

# Frederick Public Schools

## Student Code of Conduct

### **What is a Code of Student Conduct?**

The Frederick Public School District has adopted a Code of Student Conduct. Its purpose is to:

1. Describe behavior that builds a positive environment of learning.
2. Describe specific examples of student misbehavior.
3. Define penalties that will be imposed for student misbehavior.
4. Provide for district-wide uniformity in dealing with student discipline.

### **When is this Code in Force?**

The Code of Student Conduct is in force:

1. During regular School hours (including from the time the student leaves home until he/she returns home).
2. While waiting for the school bus, being transported on the school bus, or leaving the school bus.
3. At all school related activities (i.e. athletic events, assemblies, etc. ) where school personnel have responsibility for students, while on school property or in school vehicles, or at any event where Frederick Public Schools are represented.

#### **1.0 Student Records**

This section of the Student Code represents the district's formal policy regarding confidentiality of student information and the annual notification to parents of such policy and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights and Privacy Act of 1974.

#### **1.1 Definitions**

##### **a. Student Records**

Student records shall be defined as any written material, to include education and cumulative behavior records, concerning individual students maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person.

The cumulative behavior records shall be in a form approved by the superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition.

All student records, with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be available to a student's parent(s) or guardian(s) and to students who are eighteen years of age or older.

School personnel will assist the student, parent(s), or guardian(s) in understanding and interpreting any technical material in the record.

##### **b. FERPA**

The Federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

##### **c. Eligible Student**

An eligible student is a student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the Act transfer from the parent to the student. However, the parent of an 18-year-old student who is a dependent under IRS regulations may review the student's records without the prior consent of the student.

##### **d. Directory Information**

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the Frederick Public Schools, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of school attendance, awards received, distinguished academic performance, and most recent school attended. These items, so classified as directory information by the district, will be released without prior parental consent *unless the parent, within 60 days of enrollment each school year, notifies the district in writing of the parent's refusal to let the district designate any or all of such items as directory information for that parent's child.*

##### **e. Legitimate Educational Interest**

Legitimate educational interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, schedule of subjects, attendance, attitude, behavior, health, or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

##### **f. Disclosure**

Disclosure means permitting access or the release, transfer, or other communication of education records of the student, or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

#### **1.2 Right to Inspect and Review Records**

Parents or eligible students may inspect and review educational records at the office of the principal of the school where enrolled. The principal is the responsible official for records maintained at the school site.

Parents should make a request to the appropriate school officials and present adequate identification in order to inspect and review records.

Parents and eligible students also have the right to inspect any education records maintained by the State Department of Education relating to the student, whether obtained from the school or created by the State Department of Education.

### **1.3 Right to Request Amendment to Records**

Parents or eligible students may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to amend the student's records should be made to the building principal or administrator. If the request is not granted, the following appeal procedure is provided:

- a. The decision of the principal may be appealed to the Superintendent. The hearing will be scheduled and conducted by the Superintendent within a reasonable period of time following receipt of the request for an appeal.
- b. The parents or eligible students will be afforded the opportunity to present evidence relevant to the issues.
- c. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. The decision of the Superintendent will be final.

Parents or adult students will be allowed to submit material to be added to the record. Examples of such material are the results of testing and evaluation, medical or psychological reports, and explanations of unfavorable material appearing in the record.

### **1.4 Right to Consent to Release Confidential Information**

The parent or eligible student has the right to authorize the release of personally identifiable information contained in the student's education records. Such information will not be released from an educational record without the prior written consent of the parent or eligible student except for those specific situations in which consent is not required by the Act.

The building principal or the principal's representative is authorized to control and release information from individual schools. The parents should contact the principal for the release or review of information.

The request to release educational information should be granted by the school within a reasonable period of time, but in no case more than 45 days after it has been made.

### **1.5 Right to File Complaint**

The parent or eligible student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Act and regulations.

### **1.6 Right to Obtain a Copy of District Policy**

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Frederick Board of Education, 817 North 15<sup>th</sup> Street, Frederick, Oklahoma.

### **1.7 Notification of Right to Confidentiality**

Parents or eligible students are hereby notified of their rights to confidentiality of educational records and their right to file complaints regarding confidentiality. This notification is made through annual distribution of this Student Code to every enrolled student and through posting it on the Frederick Public School Internet site at [www.frederickbombers.net](http://www.frederickbombers.net)

Parents and adult (18 and over) students have a right to be provided translation if primary or home language is other than English.

### **1.8 Fee Schedule for Copies of Records**

The initial copy of education records will be provided without charge. Additional copies will be furnished at the rate of five cents per page.

### **1.9 When Consent Not Required**

The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

- a. School personnel who have a "legitimate educational interest" in a student.
- b. Officials of another school or school system in which the student intends to enroll.
- c. Officials of the U.S. General Accounting Office, HEW, and state departments of education who need specific data to evaluate federal programs or to enforce federal laws.
- d. Anyone to whom the student has applied for financial aid or from whom such aid has been received.
- e. Accrediting institutions.
- f. Testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed when no longer needed.
- g. Valid search warrants, court orders, or subpoenas, provided that a reasonable effort is made to notify the parent(s) or eligible student in advance of compliance by the educational institution.  
  
