 1759 (Sections 20-29), 1999 Legislative Session
HB 2728, 2000 Legislative Session
~~_____~~—HB 1767, 2003 Legislative Session

**TRANSFERS FROM
NONACCREDITED SCHOOLS**

Students transferring into Ringwood School District from a school not accredited by the Oklahoma State Department of Education, or enrolling in the school district immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from Ringwood High School.

Exams will be given only for courses offered at Ringwood High School and Ringwood Junior High School. Ringwood Public School District shall administer all examinations. Copies of the exams and the results thereof shall be placed in the student's file.

STUDENT ATTENDANCE

Ringwood Board of Education believes that no single factor does more to aid a student's successful progress in school than regular attendance. The board, also, values learning experiences that take place in the classroom environment and considers them to be meaningful and essential parts of its educational system. In order for students to realize their fullest potential from educational efforts, they should have regular attendance in their classes. Absences tend to disrupt the continuity of the instructional process, and the time lost from the class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study.

Pursuant to state statutes and in an effort to provide all students with continuity of instructional experience and expertise, the board requires all students to attend school regularly. The principal has the authority to excuse students for absences due to illness or an emergency at the request of the parent or guardian. A student who is excused must, however, still fulfill the school's requirements for advancement.

Dismissal During the School Day

No staff member may excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal or his designee.

The building principal should not excuse a student before the end of the school day without a request for early dismissal by the student's parents. Telephone requests for early dismissal of a student may be honored only if the caller can be positively identified as the student's parent or guardian.

No student will be excused from the campus without first checking out through the principal's office. School personnel should refrain from sending students on errands away from the campus during the regular school day.

**REGULATION
TARDIES
General**

Promptness to every class is very important. Students are to be in their assigned chair and ready to work when the tardy bell rings. If a faculty member detains a student, that faculty member should write an explanation to the teacher of the class to which the student will be tardy. All other students who are tardy will be recorded as such.

If a student has something that needs to be taken care of between classes, it is the student's responsibility to inform his/her teacher for the upcoming class what the student will be doing and get the teacher's permission to possibly be late to class.

Consequences of Tardies

Consequences for tardies are outlined in the site student handbook.

Excused Tardies A student will be excused with no penalty with a note from either staff or office personnel. Activity tardies and absences will not count against semester test exemption.

The school officials will determine emergency weather conditions.

Admits: Students must secure an admit form the principal's office to re-enter class after being absent. Any person who must obtain an admit slip after class begins will be charged with a tardy. The teacher's record book is official on class absences and tardies. Detention hall may be assigned to students who are tardy to class.

**REGULATION
ABSENCES**

Oklahoma State Law

It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. The county district attorney will be notified in case of chronic absence.

Classification of Absences

1. **Excused with Knowledge Absence:** An excused absence occurs when the student is absent with knowledge and approval of the guardian and school. The guardian must notify the school of the student's absence. A student will have 5 days to produce documentation of an excused absence or the absence will remain unexcused. Guardians are asked to call the school early the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problems to class for the student when he/she returns to school. Students will be responsible for making up all work missed. These days will count against semester test exemptions.
2. **Planned Absence:** If an absence is planned in advance, the guardian is asked to call the school no later than three (3) days prior to the planned absence. The student should contact the office for a Planned Absence Form, then he/she is responsible for contacting the teachers to arrange his/her make-up work. The form should be returned to the office before the absence. These days will count against semester test exemptions.
3. **Truant/Unexcused Absence:** Any student who is absent from school without the- knowledge and approval of the guardian and school officials will be considered truant. The student will be allowed to make up all work missed but no credit will be given. These days will count against semester exemptions.
4. **Activity Absence:** The student is absent for a school-sponsored activity with the consent of the parent, the sponsor of the activity and the principal. The student must meets eligibility requirements. This absence does not count against test exemptions.
5. **Suspension Absence:** Absences due to disciplinary suspension will count against the semester test exemptions. It will be up to the administration to determine if the student will receive full, partial or no credit for homework and/or assignments.

Reporting Reasons for Absence

1. Parent Responsibility

- a. When possible, the parent should telephone or make personal contact with the office prior to the absence.
- b. When an absence is detected for which contact has not been made, the office will attempt to telephone the parent.
- c. If prior contact has not been made, the parent should telephone the principal's office before class begins on the day the student returns to school.
- d. If no telephone contact is possible, a note signed by the parent stating the exact reason for the absence and the time missed will be accepted.

2. Student Responsibility

- a. Students who become ill during school hours must check out through the office before leaving the campus. Students leaving school without permission will be considered truant.
- b. If a student has received office permission to be off campus and cannot return to the school because of sudden illness, he should have his parent telephone the school to explain why he will not attend his next class. If it is not possible for an adult to telephone, the student should contact the office before the beginning of his next class. Parental confirmation should follow as soon as possible.
- c. The student must obtain a class admission slip from the office prior to meeting any class missed. The admission slip may be obtained from the principal's office before school, during lunch break, between classes or after school.

Excessive Absences

A student who exceeds absences as outlined in site handbooks during a semester in any class may not receive credit for that class pending appeal. Exceptions would be for documented medical problems or situations where the parent has been in contact with the principal and proper arrangements have been made.

Right to Appeal

If a student accumulates absences in excess of ten per semester and believes special circumstances exist which should be considered, he or his parent may request a hearing for consideration of the granting of credit. Such a request must be made in writing and presented to the building principal. An attendance review committee will meet to learn about extenuating circumstances and to review documentation.

Oklahoma Secondary School Activities Association

A student who has not attended classes ninety percent (90%) of the current semester is not eligible to compete in any intramural competition governed by the association, e.g. athletics, band, FFA, or FHA. Exceptions may be made by the principal for illness, injury, death in the immediate family, or valid reasons for late enrollment with the beginning of attendance.

~~The Oklahoma Secondary School Activities Association and the Ringwood Board of Education guide extracurricular activities attendance rules. Therefore, any student participating in a school activity on a school day must attend at least half a day in order to participate in the school activity.~~

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

In keeping with State Department of Education guidelines, school-sponsored activities shall not be counted in the ten (10) day limitation.

Home Bound Program

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building principal for the home bound program or other reasonable measures. Such programs require recommendation by a physician. A student accepted to the home bound program will be counted present.

705..R.3

REGULATION

PARENT NOTIFICATION OF TRUANCY

**Ringwood Public Schools
Parent Notification of Truancy**

Date: _____

Mr. and Mrs. _____

RE: School Attendance Law

Student's Name _____ Grade _____

School _____

Dear Mr. and Mrs.

This letter is to inform you that your child has not been in compliance with Oklahoma Compulsory School Attendance Law. Please be aware that the court has the authority to charge parents with a misdemeanor, which could result in a heavy fine for you as a parent.

As noted below, this information has been referred to the _____ County District Attorney's office. Hopefully, with your assistance and through alternative measures which utilize community resources, the services of school counselors and administrators, this problem may be resolved. I look forward to hearing from you and developing a cooperative resolution to this very important problem.

Sincerely,

Superintendent

Cc: Court Related and Community Services
District Attorney
School Counselor

705.R.4

**REGULATION
TRUANCY REFERRAL**

**Ringwood Public Schools
Truancy Referral**

Date: _____ From: _____ School
To: (1) County CRCS (2) District Attorney (3) School Counselor
From: Attendance Officer: _____, Ringwood Public Schools

Juvenile Referred

Legal Name: _____ DOB: _____
Age: _____ Grade: _____ Race: _____ Phone: _____
Address: _____

Custodial Parent/Legal Guardian

Father's Name: _____ Home Phone: _____
Address: _____ Work Phone: _____

Mother's Name _____ Home Phone _____
Address: _____ Work Phone _____

Legal Guardian _____ Home Phone _____
Address _____ Work Phone _____

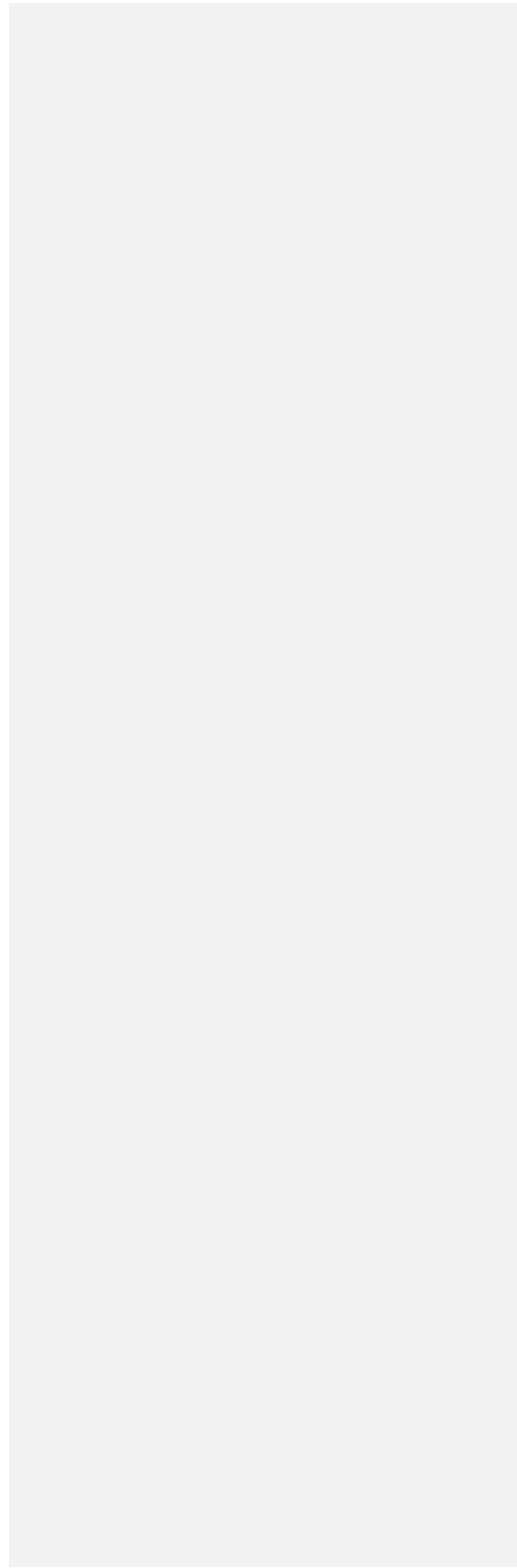
Truancy Documentation/Action Taken

Dates Absent: _____
Actions taken (including dates) _____

Review Completed

	Yes	No
For Learning Disabilities	_____	_____
For Mental Retardation	_____	_____
For Hearing/Visual Impairment	_____	_____
Other	_____	_____

Witnesses



WITHDRAWAL FROM SCHOOL

Ringwood Board of Education directs the administration to maintain an accurate enrollment record for each student. Any student enrolled in this district who decides to withdraw from school should follow withdrawal procedures developed by the superintendent. Students withdrawing from school are required to have a student withdrawal form completed before withdrawal is approved.

Any student who has ten (10) consecutive days of unexcused absence shall no longer be considered a student in this district and will be dropped from the membership rolls of the school and reported to the State Department of Education.

Reference: HB 2055, 1996 Legislative Session
70 O.S. 18-107 (Section 387, School Laws of Oklahoma)
70 O.S. 10-105 (Section 229, School Laws of Oklahoma)
Standards of Accreditation, Oklahoma State Department of Education,
2002, pp 11-15

706..R.1

**REGULATION
WITHDRAWAL FROM SCHOOL
PROCEDURES**

When students withdraw from Ringwood Public Schools, they should follow this procedure:

1. Notify instructors 24 hours in advance so grades may be compiled.
2. On the morning of the last day of attendance, obtain a withdrawal slip from the office.
3. Return all textbooks and library books.
4. Complete any other requirements set forth by the school and have the withdrawal slip signed by the instructors and the librarian.
5. Return the withdrawal slip to the office for signature. A copy of this form is kept in the office and the original is given to the student to take to the new school.
6. The student will be reimbursed any money belonging to him or her for such items as deposits or lunch fees.
7. Students who withdraw from school and do not enroll in another school are considered "dropouts." The district shall update the State Department of Education each month with the name of any student known to drop out.

