

missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. 70 OK Stat § 70-24-102 (2014)

SECTION 6: BACKPACKS

Carrying a backpack is a privilege. Any student found to have contraband in his/her backpack may lose the privilege to carry a backpack to school or may be required to purchase a clear backpack.

SECTION 7: STUDENT BEHAVIOR

BEHAVIOR CODE

All students' behaviors in the Keota Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere. It is our belief that the home, school and church need to encourage young people to be law-abiding, productive citizens. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair.

We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline. Students need to demonstrate that they can conduct themselves in a positive manner and not infringe upon the rights of others to enjoy the freedom of self-discipline. Administrators, teachers, school board members, parents, and supporters of the school have developed rules contained in the handbook over the years. These rules represent an honest attempt to bring discipline and order to the learning experience at Keota. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe that effective learning situations can be provided and positive behavioral patterns promoted when unacceptable behavior and its consequences are communicated to all. When discord or disruption does arise, the rules that govern our school will assure that all parties are treated with respect, courtesy, and fairness. A firm and consistent discipline policy will provide our students guidance and direction that will encourage them to conduct themselves in an acceptable manner at all times.

The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Keota public school. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. This district prohibits certain actions, inappropriate behavior, and attire.

CAFETERIA BEHAVIOR

All students must be on best behavior within the lunchroom. Students will be responsible for cleaning up after themselves. Students should keep the noise level to a minimum. All people who are on staff at Keota Public Schools have the authority to enforce rules of behavior. This includes custodians, maintenance, cafeteria workers, and substitute teachers.

DRESS CODE

Background: Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Student/Parent/Guardian Responsibilities: Although the board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The board solicits the support of parents/guardians in the enforcement of its dress code.

Approved garments must be of length and fit that are suitable to the build and stature of the student.

2. Permitted clothing shall be worn as designed/manufactured to include the following:

- Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered as long as clothing such that the layered look complies with the dress policy.
- Belts must be fastened.
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
- All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

3. Upper and Lower Garments

- Strapless garments are prohibited.
- All student tops, blouses, or shirts, male and female must have sleeves.
- Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
- Undergarments shall not be visible.
- Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them are allowed ONLY if the holes are from the knees down.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, etc are not permitted.
- Shorts and skirts must be finger-tip length (mid-thigh)

4. Head Coverings

- Sunglasses Scarves, curlers, bandanas, sweatbands, headscarfs, lace bandanas/handkerchiefs, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a doctor and previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.

5. Nighttime Garments

- Pajama pants, night shirts, onesies, and any other garment designed to be worn to bed shall not be worn at school unless approved by the administration for an activity, such as "pajama day."
- Blankets, pillows, and house shoes are not to be worn or brought to school for any reason, unless approved in advance by the administration.

Failure to observe the dress and grooming code of Keota Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

UNAUTHORIZED PERSONAL ITEMS

1. The unauthorized items found in possession of a student will be confiscated by school personnel and kept in the office until a parent or legal guardian is able to retrieve the item. The school or its employees are not responsible for lost or stolen items.
2. Each offense will be documented in the student's disciplinary record.
3. Second and subsequent offenses WILL result in disciplinary actions.

NO FIDGET SPINNERS! Fidget spinners will be provided by the school for educational purposes.

NO SLIME!

PUBLIC DISPLAY OF AFFECTION

A healthy moral climate is in the best interest of the school and community. During school hours, physical contact between boys and girls, such as kissing, hugging, holding hands, pushing, tickling, etc. will not be condoned. Rules of conduct during these hours will also govern school-sponsored trips and activities. Parents will be notified if such conduct is not refrained.

SECTION 8: DISCIPLINE

DISCIPLINE

Discipline is the responsibility of the teacher. Discipline is necessary to correct student behavior which may prevent learning or pose a danger to the well-being of others. Student behavior, which does not conform to behavior rules and regulations, must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal.

The teacher of a student attending a public school will have the same right as a parent or guardian to control and discipline such a student during the time the student is in attendance or in transit to or from the school, or any other function authorized by the school district.

CLASSROOM MANAGEMENT PROCEDURE

The classroom teacher is responsible for establishing and posting classroom rules. The teacher shall also have a classroom management plan for maintaining discipline. Each teacher's plan of action will include, but is not limited to, the following steps.

1. Informal conference—the teacher will visit with the student and discuss the problem and how it should be corrected. A record of the occurrence will be filed by the teacher.
2. Detention/Extra Assignments—the teacher will assign detention time or extra assignments as a consequence for disruptive behavior. A discipline notice form will be given to the office to be filed and a copy mailed to the parent. Students will not be detained during P.E.
3. Referral to Office—should previous steps be ineffective, or a severe disruption arises, an office referral will be made and a more extensive discipline plan will be implemented.