TRANSFER OF STUDENT RECORDS**Filing Student Records**

Student records shall be current. They shall be filed in the office of the appropriate principal or the office of the superintendent. The permanent record shall include standardized test results, activities, attendance and citizenship.

Transferring Student Records

Ringwood Board of Education expects principals to be prompt in furnishing transcripts and immunization records of students when requested to do so by school officials from another district.

When a school district in which a student is enrolled or is in the process of enrolling requests records of that student, this district shall, in compliance with state law, forward the records within three business days of receipt of the request. The records shall include a copy of the student's discipline records-. Discipline records shall include all information that relates to a transferring student, including assaulting, carrying weapons, possessing illegal drugs or alcohol, and any incident that poses a potentially dangerous threat to students or school personnel. Full disclosure of the student's records is expected.

The district shall not withhold student records based on a student's failure to return items other than textbooks to the district or for outstanding debts to the district. However, in accordance with Oklahoma State Department of Education regulations, Ringwood Board of Education reserves the right to withhold records of a student who fails to return or pay for a textbook. The board may waive this rule if it clear such requirement would create a financial hardship on the student's family.

Duplicate copies of student records shall be separate from the building where the original records are filed or shall be filed in a fireproof vault or fireproof filing cabinet.

References: Standards for Accreditation, Oklahoma State Department of Education,
February, 2002, pp. 10 and 88
HB 2130, 1997 Legislative Session
SB 65, 1999 Legislative Session
SB 1533, 2000 Legislative Session

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**FAMILY EDUCATION RIGHTS
AND PRIVACY ACT**

In the course of child's education, Ringwood School District will keep records as deemed necessary to provide programs to meet his/her educational needs. Students and their parents will have access to the student's school records and will be notified of the following procedures:

1. The type of records kept
2. The procedure for inspecting and copying these records
3. The right of interpretation
4. The right to challenge data or to provide a rebuttal to the data
5. The right to lodge a complaint with the U.S. Department of Education if the law is not adequately implemented

Educational records that are kept by the district shall include all materials directly related to a student. They shall not include records and notes of a teacher, administrator, school nurse or therapist for his or her own use.

The board will require a prior written consent from the parent before providing student information to third parties. Exceptions are allowed for district employees who have reasons for reviewing the records and for school officials where the student seeks to enroll. Disclosure of the information contained in a student's educational records will not be made except

1. by prior written consent of the student's parent or the eligible student
2. as directory information
3. under certain limited circumstances, as permitted by FERPA.

When district officials transfer records, they will notify parents of the transfer and of their rights to review and contest. Although an exemption exists for material under court order, parents will be notified of such order.

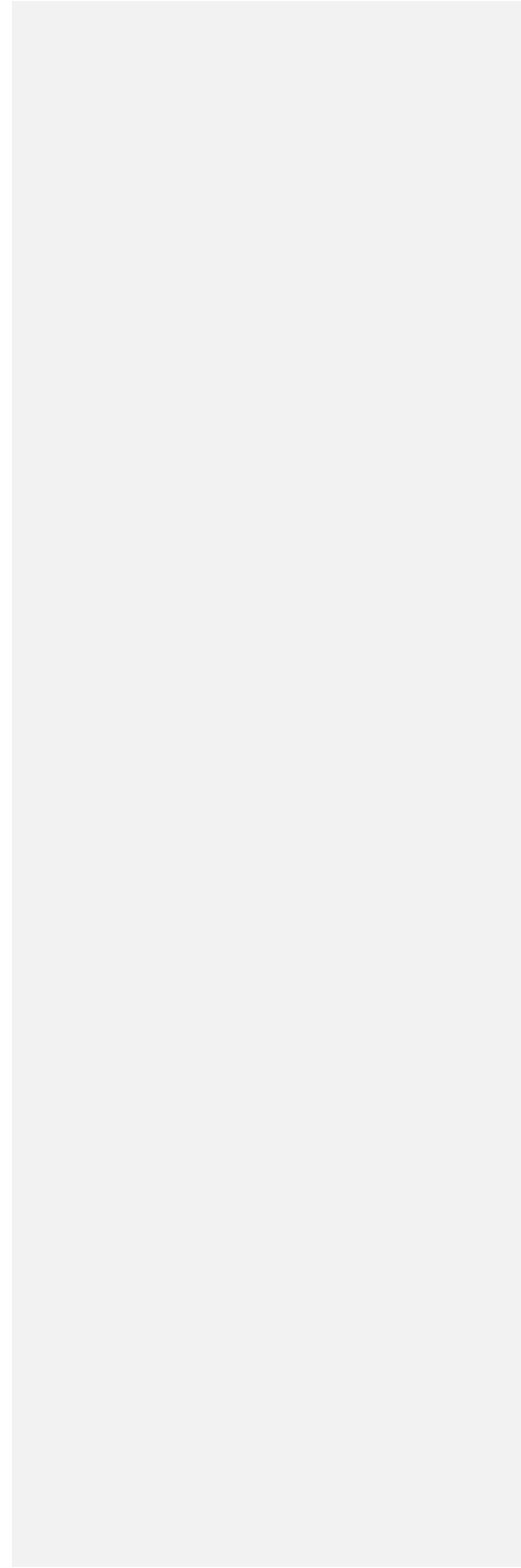
If a student or parent has any concern regarding accuracy or appropriateness of any information or record maintained by the school, the principal should be contacted with that concern. It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record that he/she believes to be inaccurate, misleading or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed.

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Additional information about the Family Privacy Act may be obtained from:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, D.C. 20202-4605

Reference: Family Education Rights and Privacy Act (FERPA)



708..R.1

LOCATION OF EDUCATION RECORDS

Student records of Ringwood Public Schools will be kept in the following locations.

<u>Type of Record</u>	<u>Location</u>	
Cumulative School Records Current Students	Principal's Office and Principal's Office	
Cumulative School Records Boxed in Storage Former Students	<u>Principal's Office</u>	Commented [wd2]: Principal's office
Health Records	Principal's Office	
Speech Therapy Records Principal's Office	<u>Special Education Office</u>	Commented [wd3]: Sp. Ed/ or Speech rms.
Psychological Records	<u>Special Education Office</u> Principal's Office	Commented [wd4]: Sp. Ed. or Speech
School Transportation Records	<u>Administration Office</u> Principal's Office	Commented [wd5]: Administration Office
Special Test Records	<u>Principal's Office</u>	Commented [wd6]: Take out
Occasional Records Student Records Not Identified Above	Principal's Office	

Reference: Section 99.5(a)(2)(iv), FERPA Regulations

STUDENT DIRECTORY INFORMATION

Ringwood School District will maintain and release "directory information" as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members.

" Directory information" is defined as these:

- student's name
- address, telephone
- date and place of birth
- major field of study and grade level classification
- student's participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance, dates of enrollment, withdrawal and/or re-entry
- diplomas, certificates, awards and honors received
- parent or lawful custodian's name, address and telephone listing
- most recent previous educational agency or institution attended by the student

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administrative office.

Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

CO-CURRICULAR MEAL AND LODGING EXPENSES

The ~~Superintendent Board of Education~~ may elect to reimburse part ~~of or~~ all of the cost of the necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored co-curricular activities. Any such reimbursement shall be made at the sole discretion of the Board.

The Board must approve the function and the cost to be reimbursed **prior to** the activity. Application for reimbursement approval shall be in writing, containing an explanation of the event, date(s), time(s) and place(s) of the event and names of all sponsors and students involved in the event. A cost estimate shall also be included with the application.

If reimbursement of meal and lodging expenses for any co-curricular activity have been approved, a final accounting of actual expenses incurred shall be made to the ~~Superintendent or his/her designee~~ ~~Board of Education~~ not later than one week after the activity has ended. Copies of all receipts shall be included with the accounting in order for it to be considered. Under no circumstances will the board reimburse any meals or lodging expenses without proper receipt documentation. The Board, upon receipt of required documentation, shall reimburse either the actual amount incurred, or the amount approved prior to the activity, whichever is less.

If the Board elects to reimburse part or all of the cost of the necessary meal and lodging expenses of an authorized school-sponsored co-curricular activity, such reimbursement ~~may~~ ~~shall~~ be made from the General Fund, ~~unless the Board specifies otherwise.~~

ALL OUT-OF-STATE TRIPS MUST BE APPROVED BY THE BOARD OF EDUCATION PRIOR TO DEPARTURE. ALL OVERNIGHT TRIPS MUST BE APPROVED AS WELL UNLESS TIME DOES NOT ALLOW. IN THAT CASE, ADMINISTRATIVE APPROVAL IS NEEDED.

Reference: 70 O.S. §5-117(A)(23) (Section 68(A)(23), School Laws of Oklahoma)

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EXTRACURRICULAR CLUBS & ORGANIZATIONS

Pursuant to the provisions of 70 O.S. Section 24-105, the District shall notify parents each year about clubs and organizations sponsored by or under the direction of the school.

Clubs and Organizations Defined

“Clubs and organizations” means a club or organization comprised of students that is organized and meets for common goals, objectives, or purposes, and that is directly under the sponsorship, direction and control of the school.

Scope of Policy

This policy applies only to clubs and organizations that are extracurricular and shall not apply to participation in clubs and organizations that are necessary for a required class of instruction.

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STUDENT ACTIVITIES

Ringwood Board of Education believes that student activities are important to the full educational growth of its students. School administrators shall strive to achieve equitable participation opportunities and positive recognition to students, while working to enhance the achievement of desired educational goals. To meet this end, the board supports local, regional and state activities.

This school district shall be a member of the Oklahoma Secondary School Activities Association. Rules and regulations of the association will be strictly adhered to by all concerned in activities sponsored by the Oklahoma Secondary School Activities Association.

Every student who competes in athletics must have written permission of his parents and must pass a physical examination. All students who represent the school in academic, athletic or music competition must be passing all subjects.

Any activity to be scheduled on the school calendar should be scheduled by the sponsor through the principal ~~one month before the event.~~

Students must be in attendance 90% of the time. Those who have failed one class during the week shall be placed on scholastic probation for the following week. If the student fails a class during the probation week, that student shall not be allowed to participate in any extra-curricular activities during the following week or any week thereafter until the grades are satisfactory. Each Friday morning, teachers shall report to their principal a list of all students who are failing their classes. The principal shall publish a failing list each week.

Examples of Activities that May Require Eligibility

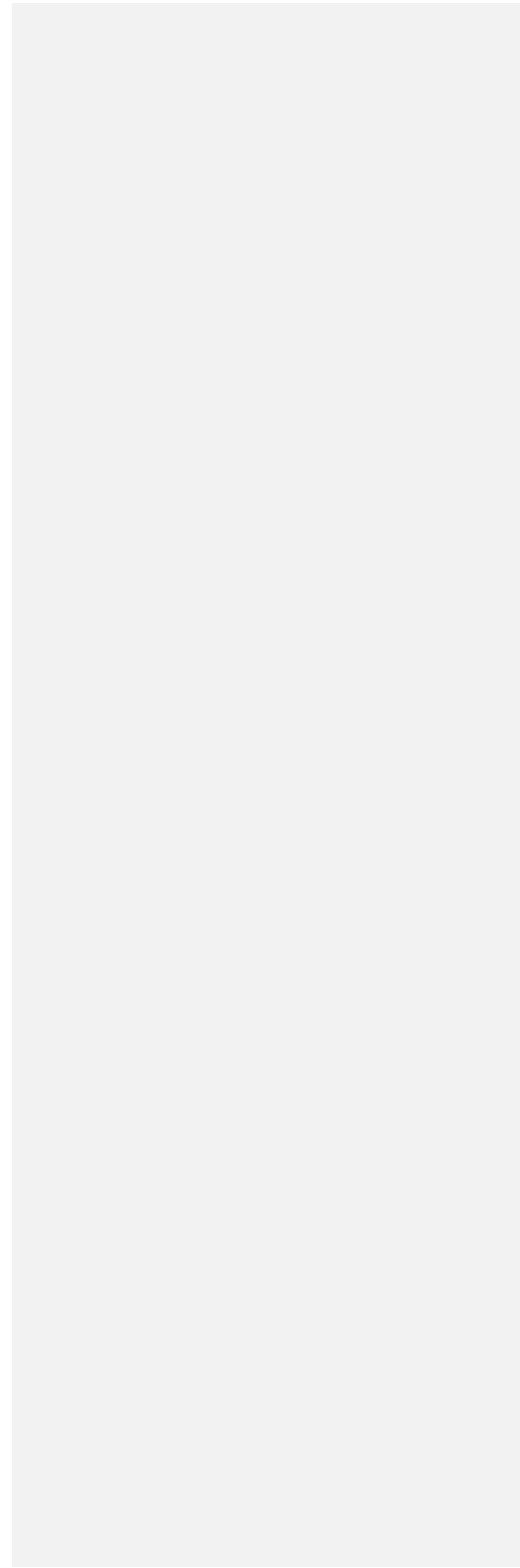
Football	4-H Events
Basketball	FHA Activities
Track	Career Tech Competitions
FFA Events	Academic Competition
Band Contests	School Musicals and Plays
Vocal Music Contests	(Must be eligible to try out)
VICA	TSA
Basketball Clinics	Science Club
Speech/Debate Contest	Junior Activities
Cheerleading	(During School Hours)
Student Council	Senior Activities
Weight Lifting Events	(During School Hours)
Baseball	

Other activities determined by the principal.

Examples of Activities that May Not Require Eligibility

- | | |
|--------------------------|---------------------------|
| FFA Labor Auction | Field Trips (Hourly) |
| FFA Banquet (Attendance) | Senior Activities |
| Assemblies | Junior Activities |
| Senior Career Day | Junior-Senior Prom |
| Christmas Programs | Junior-Senior Banquet |
| Pep Rally | Sophomore Trip to Vo-Tech |
| Class Meeting | SADD Meeting |

And other activities determined by the principal.



710..R.1

REGULATION

GUIDELINES FOR ACTIVITY PARTICIPATON

Guidelines and Factors to Consider in Listing a Student as Academically on Probation or Ineligible to Participate in Any Extra-Curricular Activity

The following list of guidelines and factors is included on the form that teachers fill out on a weekly basis to establish the list of students on probation and those who are ineligible. Eligibility does not begin, on a weekly basis, until the third (3rd) week of each semester. This gives every student the opportunity to establish a solid foundation for good grades for the semester.

1. This sheet MUST be turned in by 12:30 p.m. on Thursday and grades entered in the grade book, to be included on the list for the next week. This list is sent to the principal's office. Eligibility runs from Monday through Sunday. By turning in eligibility by Thursday, all questions and discrepancies can be addressed before a list is finalized.
2. The grade used in determining eligibility is the student's current cumulative average for the current grading period. Do not use the student's grade based only on work for the current week, instead, for all work for the current semester.
3. If a student does not have all grades given in your class because of an excused absence, DO NOT average a "0" in the place of that grade if the time allowed for turning in the work has not elapsed. (As a general rule, a student is allowed one make-up day for each excused absence from class. However, if a student is going to be out of class for a school activity, he/she is responsible for making arrangements to take care of all classroom assignments before the school-related absence).
4. In each class, each week, an effort should be made to allow students the opportunity to score approximately the same number of points as were available the preceding week. (It is not fair for a student to have a failing average for several weeks based on one major grade and no opportunity to improve because assignments and/or tests or equal importance is not given).
5. Student averages are not a secret. Before turning in a student as ineligible, he/she should be told that he/she is failing in your class and told his/her average. The student should have the opportunity to average his/her grades if he/she believes that a mistake has been made. If a mistake was made, please have the courtesy to correct it.
6. An average of 60 and above is passing.

OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION

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Extra-curricular activities and off-campus events sponsored by Ringwood Public Schools are desirable and are to be encouraged. These activities, an extension of the academic life of a student, provide another means of achieving the goals of the school. The Oklahoma Secondary School Activities Association and the Ringwood Board of Education guide Ringwood Public Schools' extracurricular activities. Therefore, any student participating in a school activity must follow the rules of Ringwood Public Schools and OSSAA.

Attendance

A student who has not attended classes ninety percent (90%) of the current semester is not eligible to compete in any intramural competition governed by the association, e.g. athletics, band, FFA, or FHA. The principal may make exceptions for illness, injury, death in the immediate family, or valid reasons for late enrollment with the beginning of attendance.

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

A student is permitted, by Oklahoma Secondary School Activities Association (OSSAA) rules, a maximum of ten (10) absences per class hour per school year for any and all extra-curricular activities. In keeping with State Department of Education guidelines, school-sponsored activities shall not be counted in the ten (10) day limitation.

~~Any student participating in a school activity on a school day must attend at least half a day in order to participate in the school activity.~~

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▲ If a student, because of involvement in multiple activities, goes over ten absences during the school year, he/she may present a request for additional activity days to his/her building principal. The building principal may present a request for additional activity days to the Board of Education. This request will be presented if the student is in good academic standing and if the student, with the exception of activity absences, demonstrates good attendance habits. Other factors may be considered in this recommendation.

If the student is not granted additional days for absences, any day missed will be counted as an absence from class and will be dealt with in the manner described under the section of this handbook entitled "Attendance Policy."

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2 of 2 pages
Eligibility

In order for a student to participate in any activity, including field trips, college visits, and competitive events against other schools, he/she must be academically eligible. Eligibility is based on academic performance in all classes. If a student is listed as failing any single class or two separate classes for two consecutive weeks he/she is ineligible until such time that he/she has passing grades in all classes. (i.e. if a student is failing a class of Algebra I this week and next week he/she is ineligible to participate when the eligibility for a second week is in effect).

A student during the course of the semester is checked for eligibility from week to week. However, at the end of a semester, a student may become ineligible for participation during the first six weeks of the next semester if he/she fails two or more classes for the semester. The grades that a student makes in class during the first six weeks of the next semester will **not** erase this period of ineligibility. At the end of the six weeks period of non-participation, a student's eligibility is reinstated. If the student is passing all classes he/she may participate in school sponsored activities.

Event Participant or Observer

Students at school sponsored off-campus events shall be governed by school district policies, OSSAA rules, and state statutes. All students of Ringwood High School, whether participant or an observer, will be subject to the same authority and guidelines as if the event were taking place at the facilities of Ringwood Public Schools.

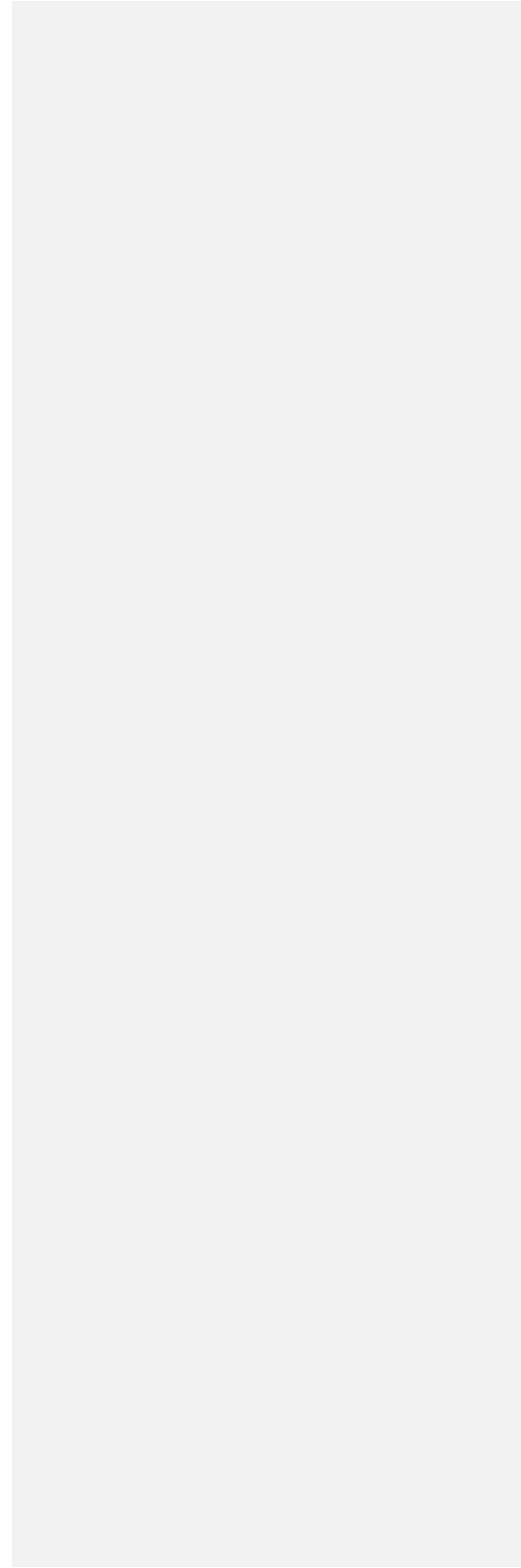
Reference: Oklahoma Secondary Schools Activities Association

710..R.3

REGULATION

STUDENT PURCHASE OF PERSONAL SUPPLIES

The board may require students to pay for materials used for classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when the student has completed the project.



**REPORTING
CHILD ABUSE AND/OR NEGLECT**

In compliance with state law, Ringwood Board of Education encourages every teacher or other employee of the school district to report promptly any suspected abuse or neglect of any student to the Department of Human Services. In accordance with state law, the report may be made by telephone, in writing, personally or any other means prescribed by the department. The employee shall also inform the principal or superintendent that the report is to be made or was made.

State law provides that persons exercising good faith in the making of a report or allowing access to a child by persons authorized to investigate a report shall have immunity from liability. The board of education will grant its support to any employee making such good faith reports according to the requirements of the law.

Specific directions for reporting child abuse and/or neglect are in Policy 419.

**REPORTING STUDENTS
UNDER THE INFLUENCE OF INTOXICATING
OR DANGEROUS SUBSTANCES**

It is the policy of Ringwood School District that any teacher, administrator, or security personnel who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, including low-point beer, or a controlled dangerous substance as defined by law shall immediately notify the principal or his/her designee of such suspicions. The principal will then notify a parent or guardian of the student concerning the policy violation. The principal will file a police report.

Any search, seizure or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law or student handbook rule.

Every teacher, administrator, or security personnel employed by the board who has reasonable cause to suspect that a student is under the influence of or has possession of alcoholic beverages, including low-point beer, or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

References: 70 O.S. 24-102 (Section 489, School Laws of Oklahoma)
37 O.S. 163.27 (Section 1001, School Laws of Oklahoma)

GUN-FREE SCHOOLS AND DANGEROUS WEAPONS

In order to provide a safe environment for students and staff of Ringwood School District, the board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons, except where permitted by statute.

The Law

It shall be unlawful for any person to have in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers any firearm or weapon designated in Section 1272 of Title 21 of the Oklahoma Statutes, except as provided below or as otherwise authorized by law.

“School property” means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

The following firearms and weapons are allowed on school property and are deemed not in violation of this policy or state law:

- 1. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property;*
- 2. A gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history re-enactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program or competition; and*

3. *Weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of their duties and responsibilities.*

Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to long-term suspension and/or reported to law enforcement authorities.

Application of the Law

Dangerous weapons, including but not limited to firearms, are a threat to the safety of students and staff of Ringwood School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any person of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school-sponsored activity or on a school bus or vehicle is prohibited, except where permitted by statute.