Each teacher shall attempt to contact the student's parents concerning disruptive behavior. This may be done by telephone, written correspondence, or personal visit. Communication is important and parental support is requested.

Once a child has been referred to the office, the following disciplinary grid will apply:

DISCIPLINARY REPORT FORM

CODES AND DEFINITIONS

SWATS=Corporal Punishment

CY=Calendar Year

EOD=End of the Day

EOY=End of Year

ISS=In School Suspension

OSS=Out of School Suspension

On the following page is a copy of the Disciplinary Report form that will be filled out and sent home.

KEOTA PUBLIC SCHOOLS



DISCIPLINE REPORT FORM

Student: _____ Grade: _____ Date: _____ Time: _____ Location: _____

Teacher: _____

Corporal Punishment Witness: _____ IEP: ____ Yes ____ No Parent Called: ____ Yes ____ No By: _____

*Note: IEP/504 Students are not eligible for corporal punishment.

Circle which applies:

Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense	Consequence
Misbehavior inside the classroom Misbehavior outside the classroom Profanity Dress Code Violation Cell Phone Violation Bus Misconduct Insubordinate/Uncooperative	Bullying another student Inappropriate behavior at a school event Horseplay that leads to a fight Racial Slurs/ Gang Behavior Internet Violation/Cheating PDA Inciting a fight/riot Videoing a fight or unacceptable behavior Truancy/ skipping class/leaving campus Excessive Level 1 Offenses	Profanity directed at a staff member Sexual harassment/moral turpitude Fireworks and contraband Theft/possession of stolen property Destruction of school, public or private Throwing food for the purpose of a food fight Fighting or physical abuse Possession of a Vape or smoking Excessive Level 2 Offenses	Indecent Exposure/Extreme sexual harassment Under the influence of alcohol or drugs Possession of alcohol or drugs Possession of a knife, firearm, or weapon Excessive Level 3 Offenses	Level 1 Offense: BIP/ISS/Swats Level 2 Offense: BIP/ISS/Swats Level 3 Offense: Saturday School/OSS Level 4 Offense: OSS Principal Comments: _____ _____ _____ _____ _____ _____

TEACHER COMMENTS:

Student has been notified by the teacher of the consequence: ____ Yes ____ No

Student Signature: _____ Date: _____ Teacher Signature: _____ Date: _____

A copy of the disciplinary report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Attempts will always be made to contact a parent/guardian prior to corporal punishment. Law enforcement may be called for any incident involving the safety of self and/or others incident involving the safety of self and/or others. Students who were in a fight will serve 2 days of OSS for the first offense, 4 days of OSS for the second offense, and 8 days of OSS for the third offense, which each offense could also result in a fine from the Keota Police Department. If found with a vape, students will have to go through a counseling session with either the school counselor or an outside counseling service.

IN-SCHOOL SCHOOL SUSPENSION RULES

1. NO TALKING
2. CELL PHONES MUST BE GIVEN TO THE ISS MONITOR/TEACHER UPON ARRIVAL
3. NO EATING OR DRINKING IN CLASS
4. NO COMPUTERS, CELL PHONES, TABLETS, ETC.unless the assignment calls for a chromebook.
Then it will be checked out and brought back the same day

5. NO INDEPENDENT READING BOOKS
6. STUDENTS MUST BE WORKING ON SOMETHING (IF YOU DO NOT HAVE WORK, WORK WILL BE PROVIDED)
7. LIMITED RESTROOM BREAKS (NEVER DURING CHANGE OF CLASS OR HIGH SCHOOL LUNCH BREAK)
8. STUDENTS ARE TO CLEAN UP THE DESK AND THE AREA AROUND THEIR DESK BEFORE THE END OF THE DAY

WHILE IN THE CAFETERIA:

1. NO TALKING
2. STUDENTS WILL BE WALKED TO THE CAFETERIA FOR BREAKFAST AND LUNCH
3. STUDENTS EAT AT A TIME DIFFERENT FROM THE REST OF THE SCHOOL
4. NO OUTSIDE FOOD (POP, CANDY, ETC.)
5. NO FOOD PURCHASES

FAILURE TO SERVE ISS WILL RESULT IN OUT OF SCHOOL SUSPENSION

STATE TESTING DISRUPTIONS

Any student that willingly disrupts state testing will be subject to strict disciplinary action. 1st offense is 4 days out of school suspension, 2nd offense is 8 days out of school suspension, and 3rd offense will result in suspension for the remainder of the school year.