Federal law defines dangerous weapon as, “(i) an instrument capable of inflicting death or serious bodily injury; or (ii) an object that is not an instrument capable of inflicting death or serious bodily injury but (I) closely resembles such an instrument; or (II) the defendant used the object in a manner that created the impression that the object was such an instrument (e.g. a defendant wrapped a hand in a towel during a bank robbery to create the appearance of a gun).” (18 USCS Appx § 1B1.1)

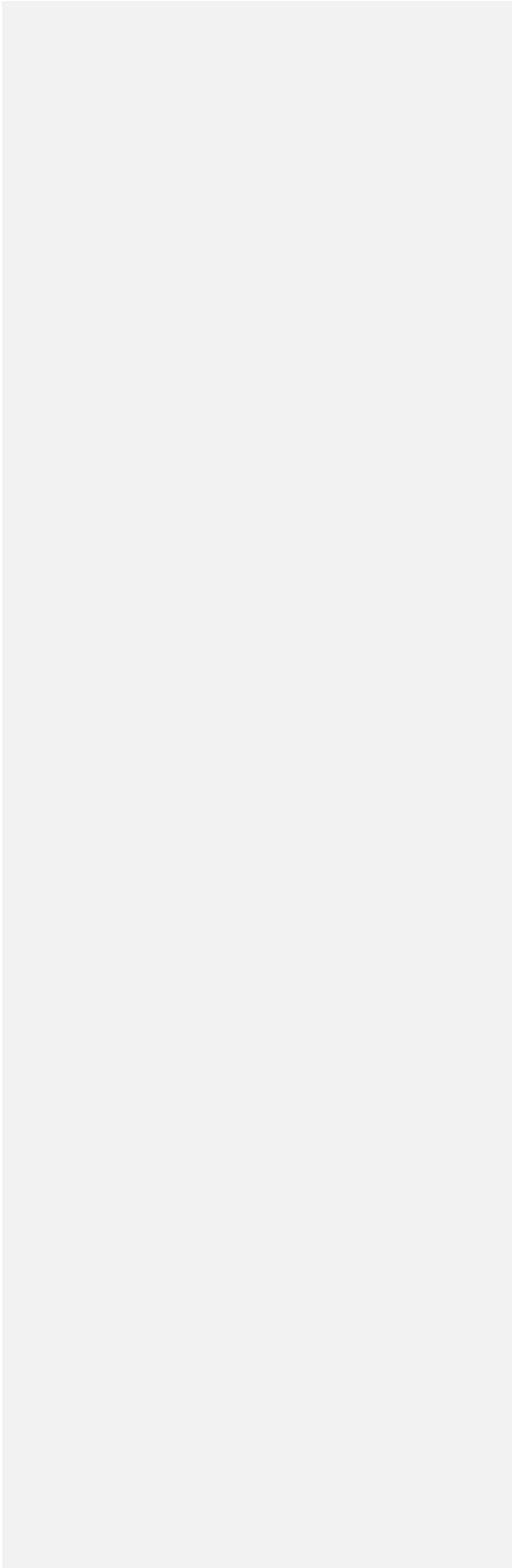
~~———— A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item that is used to harm any person or to threaten harm to any person.~~

Rights of due process for all students and rights of students with disabilities must be observed in accordance with applicable law.

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Reference: 21 O.S. 1280.1 (Section 1031, School Laws of Oklahoma)
Amended by Enr. S.B. 834, 2003 Legislative Session



**REGULATION
GUN-FREE SCHOOL AND
DANGEROUS WEAPONS ENFORCEMENT**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy, except where permitted pursuant to 21 O.S. 2001, Section 1280.1, may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy, except where permitted pursuant to 21 O.S. 2001, Section 1280.1, may be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities. Such employee may be dismissed or may receive other disciplinary action, if considered appropriate by the superintendent and/or the board of education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy and any negotiated agreement which is applicable to the employee.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate such weapon or replica or facsimile of a dangerous weapon found if this can be accomplished without placing any students or staff in jeopardy. The teacher or employee shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the teacher or other school employee has reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon or replica or facsimile of a dangerous weapon in violation of school policy, he/she shall immediately report the matter to his/her immediate supervisor or the superintendent of schools or his designee.

If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police, if appropriate.

2. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.

3. Notify the superintendent or his/her designee.

4. In case of a student, notify his/her parents/guardian.

5. Cooperate fully with the police.

6. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled students, any student in possession of a dangerous weapon or replica or facsimile thereof shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district in lieu of suspension.

A student who has been suspended from another school district because of the possession of a dangerous weapon or replica or facsimile thereof shall not be accepted as a transfer student into this school district.

Rights of due process for all students and rights of disabled students will be observed in accordance with applicable law and the board of education policies.

HARASSMENT, INTIMIDATION, BULLYING AND HAZING INVESTIGATING REPORTED INCIDENTS

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

This policy will be included in the student handbook that is distributed to each student each year.

Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal, or physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

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

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

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

1. The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

- a. Harassment
- b. Intimidation
- c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

3. Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

- a. The alleged incident shall be documented in writing by the principal.
- b. The investigation shall be made in a timely fashion.
- c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
- d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters (See policy 408).

4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.

- a. Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies 715, 718 and associated regulations).
- b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
- c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718 and associated regulations).
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

Hazing

It is the policy of Ringwood School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma)
Amended by SB 129, 1995 Legislative Session, SB 1941, 2008 Legislative Session

Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.

STUDENT DISCIPLINE

Ringwood Board of Education supports the belief that the result of one's behavior will be a consequence--positive or negative in nature. Therefore, for the ultimate benefit of the student, rules of student discipline must be set and followed by the school district.

All students of Ringwood School District are subject to these discipline policies while on school grounds, being transported to and from school or school functions by district transportation, and while participating in functions sponsored by the district.

The individual teacher in compliance with board policy will most likely determine methods of discipline. Discipline to be considered will always provide options for the types of discipline.

The board believes that parental support in areas of student discipline is particularly important. Therefore, the district shall make efforts to assist parents in developing skills and attitudes necessary in helping their children succeed in school and shall allow appropriate involvement of parents, students and staff in developing student discipline policies.

All students, teachers and parents or guardians shall be notified of this policy and will be provided a copy upon request. Parents will also be notified of their right to decline the use of corporal punishment or be contacted before it is administered. The school district shall also provide a student handbook that includes information concerning its discipline policies.

Specific measures are outlined in school handbooks and are subject to the principal.

References: 70 O.S. 24-100.4 (Section 154, School Laws of Oklahoma)

Note: Also See Student Suspension Policy

REGULATION STUDENT DISCIPLINE ACTIVITIES

The goal of the Ringwood School District disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The school district, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with tranquility of its school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. Depending on the situation and level of student involvement as it relates to the school day, the supervision may include:

- going directly to and from school
- attendance of a school-sponsored activity in the district or involving the district schools (away from the district)
- going to and from a required activity
- in-transit time to activities on school transportation

The district may also discipline a student for behavior that occurs in other places if a relationship exists between the behavior and the district, especially if the behavior may indicate a possible impact on the safety of the district and its students.

Disruptive or Interfering Behavior

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

- demonstrations or sit-ins
- walk-outs or blockages
- group violence
- disrespect or disobedience to school personnel harassment and/or intimidation, verbal or physical, of students or school personnel
- the use of obscene, lewd or profane language (visual and/or auditory)
- fighting
- disruptive publications
- theft or inappropriate use of personal or school property
- possession or use of drugs, alcohol or weapons possession (except where permitted by law) or use of tobacco by minors
- failure to make reasonable attempt at course work

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students).

Examples of Specific Activities that May Result In Discipline

The following activities, listed by example, are hereby prohibited to the students of this school district when under school authority, and commissions or omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff of this school district.

1. refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver
2. misbehavior at noon
3. behavior which, in the opinion of a bus driver or sponsor, endangers other students riding the bus
4. sale, possession, or use of drugs and/or mind or mood altering substances at school or at any school activity
5. violence or verbal abuse towards school personnel or other students at any time
6. threats of violence toward school personnel or to other students at any time
7. fighting at school, to and from school, or at any school activity
8. extortion at any time
9. carrying dangerous weapons at school or at a school activity, except where permitted by 21 O.S. 2001, Section 1280.1
10. refusal to do required assignments
11. immorality at school or at a school activity or to or from school or such activity
12. behavior in the classroom which interferes with the learning of others
13. stealing or defacing school property, school personnel's property or other student's personal property
14. truancy and tardiness
15. failure to show respect for school personnel
16. cheating on school assignments or tests
17. failure to do required assignments
18. chewing gum or eating candy in class
19. use or possession of tobacco on school grounds during school hours, to and from school, or during extracurricular activities at the site of a school-sponsored activity for students is prohibited for students (regardless of age)
20. use of foul language or obscene gestures at school or at a school activity
21. reckless driving on campus or any street adjacent to the campus at any time
22. showing poor sportsmanship at school activities

23. disruptive behavior at school activities
24. leaving school without checking out through the office of the principal
25. wearing hats in the building during the class day
26. wearing street shoes on the gym floor
27. refusing to go to assemblies directly from the classroom
28. loitering, littering between school and town, before school, noon, or after school
29. not waiting until the teacher dismisses the class before leaving a classroom
30. not staying in the building once a student has arrived at a school activity
31. not parking in assigned parking areas
32. loitering in parking areas or inside cars during the school day or any activity
33. being out of class during class period
34. failure to take books and supplies to class
35. wearing clothing or buttons with sexually suggestive or obscene words or pictures on them
36. making unauthorized phone calls during the day
37. wearing shirts, tank tops, or tops that do not come down to the top of the pants, skirt or shorts worn
38. wearing any advertisement or picture interfering with the education process
39. passing notes in the classroom
40. bringing any audio, radio, or television appliance to school without permission
41. running or being excessively noisy in the hallway
42. public display of affection
43. violating posted classroom rules
44. lunchroom misconduct
45. violating administrative directives or rules
46. any other action that is not covered, but warrants attention

This listing gives students examples of some of the infractions that a student might encounter. It is not all-inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. Nothing in this discipline explanation shall be construed to deny the student's right to fair and orderly hearing, appeals, counsel and due process in cases that may end in suspension or expulsion.

The principals and their designees shall interpret the listings in a manner that they deem just, given the circumstances of the individual case. This list is not intended to be a complete listing of all possible offenses, but it is a listing of those offenses that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered in the disciplinary action schedule.

Discipline Options

The following are examples of discipline options available to administration:

1. Conference with student
2. In-school suspension
3. Detention
4. Referral to counselor
5. Behavioral contract
6. Conference with parents
7. Changing seat assignments or class assignment for students
8. Requiring the student to make financial restitution
9. Requiring the student to clean or straighten items or facilities he/she damaged
10. Restriction of privileges
11. Involving the police
12. Suspension
13. Expulsion
14. Corporal punishment
15. Any other disciplinary action deemed appropriate to the situation

Due Process

A student suspended from school has a right to due process. Due process means that the student

1. has the opportunity to inform himself/herself of the provisions of the policies or of school regulations or procedures,
2. has been informed of the policies allegedly violated,
3. has had sufficient opportunity to give his/her version of the alleged violation, to call witnesses, and to be represented by legal counsel, and
4. has the right to appeal.

Right to Appeal

Appeal procedures for suspensions may be made on the basis of answering the following questions:

1. Is the student guilty of a rule violation?
2. Is the penalty in keeping with the severity of the infraction?

On receiving an appeal, the principal will set a time and place for the appeal conference. The student and parent/guardian must attend the conference. The appeal conference will not be confused with a disciplinary conference called for by school personnel. The appeal decision will be

1. to sustain the suspension, or
2. to rescind the suspension, or
3. to modify the action prescribed.

Further actions will be in accordance with state statute. A decision made by the board of education or board-appointed hearing officer shall be final.

Interpretation

The principal and his designees in a manner that is deemed just given the circumstances of the individual case shall determine the disciplinary action to be taken. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered by policy or regulation.

Notification

Parents and guardians of every child residing in the school district shall be notified at the beginning of each school year that this policy and regulations are in effect. A copy of this information will be made available to parents or guardians upon request at any time during the school year.

**REGULATION
DISCIPLINE OPTIONS AND ACTIONS**

The administration, faculty, and staff will continue to hold in high regard the cooperation of the student body in maintaining an orderly, disciplined learning atmosphere at Ringwood High School.

Student conduct should reflect the highest standards of our community and school. Students are expected to conduct themselves in a manner that exemplifies respect for one's self, other people, and the property of others. At all times, students will be cooperative and display class dignity.

Depending on the seriousness of the wrongdoing committed by the student, discipline may consist of a verbal warning, after-hours supervised time, in-school suspension or suspension (if in compliance with state law), removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. Disciplinary action will be determined by the teacher or the administrator in charge, in compliance with this and other board policies.

Any student involved in a severe disruption will be sent to the office immediately. Severe disruptions include, but are not limited to, smoking; chewing or dipping tobacco; drinking alcoholic beverages; possession of alcohol, drugs, tobacco, lighters, or matches; fighting; blatant disrespect; assault; gang-related activities; refusal to obey a reasonable request; and sexual harassment. Students who display these behaviors should be sent immediately to the principal's office.

The following is a list of administrative responses intended as a guide only. If a student is in violation, past conduct records will be considered in the resolution of the infraction. Responses include, but are not limited to

1. Conference with student
2. In-school isolation
3. Detention
4. Referral to counselor
5. Behavioral contract
6. Conference with parent and student
7. Student schedule change
8. Financial restitution
9. Cleaning of facilities and/or school grounds
10. Restriction of privileges
11. Police involvement and investigation
12. Criminal charges
13. Suspension

14. Court related and community services referral and counseling
15. Public apology
16. Corporal punishment
17. Any other punishment deemed appropriate to the situation

Other Methods of Control and Discipline

Classroom

Teachers may use various methods to control the activities in their classrooms in order to provide the best possible learning atmosphere for their students. Classroom rules should be discussed and posted by each individual teacher. Undesirable behavior of a serious nature or continuation of undesirable behavior will be referred to the principal's office.

Detention

Detention may be assigned by teachers in order to correct undesirable behavioral patterns or when a student fails to complete assigned work. Detention will consist of time spent with certified personnel outside regular school hours.

Corporal Punishment

With parental consent, Ringwood Public Schools reserve the right to invoke corporal punishment upon a student when it is deemed necessary in order to correct undesirable behavioral patterns. Paddling may be used for serious offenses or for repetitious offenses when other methods of control have failed.

Long-term Suspension

Students who have experienced a short-term suspension of ten (10) days or less face the possibility of long-term suspension. Should behavioral difficulties continue to be a detriment to the school climate, the student may be suspended for the remainder of the current school semester and/or the following semester.

References: 70 O.S. 24-100.1 (Section 487.b, School Laws of Oklahoma)
70 O.S. 24-101.3 (Section 488.2, School Laws of Oklahoma)
70 O.S. 24-100.4 (Section 154, School Laws of Oklahoma)

**REGULATION
CORPORAL PUNISHMENT**

Teachers are responsible for maintaining good order in their rooms, hall and about the school premises. They should seek help and advice of the principal when situations arise requiring guidance. Corporal punishment should be administered only in the administrative office of the school and in the presence of an administrator, the principal, or a teacher designated by the administrator.

Actions to be taken when corporal punishment is administered

1. Contact the parent prior to the corporal punishment.
2. Record the disciplinary actions taken during the course of events leading to the physical punishment.
3. List the nature of the offense, the nature of any action taken to warn, or avoid a "hearing", formal or informal.
4. Document the physical punishment, time, date, witness, amount and reason for which given. List any alternatives to the disciplinary action.

REGULATION

DRESS CODE

All students are to be dressed appropriately for the activity in which they are involved. The superintendent, principals and athletic director shall be responsible for determining whether the student is in compliance with the dress rules. A violation of these rules shall result in disciplinary action.

Specific dress code rules are included in the site student handbooks.

Extra-Curricular Activity Dress Code

All students representing Ringwood Public Schools at public events (athletic, music or other activities that take place before the public) will dress in a manner so as to project the best image possible on our school and community. It is the expectation of the administration of Ringwood Schools that activity sponsors establish and enforce standards for dress at public events that meet or exceed standards previously set forth in this regulation. These standards shall be submitted in writing to the principal for approval.

Reference: 70 O.S. 24-100.4 (Section 154, School Laws of Oklahoma)

**REGULATION
CLASSROOM MANAGEMENT**

Ringwood School District has a goal of providing an atmosphere whereby all students can achieve academically, have personal growth and learn self-control. The worth and dignity of all students must be protected. A uniform, consistent approach to discipline by the teaching team should help achieve these expectations.

Each individual teacher should practice good classroom management habits.

1. Set high expectations and discipline objectives at the beginning of the school year.
2. Clearly define rules and expectations for behavior.
3. Inform students of rewards and consequences of their behavior.
4. Post rules in the classroom.
5. Document all disciplinary incidents.
6. Keep disciplinary records for each student.
7. Refer severe behavioral problems to the counselor or an administrator.
8. Discipline is the responsibility of the classroom teacher.

SEARCH AND SEIZURE

The superintendent, principal, or teacher employed by Ringwood School District upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, and low-point beer. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student. Any dangerous weapon, controlled dangerous substance and intoxicating beverages, including low-point beer, shall be given to the police department for appropriate destruction.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. These statements are to be included in the student discipline handbook.

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The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy.

References: 70 O.S. 24-102 (Section 489, School Laws of Oklahoma)
 HB 2130, 1997 Legislative Session
 HB 1092, 2001 Legislative Session

Note: HB 1092 removed the term “wireless communication devices” from the list of items for which schools have the authority to detain and search a student.

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WIRELESS TELECOMMUNICATION DEVICES AND NUISANCE ITEMS

Wireless Telecommunication Devices

Students shall not be permitted to carry wireless telecommunication devices, including electronic pagers or cellular phones, on the premises of this school district, in transit under the authority of the school, or at school district functions. The principal or superintendent upon request may make exceptions by the parent or guardian for medical necessities or other appropriate circumstances.

Any unauthorized device found will be taken from the student's possession and disciplinary action taken.

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Nuisance Items

Radios, video games, tape players, water guns, Hackey sacks, laser pointers, cards and other similar items are considered "nuisance items" and should NOT be brought to school.

Any such items will be confiscated and returned to the student or, in some cases, the parent, at the end of the school day or at another time designated by the administrator dealing with the situation.

Projection of Injurious Objects

The board may take legal action against any person in attendance at any athletic or other public entertainment event to project in any manner an object that could cause bodily harm to another person. In addition, that person is subject to ejection from the event by the officials supervising the event.

References: 70 O.S. 24-101.1 (Section 488, School Laws of Oklahoma)
O.S. 21-1377 (Section 1042, School Laws of Oklahoma)
HB 2130, 1997 Legislative Session
HB 1092, 2001 Legislative Session

Note: HB 1092 allows school districts to set their own policy concerning cellular phones, pagers and other wireless devices. This policy is required, but may be adjusted to an individual school district. However, HB 1092 removes the term "wireless communication device" from the list of items for which schools have the authority to detain and search.

STUDENT SUSPENSION

Ringwood Board of Education holds the position that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

- a. violation of a school regulation
- b. immorality
- c. adjudication as a delinquent for an offense that is not a violent act (See addendum.)
- d. ~~possession of wireless telecommunication device~~, an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to been taken from a student, a school employee, or the school, and
- e. to have been in possession of a dangerous weapon (except where permitted by law) or a controlled dangerous substance.

The district shall implement the following considerations in making decisions in suspension situations:

1. Before a pupil is suspended out of school for the above-named reasons, the school principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
2. A student suspended for more than ~~ten~~ five (10~~5~~) days ~~may~~ shall be given an educational plan.
3. The parent or guardian of a student suspended out of school for the above-named reasons shall provide a supervised, structured environment for the student and bear responsibility for student's educational progress.
4. The school administration shall provide an education plan designed for the eventual reintegration of the student into school.
 - a. The plan need provide only for the core units (English, math, science, social studies, and art).
 - b. The plan shall set out the procedure for education.
 - c. The plan shall address academic credit for work satisfactorily completed.
5. Suspended students on an individualized education plan shall be provided the education and related services in accordance with the student's IEP.
6. The board of education supports the concept that if work is satisfactorily completed during suspension and satisfactory test grades are achieved to the same degree of difficulty as students in a regular classroom instructional setting, the student ~~may~~ should receive sufficient credit for a passing grade in the class.

Suspension for Possession of Firearms

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, except for instances where such possession is allowed pursuant to the provisions set forth in 20 O.S. 2001, Section 1280.1. The superintendent on a case may modify the term of the suspension on a case-by-case basis. The student may request a review of the suspension with the administration.

Due Process

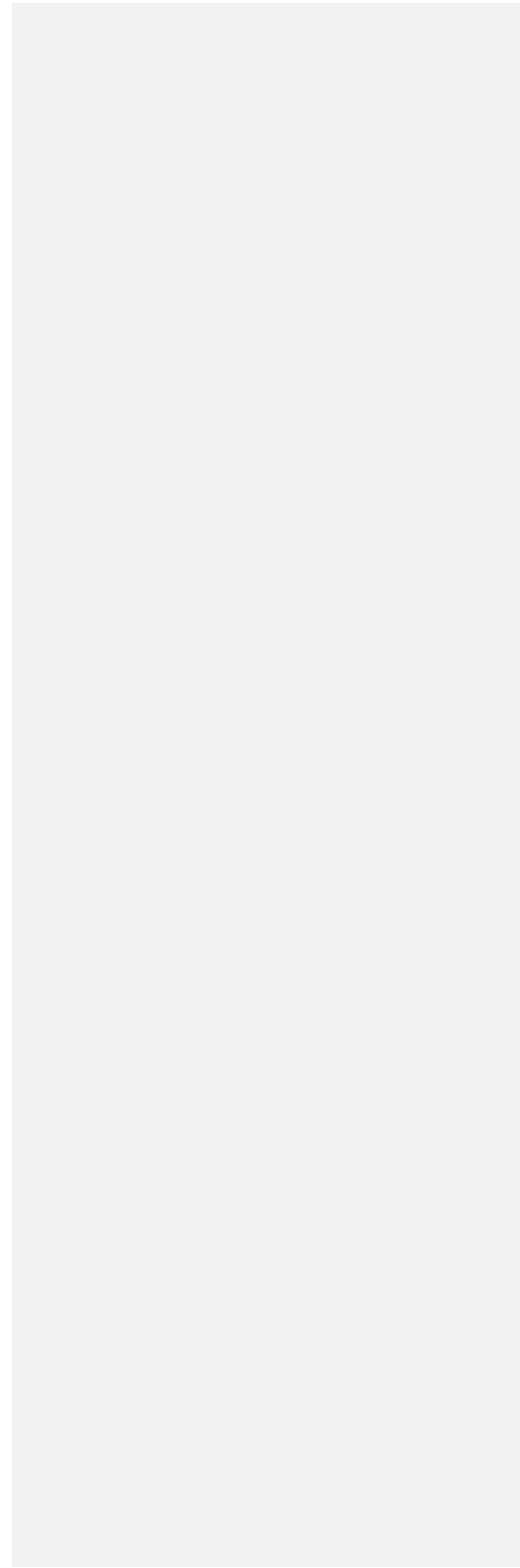
The superintendent and/or principal shall have the authority to suspend a student. Before suspending a student, the student shall be given oral or written notice of the charge and, if the student denies it, an explanation of the evidence and an opportunity to present his or her side of the story. Students whose presence imposes a continuing danger may be removed from the school immediately. Written notice and a hearing shall follow as soon as possible.

Student Appeal

A student suspended by the district shall have the right to appeal to the board of education. The board shall notify the student, his or her parent, attorney, or legal guardian that the student is entitled to an executive session of the board regarding the discussion of the student's suspension. If the student, his/her parent, attorney, or legal guardian request an executive session, and only upon such request, the board will grant an executive session. The board shall, upon a full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the board or board-appointed hearing officer shall be final.

References: HB 2692, 1996 Legislative Session
70 O.S. 24-101.3 (Section 488.2, School Law Book)
HB 2130, 1997 Legislative Session
HB 2335, 1998 Legislative Session
Enr. S.B. No. 452

Enr. S.B. No. 834



STUDENT SUSPENSION

Ringwood Board of Education holds the position that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

- a. violation of a school regulation
- b. immorality, profanity or abusive language
- c. adjudication as a delinquent for an offense that is not a violent act (See addendum.)
- f. an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to be taken from a student, a school employee, or the school
- g. to have been in possession of a dangerous weapon (except where permitted by law) or a controlled dangerous substance
- h. to be in possession of, sale, use and/or under the influence of a narcotic or dangerous drug
- i. to dress or have the appearance, attitude or behavior that fosters disruption to the operation of the school
- j. vandalism, thievery, defacing or destruction of any school or personal property
- k. fighting, assault, attempted assault, acts which could reasonably cause bodily injury
- l. when other methods of discipline have failed to control behavior problems.

The district shall implement the following considerations in making decisions in suspension situations:

1. Before a pupil is suspended out of school for the above-named reasons, the school principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
2. A student suspended for more than five (5) days shall be given an educational plan.
3. The parent or guardian of a student suspended out of school for the above-named reasons shall provide a supervised, structured environment for the student and bear responsibility for student's educational progress.
4. The school administration shall provide an education plan designed for the eventual reintegration of the student into school.
 - a. The plan need provide only for the core units (English, math, science, social studies, and art).
 - b. The plan shall set out the procedure for education.
 - c. The plan shall address academic credit for work satisfactorily completed.