SUSPENSIONS

The principal has the authority to suspend any student in accordance with existing state laws. Suspensions will be reported immediately to the Superintendent. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school. Any student suspended from school will not be allowed to attend any field trips during that semester. Suspensions can be appealed to the Superintendent within two days of the suspension.

DUE PROCESS

The Principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension and the term of the suspension.
2. In writing, notify the students and his/her/guardians, stating the reason for the suspensions and the term of the suspension.
3. The parent can request a hearing with the principal to discuss the terms of the suspension. If the parent is unhappy with the results of that meeting, a hearing with the superintendent can be requested.

CORPORAL PUNISHMENT POLICY

Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever the administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only in the presence of another certified employee. If corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.

We will not administer corporal punishment without your permission. This will be obtained on a case by case basis as needed for the situation. If parents do not wish corporal punishment, then the student will be suspended. The student will be expected to make up the missed work and may be tested with the rest of the class.

FIELD TRIPS

Students must meet eligibility requirements that include passing grades in all classes and attendance as outlined in this handbook in order to be allowed to attend any field trips. Any student suspended from school will not be allowed to attend any field trips during that school semester. Any student that is failing due to attendance for that semester will not be allowed to attend field trips.

WIRELESS TELECOMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT IN THE SCHOOL

A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and the school principal or superintendent. The use of a cell phone during school hours is a privilege and not a right, this privilege may be revoked at any time by the school administration

Cell phones will be allowed while school is in session, but not in the classrooms during instructional time. If a parent or guardian needs to reach a student, they need to call the Elementary School office at **918-966-3950 ext. 4**. Sponsors of school activities have the right to adjust this rule during school sponsored activities. (Bus trips, etc.)

HEAD PHONES OR EAR BUDS, Radios, mp3 players, ipods and other electronic equipment are not permitted in the school unless requested by a teacher for academic reasons.

LUNCHROOM

All people who are on staff at Keota Public Schools have the same authority as teachers. This includes custodians, maintenance, cafeteria workers, and substitute teachers. While in the cafeteria, the following guidelines will be followed. BE RESPONSIBLE CITIZENS.

1. All food items will be consumed while in the cafeteria during breakfast or lunch.

2. Breakfast will be served between 7:45 a.m. and 8:10 a.m. Exceptions will only be made through the principal's office. It is the student's responsibility to eat and be in class on time.
3. Breakfast will not excuse tardy students. ALL STUDENTS MUST BE ON TIME. It is the student's responsibility to eat and be in class on time from Breakfast.
4. If you spill food or a drink item or cause someone else to, it is your responsibility to ask the cafeteria staff for equipment and supplies to clean up your accident.
5. Once you have finished eating, please help pick up trash and other belongings you have helped create.
6. Be responsible for your area and actions.
7. Under no circumstance is any item to leave the lunchroom. Cartons / Trash / Food must all stay within the lunchroom. DO NOT WALK OUT OF THE CAFETERIA WITH ANY FOOD PRODUCT.

FOOD AND DRINKS IN SCHOOL

Students wanting to bring their lunch will need to place it in their homeroom until the lunch period. Students should place their name on their lunch bags or container to avoid others taking them during lunch. Prepackaged individual drinks other than pop or tea may be included in a student's lunch box and consumed in the cafeteria only at meal times. No student will be allowed to call in an order of food from home or any other food services during the school day .

Classroom water bottles must contain water only.

BULLYING POLICY

HARASSMENT, INTIMIDATION, BULLYING & THREATENING BEHAVIOR

The *School Bullying Prevention Act* prohibits peer student harassment, intimidation, bullying and threatening behavior. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should not:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term "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.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel. Forms may be found in the principal's office.

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incident

SEXUAL HARASSMENT POLICY

It is the policy of the Keota School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff member through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

COMPLAINTS

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children). The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly, the board requests that patrons follow the following chain of events to air concerns.

First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the principal to schedule a meeting. Principal will then meet with the patron and if necessary set another meeting with the administration, patron, and teacher all present to work out any problems that are found. If, after these steps have been taken, the patron has not been satisfied, the patron should set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the patron will fill out the form to request to be placed on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

SECTION 10: TRANSPORTATION

STUDENT DROP-OFF

Drop off will be located on main street in front of the pre-k building and at the Shaw building by the lunchroom between 7:45am to 8:15am. School will start promptly at 8:15am.