5. Suspended students on an individualized education plan shall be provided the education and related services in accordance with the student's IEP.

7. The board of education supports the concept that if work is satisfactorily completed during suspension and satisfactory test grades are achieved, the student should receive sufficient credit for a passing grade in the class.

Suspension for possession of firearms.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, except for instances where such possession is allowed pursuant to the provisions set forth in 21 O.S. 2001, Section 1280.1. The superintendent may modify the term of the suspension on a case-by-case basis. The student may request a review of the suspension with the administration.

Due process

The superintendent and/or principal shall have the authority to suspend a student. Before suspending a student, the student shall be given oral or written notice of the charge and, if the student denies it, an explanation of the evidence and an opportunity to present his or her side of the story. Students whose presence imposes a continuing danger may be removed from the school immediately. Written notice and a hearing shall follow as soon as possible.

Student Appeal

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References: HB 2692, 1996 Legislative Session
70 O.S. 24-101.3 (Section 488.2, School Laws of Oklahoma)
HB 2130, 1997 Legislative Session
HB 2335, 1998 Legislative Session
Enr. S.B. No. 452
Enr. S.B. No. 834
HB 1598, 2009 Legislative Session

**REGULATION
EXCEPTIONS TO
NONVIOLENT OFFENSES**

“Nonviolent offense” means any felony offense **EXCEPT** the following, or any attempts to commit or conspiracy or solicitation to commit the following crimes:

1. Assault, battery, or assault and battery with a dangerous weapon
2. Aggravated assault and battery on a police officer, sheriff, highway patrolman, or any other officer of the law.
3. Poisoning with intent to kill
4. Assault with intent to commit a felony
5. Assault while masked or disguised
6. Murder in the first degree
7. Murder in the second degree
8. Manslaughter in the first degree
9. Manslaughter in the second degree
10. Kidnapping
11. Burglary in the first degree
12. Burglary with explosives
13. Kidnapping for extortion
14. Maiming
15. Robbery
16. Robbery in the first degree
17. Robbery in the second degree
18. Armed robbery
19. Robbery by two (2) or more persons
20. Robbery with dangerous weapon or imitation firearm
21. Child beating
22. Wiring any equipment, vehicle or structure with explosives
23. Forcible sodomy
24. Rape in the first degree
25. Rape in the second degree
26. Rape by instrumentation
27. Lewd or indecent proposition or lewd or indecent act with a child
28. Use of a firearm or offensive weapon to commit or attempt to commit a felony
29. Pointing firearms
30. Rioting
31. Inciting to riot
32. Arson in the first degree
33. Injuring or burning public buildings
34. Sabotage
35. Criminal syndicalism
36. Extortion

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37. Obtaining a signature by extortion
38. Seizure of a bus, discharging a firearm or hurling missile at bus
39. Mistreatment of a mental patient
40. Any other offense specified in Section 995.1, Title 22, Oklahoma Statutes

References: 57 O.S. 571.

Addendum reprinted from materials distributed by the State Department of Education, July, 1997

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REGULATION

GANG ACTIVITY

It is the policy of Ringwood board of education that membership in secret fraternities or sororities, or in other clubs, organizations or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or that disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming that by virtue of its color arrangement, trademark, symbol or any other attribute that indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures that symbolize any membership, or causing and/or participating in activities that intimidate or affect the attendance of another student will be subject to disciplinary action including short-term or long-term suspension.

REGULATION
CONTRACT FOR OUT-OF-SCHOOL SUSPENSION
Ringwood Public Schools

I, _____
Parent/Guardian

will provide _____ a supervised, structured environment
while

Student

_____ is suspended out-of-school.
Student

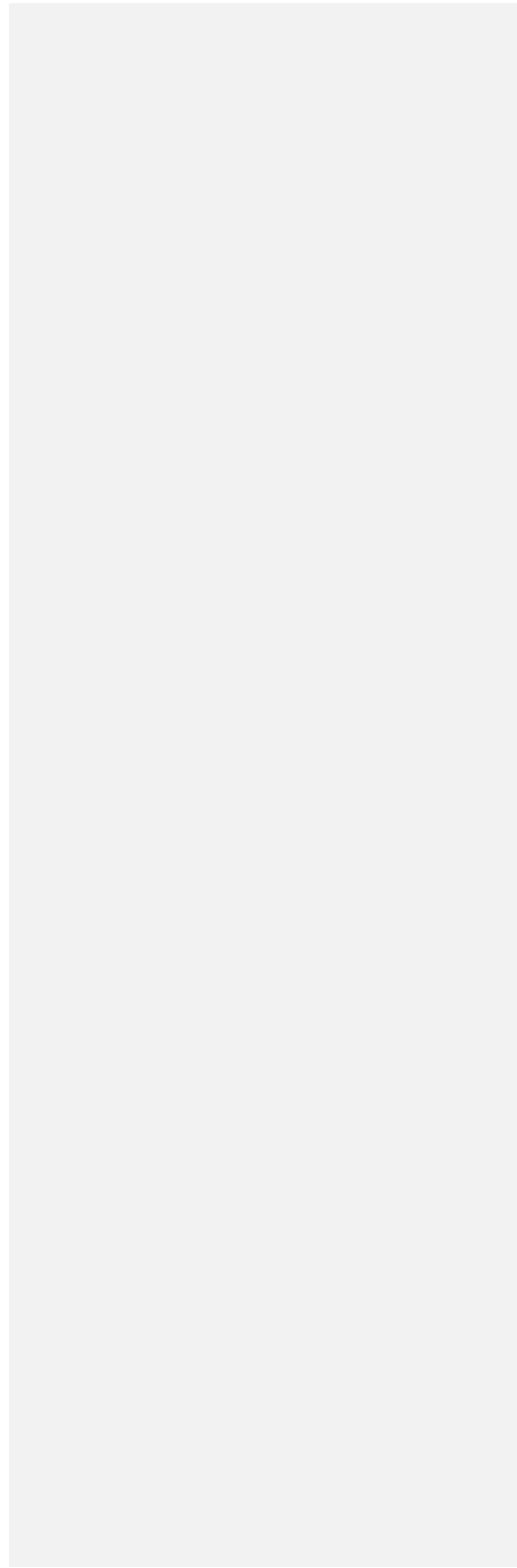
I, _____, will provide this environment with the
Parent/Guardian

following conditions:

Parent/Guardian Signature Date

Principal Signature Date

Note: A student while on suspension is not eligible to attend or participate in extra-curricular activities



**REGULATION
SUSPENSION ACTIONS AND PROCEDURES**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

The district may also discipline a student for behavior that occurs in other places if a relationship exists between the behavior and the school, especially if the behavior may indicate a possible impact on the safety of the school district and its students.

This listing is examples of some of the infractions that a student might encounter prior to receiving suspension. It is not all-inclusive and does not limit either offenses or possible disciplinary actions a student might encounter.

1. Immorality or profanity
2. Truancy
3. Violation of written school rules, regulations or policies
4. Assault upon another student or person
5. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
6. Possession , threat, or use of a dangerous weapon as defined by State Statue
7. Use and/or possession of any tobacco product or E-Cigarette product
8. Conduct which disrupts the operation of the school
9. Conduct which jeopardizes the safety of others
10. The willful disobedience of the request of any school official in the performance of such school official's duties
11. Failure to attend an assigned detention class without prior approval
12. Failure to comply with State immunization law
13. Vandalism or theft
14. Excessive tardies
15. Fighting; assault; attempted assault; acts which could reasonably cause injury
16. Verbal or physical abuse
17. Illegal use of parking permits
18. Unauthorized entry to buildings and /or campus
19. Unauthorized departure from campus and/or class
20. Failure to attend assigned class while on campus without prior office approval

2421. Gambling

The Constitutional rights of individuals assure them the protection of due process of law; therefore, the administration of discipline in this school district shall be guided by legally sound procedures.

Reference: 70 O.S. 24-101-3 (Section 488.2, School Laws of Oklahoma)

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TRANSPORTATION OF STUDENTS

Ringwood School District will provide transportation to and from school for eligible students who attend this school district. The purpose of transportation is to provide opportunities for education that might not otherwise be available.

Transportation Provisions

Transportation will be provided for those students who live more than one and one-half (1 ½) miles from the school. Curb-to-school transportation will be considered for certain eligible physically handicapped students who require special bus facilities. However, this service is available only upon application to and approval by the superintendent.

Transportation will be considered for approved activities within and without the district upon approval of the board. The board may request that any expense of such additional transportation be paid for the children so transported by the school activity or school organization receiving benefit from such transportation or from other private sources.

Transportation by private sources of students attending school sponsored activities is discouraged due to the liability involved. Some conflicts are unavoidable. Prior arrangement must be made with the director of transportation. All activity trips and field trips must be requisitioned to the administration in advance to allow time to obtain transportation units and needed drivers. An approved sponsor or sponsors will be present during the transportation requirement.

Transportation Privilege

Buses and local school vehicles are off limits to all students at any and all times unless accompanied by the driver, a faculty member or other responsible person.

State law is that school district **may provide** transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a requirement.

Student Behavior on School Buses

The school bus is considered an extension of the classroom, and the Board will require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Only when a child boards the bus does he/she become the responsibility of the bus driver. Such authority shall end when the child is delivered to the regular bus stop at the close of the school day.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver, who required to report misconduct in writing. Children who become a serious disciplinary problem on the school bus will have their riding privileges suspended by the principal. In such cases, the parent(s) of the children involved become responsible for seeing that their children get to and from school.

Any complaints regarding transportation of students Ringwood Public Schools will be handled by the individual student's principal. If the principal cannot help, complaints will be referred to the Director of Transportation.

Out-of-State Trips

School buses may not be used for out-of-state trips unless approved by the board of education.

REGULATION
STUDENT BEHAVIOR ON SCHOOL BUSES

The school bus driver has a great responsibility. Each day he carries a "precious cargo" and his only concern should be to see that all of his passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from his job. This is dangerous and cannot be allowed. It is necessary, therefore, that rules and regulations be enforced and that they be followed without question. Each parent must see that his or her child understands the importance of good behavior while riding a school bus.

Ringwood Board of Education realizes that a hardship may result in the parent's having to take a child to and from school, but it is sometimes necessary. A student may not be allowed to ride a school bus when he/she continues to jeopardize the safety of others.

Misconduct of Students Riding in School Vehicles

The first time child is sent to the office for misconduct on a bus, the building principal will discuss the bus riders rules with the child and correct the problem. The second time a child is sent to the office for misconduct on a bus, the building principal will go over the bus riders rules again, contact the parents and, if necessary, discipline the child. The third time a child is sent to the office for misconduct on a bus, the building principal will contact the parents, go over the bus riders rules again, and the child may be expelled from riding the bus for three days. The building principal will contact the parents in writing, that another occurrence of misconduct may constitute removal of the student from riding the bus for the remainder of the school year.

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading students should:

1. Be on time at the designated bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching bus stops. Respect people and their property while waiting for the bus.
4. Wait until the bus comes to a complete stop at the loading zone before moving toward the bus and attempting to enter.

~~4.~~ 5Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

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

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips:

1. The above rules and regulations apply to all trips under school sponsorship.
2. The superintendent or a person designated by the superintendent shall assign sponsors for extracurricular trips.

Reference: Modification of Bus Rules from State Department of Education

**REGULATION
PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION
OF INHALED ASTHMA MEDICATION**

The undersigned, _____, (“Parent”) is the parent or legal guardian of _____, (“Student”) who attends _____ School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer inhaled asthma medication pursuant to the guidelines set forth in District Policy 720.1.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
3. Parent has provided to the District a written statement from Student’s physician indicating that Student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication.
4. Parent acknowledges the following statement:
“The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.”
5. Parent has read, understands and agrees to the provisions and regulations of District Policy 720, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
6. Parent has been given a copy of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*; a copy of District Policy 720, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

Signature of Parent or Legal Guardian

Date

DISPENSING MEDICATIONS

Ringwood Board of Education recognizes that students will on occasion need to take medicines at school. The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine." Students needing special care at school due to some special condition, illness or disease should give information, including a statement from parents or doctor concerning the difficulty and care needed, to the main office.

Definitions

"Non-prescription medicine" is that medicine that may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original container and have affixed the name of medicine, dosage, guidelines and directions for administration. A student's name must be written on the container. "Non-prescription medications" may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student's physician.

"Filled prescription medicine" is a medication contained in a prescription container with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container, or if a sample is provided by a doctor or a prescription changed, a doctor's written instructions are required. All medications should also be accompanied by a written authorization from the parent or guardian indicating the purpose of the medication, time to be administered, and termination date for administering the medication.

Authorized Personnel to Prescribe Medications

The principal or designated school employee will oversee and record any filled prescription or non-prescription medication a student uses or takes. All medicines will be properly stored in a designated location and kept locked at all times. These medicines will not be readily accessible to anyone other than school employees designated to administer medication.

Record of Medications Administered to Students

School personnel will keep on file signed authorization forms as well as a record of the following: name of student to whom the medication is administered, date the medicine is administered, name/initials of person administering the medicine, name of medicine, dosage of medicine, time medicine is administered.

Authorization Form

If it becomes necessary for a student to use or take filled prescription medicine or non-prescription medicine at school, it is the policy of Ringwood Public Schools that a parent or guardian must sign a Parent Provided Prescription/Non-Prescription Medication Authorization form provided by school personnel.

A new medication authorization form must be filled out for each medication at the beginning of each school year, for each change in medication and/or for any change in dosage.

District Responsibility

Ringwood School District assumes no responsibility for the control of medicines not registered or stored with designated school personnel. Medication brought to school not meeting stated guidelines will not be administered. The principal, school nurse, contracted nurse, or designated school employee may not be held liable to the student or his/her parent or guardian for civil damages, for any personal injuries to the student which result from acts or omissions of the principal, school nurse, contracted nurse, or designated school employee in the administering of any medicine. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

School-Provided First Aid

If a student becomes injured or ill at school, it is the policy of Ringwood Public Schools to administer first aid/nonprescription medicine if a parent or guardian has signed a School-Provided Non-Prescription Medication, First Aid and CPR Authorization form. Such authorization is to be in effect as long as a student is enrolled in Ringwood Public Schools unless the parent or guardian files a written request that the authorization is cancelled.

If a student becomes ill during the school day, he/she should go to the office. The student's parents or those designated on his/her enrollment form will be contacted.

When a student is involved in an accident that results in a severe or life-threatening injury, school officials may call for professional medical assistance until a parent is available to either provide or request assistance for the student.

If a student has special needs due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, the principal's office should be notified.

Reporting Accidents

Any employee witnessing an accident on school property (a building, grounds, or district vehicle) at any time will make a written report as soon as the situation is under control to the principal to be forwarded to the superintendent.

References: 10 O.S. 170.1 (Section 816, School Laws of Oklahoma)

**REGULATION
PARENTAL AUTHORIZATION
FOR DISPENSING NON-PRESCRIPTION MEDICATIONS**

Ringwood Public Schools
Parental Authorization
for Dispensing Non-Prescription Medications

The undersigned, _____, is parent, guardian or custodian
of _____ who attends _____
School.

If this child is injured or becomes ill at school, I hereby authorize school personnel or

(Name and how this person may be reached.)

to administer non-prescription medicine to the child in the event I cannot be contacted to
give my consent to administer the medicine.

Parent with legal custody or Guardian

Address

Phone

Commented [wd14]: Make all forms match what we have and include First Aid and CPR

**REGULATION
PARENTAL AUTHORIZATION
FOR DISPENSING PRESCRIPTION MEDICATIONS**

**Ringwood Public Schools
Parental Authorization for Dispensing Prescription Medications**

I, _____, am the parent with legal custody or the legal guardian of _____, a student attending _____ School. If this student requires medication at intervals during the school day, I hereby give my consent and authorize the school authorities to

_____ Administer a non-prescription medicine which I am hereby supplying you. The medicine is to be administered in accordance with attached written instructions from the child's physician.

_____ Administer a filled prescription medication which I am hereby supplying you. The medicine is to be administered in accordance with the instructions on the label.

_____ Administer a filled prescription medication which I am hereby supplying you. The medicine is to be administered in accordance with attached, written instructions from the physician.

I understand that under state law, the board, the school district, or employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

Parent with legal custody or Guardian

Address

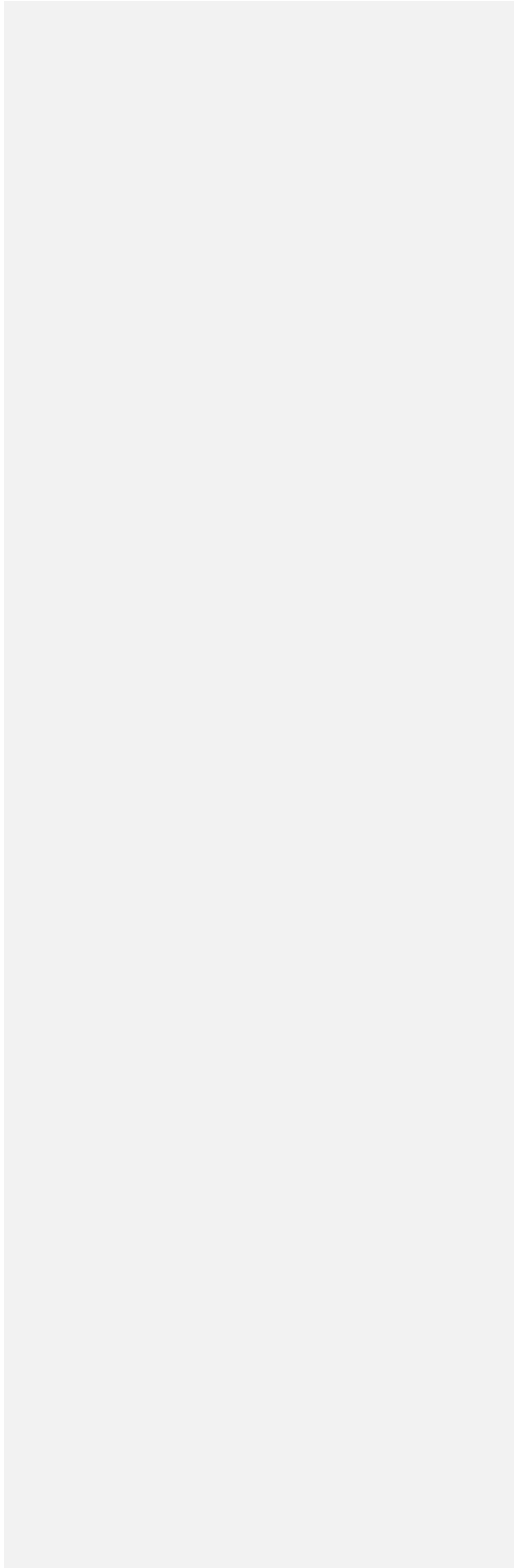
Telephone

Witness (Name Printed and Signed)

**Ringwood PUBLIC SCHOOLS
LOG FOR DISPENSING MEDICINE**

School Year _____

Date & Time Dosage Medicine Administered	Name of Student Given Medicine	Name of Person Who Administered Medicine	Name of Medicine



STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION

Pursuant to 70 O.S. § 1-116.3, the Board of Education of the Ringwood School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

Definitions:

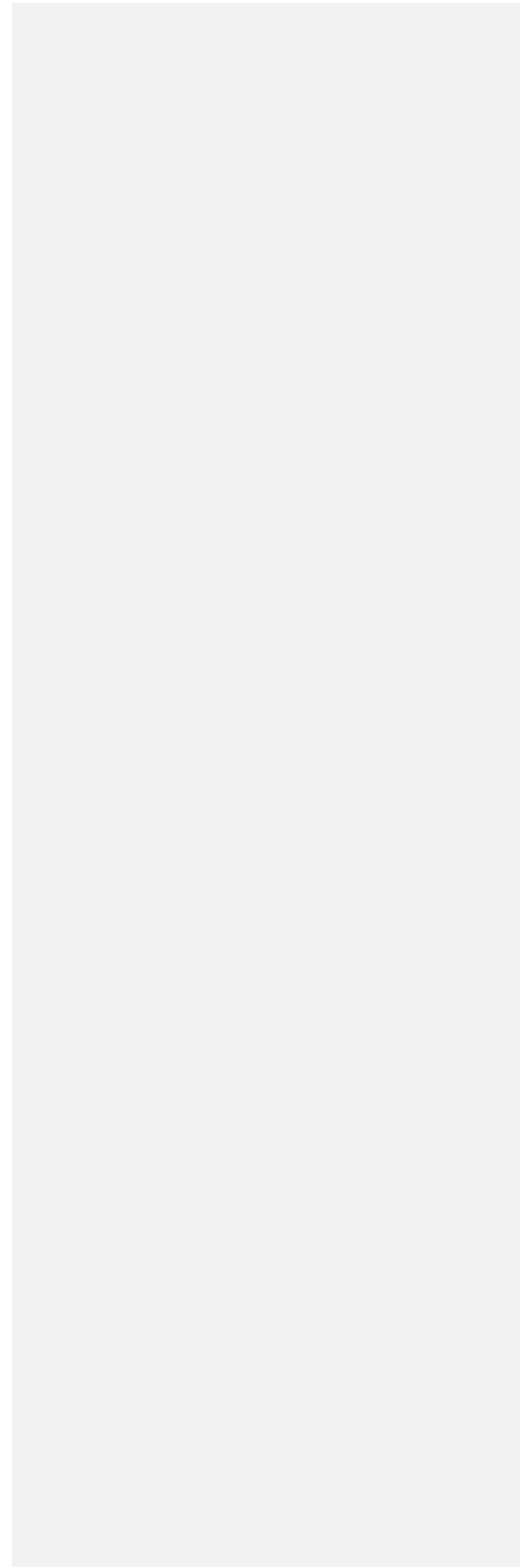
1. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
2. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
 - a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
 - b. A written statement from the student’s physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
 - c. Acknowledgement from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student’s self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student’s medication to be administered in

accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.



**REGULATION
PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION
OF ANAPHYLAXIS MEDICATION**

Commented [wd15]: Read and make sure we can put these two forms together.

The undersigned, _____, (“Parent”) is the parent or legal guardian of _____, (“Student”) who attends _____ School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer anaphylaxis medication pursuant to the guidelines set forth in District Policy 720.1.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy 720.1, *Student Self-Administration of Anaphylaxis Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer anaphylaxis medication at school.
3. Parent has provided to the District a written statement from Student’s physician indicating that Student has anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of anaphylaxis medication.
4. Parent acknowledges the following statement:

“The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.”
5. Parent has read, understands and agrees to the provisions and regulations of District Policy 720, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer anaphylaxis medication at school.
6. Parent has been given a copy of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication*; a copy of District Policy 720, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

Signature of Parent or Legal Guardian

Date

DEALING WITH COMMUNICABLE DISEASE HIV AND HEPATITIS B

Ringwood Board of Education is committed to providing a safe and healthy environment for employees and students. School personnel shall cooperate with public health authorities to promote these goals. Public health regulations shall be supported and enforced.

Students suspected of having any communicable disease, or living with persons thus affected, shall not be permitted to remain in school unless specially authorized by the local department of health or a local doctor. In all cases school officials shall be governed by the orders of the local health or doctor or by the county nurse or the State Board of Health.

Each case of a disease that is communicable or venereal and reportable will be handled with confidentiality and nondiscrimination. Examples of such diseases may include, but are not limited to hepatitis, syphilis, gonorrhea, human immunodeficiency virus (HIV), and acquired immunodeficiency syndrome (AIDS).

Confidentiality

Written consent is required when a person has a communicable or venereal and reportable disease for information to be released to another person or agency. The person giving written consent shall be informed in writing as to whom or what organization information may be given. That person or that person's legal guardian can only give written consent. If the individual is a minor, written consent of a parent or legal guardian is required.

All health records, notes and other documents that reference a person's communicable or venereal and reportable disease status will be kept locked. Access to these confidential records is limited to those named in the written consent statement. Information regarding communicable or venereal and reportable disease status will not be added to a student's or an employee's records that can be accessed by personnel not named in the written consent statement.

Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit. School personnel shall strive to maintain a respectful school climate and shall promote an environment that does not allow physical or verbal harassment of any individual or group by another individual or group.

Educational Placement

Any decision regarding the student's educational status shall be based upon the best medical information available. If informed written consent is given by the parent or

legal guardian, the superintendent or his/her designated school personnel, community professionals, if applicable, and the student's doctor shall meet and confer to determine the extent to which reasonable accommodation of the student's education can be achieved.

School authorities shall determine the educational placement of a student known to be infected with a communicable or venereal and reportable disease on a case-by-case basis by following established policies and regulations for students with chronic health problems or students with disabilities. Educational placement will be reassessed if there is a change in the student's need for accommodations or services.

Nondiscrimination of Persons with HIV and AIDS

Evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when district policies and regulations are followed. The presence of people living with HIV infection or diagnosed with acquired immunodeficiency virus (AIDS) poses no significant risk to others in school, child care, or school athletic settings.

A student with HIV/AIDS has the same right to attend school and receive services as any other student and will be subject to the same policies and regulations. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school sponsored activity.

An employee with HIV/AIDS has a right to work and receive services as any other employee and will be subject to the same policies and regulations. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection may continue working as long as he/she is able to perform the essential functions of the position, with reasonable accommodation, if necessary.

Privacy rights shall be respected. Neither students nor school personnel are required to disclose HIV infection status to anyone in the educational system. HIV testing is not required for any purpose.

References: HB 1012, Section 4, 1991
National School Boards Association, *Someone at School
Has AIDS: A Complete Guide to Education Policies Concerning
HIV Infection*, 1996

**REGULATION
PROVIDING FIRST AID
AND HANDLING BODY FLUIDS**

General

The body fluids of all people should be considered to contain potentially infectious agents (germs: bacteria or viruses). The term “body fluids” includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit respiratory secretions (such as nasal discharge) all such fluids or secretion should be placed in a bio-bag and disposed of properly. Diseases such as hepatitis, shigella, salmonella and AIDS are transmitted through body fluids. The following guidelines are established for the protection of all personnel.

Hand Washing Procedure

Hand washing is the most important way to prevent the spread of infectious diseases. Hands should be washed frequently during the day -- always before eating, after going to the restroom, after any dirty cleaning job and particularly after providing first aid or cleaning up body fluids whether you touched the fluids or not.

1. Use liquid soap and water with vigorous washing under a stream of running water for about 10 seconds.
2. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet. Discard the towel in the proper container.
3. Use hand lotion as needed. Dry, cracked hands leave openings in the skin for bacteria to enter.

Providing First Aid

1. Wear disposable latex gloves to clean wounds that produce an oozing of blood or drainage.
2. Use liquid soap and water to wash wounds.
3. Do not touch the contaminated glove to any surface. Grasp the glove by the cuff and turn it inside out as you remove it from your hand. Wash your hands with liquid soap and water.
4. Have custodians place a plastic bag liner in all trash cans that contain refuse from first aid. It should be changed daily and sealed tightly before disposal.
5. Do not use re-usable plastic gloves for handling body fluids. It is impossible to clean them sufficiently to prevent the transmission of bacteria.
6. If you have any questions concerning the proper handling of body fluids during the administration of first aid, contact your building administrator ~~school nurse~~.

Cleaning Spilled Body Fluids

1. Put on disposable latex gloves.
2. Pour sanitary absorbent on the fluid. Allow a few minutes to absorb the liquid.
3. Vacuum or sweep up the absorbent.
4. The vacuum bag or sweepings should be disposed of in a plastic bag. Brooms or dustpans should be rinsed in a disinfectant made of one cup of bleach to one gallon of water. No special handling is required for the vacuuming equipment.
5. Grasp each glove by its cuff and turn it inside out as you remove it from you hand. Discard the gloves in a plastic bag lined trash can. Seal tightly before disposal.
6. Wash your hands with liquid soap and water.

Disinfection of Hard Surfaces

1. Put on disposable latex gloves.
2. Remove soil and apply a disinfectant (one cup of bleach to one gallon of water). This disinfectant must be freshly prepared for each use.
3. Soak mops in disinfectant after use and rinse thoroughly.
4. Discard disposable cleaning equipment in a plastic bag. Contaminated water should be flushed down the toilet.
5. Non-disposable cleaning equipment should be thoroughly rinsed in disinfectant.
6. Pour used disinfectant solution promptly down a drain pipe.
7. Wear plastic gloves to clean toilets and urinals.
8. Remove gloves and discard in plastic bag.
9. Wash your hands with liquid soap and water.

Disinfection of Rugs

1. Put on disposable, latex gloves.
2. Apply sanitary absorbent, let it dry and vacuum.
3. Apply a germicidal rug shampoo with a brush and vacuum again. If necessary, wash vacuum brush with soap and water.
4. Discard gloves. Wash your hands with liquid soap and water.

Laundering Clothing Soiled with Body Fluids

1. Wash items separately from other clothing. Pre-soak if heavily soiled.
2. Wash in hot soap and water. Add one-half cup of bleach to the wash cycle. If articles are not colorfast, add one-half cup of non-clorox bleach to the wash cycle.
3. Discard gloves. Wash hands with liquid soap and water.

**DEALING WITH HEAD LICE
AND OTHER CONTAGIOUS DISEASES**

Ringwood Board of Education believes that any student with a contagious disease should not attend school until he or she is free from the contagious disease. Contagious diseases include, but are not limited to, head lice, scabies, impetigo, strep throat and fifth's disease.

Any student prohibited from attending school due to head lice shall present to the appropriate school authority, before the student may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice/nits/egg cases.

References: 70 O.S. 1210.194 (Section 815, School Laws of Oklahoma)
Amended by HB 2726, Section 1, 1996 Legislative Session

REGULATION
HEAD LICE

The following procedures shall be followed for the detection and prevention of the spread of head lice.

1. Periodic screenings shall be conducted of students for the detection of head lice. Nits or eggs are evidence of lice.
2. If head lice are found, a note will be sent to the parent or guardian of the student. The student is to be sent home as soon as possible. If a parent or guardian cannot come to the school to take the student home, the student should be sent home at the end of the school day with a copy of the letter of explanation to parents.
3. The student must be treated with a head lice shampoo before re-entry to school. Although students may return to school, infested students must be treated again in seven to ten days.
4. If the student is found to be inadequately treated, the student shall not be readmitted to school until treatment is initiated and the student is found to be free of crawling forms of lice. Students shall be readmitted to school with a certificate from a health professional that said child is no longer afflicted with head lice. The criteria for readmission after the initial treatment shall be absence of crawling forms and evidence of a recent shampoo.

REGULATION
HEAD LICE--EDUCATION AND TREATMENT

Once head lice have been detected, parents and guardians need to learn that treatment with a head lice medication is not sufficient to control the infestation. These rules need to be followed:

1. Both the infested individual and their personal articles (caps, combs, brushes, towels, bedding, etc.) should be thoroughly cleaned with hot water and soap when possible.
2. Machine wash all washable clothing and bed linens that have been in contact with the infested individual during the last 48 hours.
3. Personal articles that cannot be washed may be dry-cleaned or placed in a plastic bag and sealed for a period of ten (10) days.
4. Soak combs and brushes for an hour in a 2% Lysol solution, or put them in a pan of water on the stove and heat to 125 degrees for five to ten minutes. Caution: heating may damage the comb or brush.
5. Cleaning of the house and other rooms inhabited by infested persons should be limited to thorough vacuuming. The effectiveness of pediculicidal sprays has not been proven. Fumigation of the home is not recommended.
6. Apply a pediculicide (medicated shampoo according to package directions) to the hair of the infested individual.
7. Comb the hair thoroughly with a fine-toothed comb to remove all dead lice and nits. To make combing easier, it may be helpful to apply a creme rinse or one-half vinegar/one-half water solution after shampooing.
8. Have the person put on clean clothing after treatment.
9. Repeat the treatment in seven to ten days to kill newly hatched lice.
10. All family members or other close contacts must be examined for the presence of lice and active nits and treated, if indicated, at the same time as the affected individual.

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**REGULATION
NOTIFICATION TO PARENTS
CONCERNING HEAD LICE**

Ringwood Public Schools

Date _____ To the Parents of _____

Your child, _____, has been determined to have contacted head lice. To prevent the spread of this infection to other students in our school, we require a written statement from either the County Health Department or your family physician confirming that your child is lice free. Please give the statement to your child's teacher or the superintendent when he/she returns to school.

Thank you for your attention to this matter.

Administrator

STUDENTS WITH DIABETES

In accordance with state law (70 O.S. §§ 1210.196.1 through 1210.196.9):

Diabetes Medical Management Plans – Upon the District’s receipt of notification from the parent or guardian that their child is diabetic, the District shall work with students who have diabetes and their parents to develop a Diabetes Medical Management Plan (the “Plan”) for such students who will seek care for diabetes while at school or participating in school activities.

The Plan shall be developed by the personal health care team for the affected student. Such team is to be composed of:

- The principal or designee;
- School nurse (if the District has a school nurse on staff);
- Parent/guardian of the student;
- Student’s physician (to the extent the physician is able/willing to participate).

In the absence of a school nurse, the District shall make effort to seek out school employees to volunteer to assist with the Plan in the capacity of volunteer diabetes care assistants. Any such volunteers shall receive training prior to becoming a volunteer. The State Department of Health shall develop guidelines for such training.

Diabetes Self-Management and Care – In accordance with each student’s Plan as described above, the District shall allow the diabetic student to self-manage and care for the student’s diabetes, which may include the following:

- Performing blood glucose checks;
- Administering insulin;
- Treating hypo- and hyperglycemia;
- Possession by the student of necessary supplies/equipment for diabetes monitoring and care; and
- Attending to the student’s diabetes management and care in the school buildings, on school grounds, or at school-related activities in areas the District shall deem appropriate and safe.

Diabetes Information Sheets – With the permission of the parent of a student with diabetes, the District shall provide to each school employee providing transportation to the student with diabetes or supervising a student with diabetes an information sheet:

- Identifying the student with diabetes;
- Identifying potential emergencies and appropriate responses thereto with regard to students with diabetes; and
- Containing an emergency contact telephone number for said student.

JUVENILE SEX OFFENDERS

A student attending school in the District who has been adjudicated as a juvenile offender for any offense subject to the Juvenile Sex Offender Registration Act (10 O.S. §§ 7308-1.1 through 7308-1.13) committed upon a student also attending school in the District shall, upon request by the victim, be separated—both at school and during school transportation—from the victim and the victim’s sibling(s).

The juvenile bureau (in counties where applicable) or the Office of Juvenile Affairs (in all other counties) shall be responsible for notifying the District of such adjudication. Upon receipt of notification, the District shall notify the parent/guardian of the victim of their right to request separation from the offender.

The victim shall have 30 calendar days to notify the District, in writing, that the victim wishes to be separated from the offender. Upon receipt of such written notice, the District shall take appropriate action to separate the victim and victim’s sibling(s) from the offender.

The offender shall be allowed by the District to be placed in another school within the district not attended by the victim or sibling(s). If there is not another school within the district, the offender shall be required to transfer to another district pursuant to the Open Transfer Act. Recommendation for placement of an offender on an IEP shall be governed by the offender’s IEP team pursuant to federal law.

Arrangement for and provision of transportation to/from school and school activities and any costs associated therewith as a consequence of this prohibition shall be the sole responsibility of the offender. The District shall not charge the offender for any existing modes of transportation that can be used by the offender at no additional cost to the District.

The decision of the victim shall be final and not reversible.

Head Injury and Concussion Prevention and Management

Pursuant to 70 O.S. Section 24-155, and in an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students and parents/guardians about head injuries and concussions, the risks therefor, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the district. The school district will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website: www.ossaa.com.
2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the district. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
 - b. Said health care provider issues a written clearance for the student to return to participation; and
 - c. The written clearance is on file with the District.
5. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the district, the district athletic director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
 - a. The athlete's name;
 - b. The date the suspected head injury or concussion occurred;
 - c. The sport in which the athlete was participating at the time of injury; and
 - d. Any other sports in which the student participates or may be participating within the District in the given school year; and
 - e. Date of return to athletic participation, along with confirmation that all three conditions listed in 4, *above*, were met.