Congress has specified that schools do not need to notify parents or eligible students of the existence of a Federal grand jury subpoena if the court has ordered that the school not disclose to any person the existence or contents of the subpoena.
- h. Statistical data that does not identify any student.
- i. Medical personnel or city, county, state, and federal agencies in an emergency situation when common sense indicates release of the information is necessary for health or safety reasons.
- j. State and local officials who are part of the state juvenile justice system when the disclosure relates to the system's ability to effectively serve, prior to adjudication, the student whose records are being disclosed. The records may not be redisclosed to any other party except as provided under State law.
- k. Information defined in these policies under the category of "Directory Information".

### 1.10 Record of Disclosures Required

Each school or department responsible for educational records shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:

- a. Who has requested or obtained personally identifiable information from the education records, and
- b. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:

- a. Disclosures to a parent or eligible student.
- b. Disclosures pursuant to written consent of a parent or eligible student.
- c. Disclosures to school officials as described in this policy.
- d. Disclosures of directory information described in this policy.

### 1.11 Custodial Parent and Access to Records

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent provides a certified copy of a court order denying the noncustodial parent access to the child's records.

The school district will regard the parent enrolling the child as the custodial parent unless a certified copy of a court order vesting custody in the other parent is supplied.

### 1.12 Release of Directory Information

Directory information relating to student participation in officially recognized activities and sports will be released. In addition, directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies. The procedures for releasing this information will be as follows:

- a. Information will be released through the principal's office at each school site.
- b. Representatives desiring information must personally request and pick up information.
- c. Representatives must sign a written statement of assurance that the information provided will be strictly confidential.
- d. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the Superintendent.

### 1.13

In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must sign a form which states:

*"It is understood that the party to whom these records are transferred will not permit any other party to have access to such information without the written consent of the parent(s) or of students eighteen years of age or older."*

### 1.14

To eliminate obsolete or outdated information, all student records will be reviewed from time to time by school officials. At a minimum, this should be done when the student moves from elementary to middle high, from middle high to senior high, and finally, when the student graduates.

## 2.0 Student Behavior

The board of education is deeply interested in creating the best learning atmosphere possible in every school. The board appreciates the cooperative attitude of the vast majority of students. It is important that our school atmosphere allow cooperative students to pursue their education, free from disruption or distractions. Maintaining order necessitates regulations relating to school discipline.

It is the intention of the Board of Education that the personal rights of students be respected, while also respecting the rights of all students to get an education free of disruptive factors.

**2.1** In order to maintain a safe and orderly school environment, each building principal in conjunction with his building staff will develop a disciplinary plan setting forth the building organization for presenting and resolving disciplinary incidents. Key components of the disciplinary plan should include parental and staff in-service training. The disciplinary process should include:

<b>Level I:</b>	Teacher Counselor Assistant Principal Principal
<b>Level II:</b>	Appeal process, 10 days or less Superintendent and Administrative Panel
<b>Level III:</b>	More than 10 days Board of Education

It is recommended that parents be involved at each level.

**2.2** The principal shall have the right 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 or any school function authorized by the school district or when present on any facility under the control of the school district.

The following are specific examples of unacceptable behavior necessitating optional disciplinary action, including suspension or expulsion from school:

*NOTE: This list is not intended to be inclusive of all actions for which punishment is suspension. The guidelines of H.B. 2692 will also apply (See Code section 13.0)*

- A. Open or persistent defiance of authority, including persistent violation of school rules, regulations, or policies.

- B. Physical or verbal assault upon student(s) or conduct which jeopardizes the safety of others.
  - C. Physical or verbal assault upon school personnel or conduct which jeopardizes the safety of others.
  - D. Creating or attempting to create a disturbance, or conduct calculated to disrupt the orderly operation or morale of the school.
  - E. Unauthorized or excessive absences from class.
  - F. Excessive tardies and/or truancy.
  - G. Willful disobedience.
  - H. Profanity or vulgarity. Clothing, books or any other possession containing any form of immorality, profanity, or obscenity. Vulgar words or gestures.
  - I. Disrespect for school property or damage to school property.
  - J. Stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
  - K. Hazing by any group in the Frederick Public School System.
  - L. Inappropriate display of affection on campus.
  - M. Student Dress. The board of education encourages students to dress conservatively and appropriately during school hours.
  - N. Harassment of any kind. We will fully comply with all provisions of the "School Bullying Prevention Act." See Board policy FNCD.
- 7. Any article of clothing that graphically depicts scenes of violence, death or other gruesome, macabre, or cruel acts.
  - 8. Clothing and/or apparel with advertisements of alcoholic beverages or objectionable slogans.
  - 9. Extreme styles that disrupt the educational process of students.
  - 10. Hair curlers or shower caps (exceptions at the discretion of the principal)  
**All Schools**—*Hair should be clean and neatly groomed.*
  - 11. Combs of any kind other than those that are designed to be worn in the hair.
  - 12. Dress violating the school's policy prohibiting gang-related activity (see "Gang-Related Behavior or Incidents", Code Item 2.2.U)
  - 13. Chains worn on wallets, keys, etc.

The following is a list of violations of this Student Code:

### Dress Violations

1. Bare feet
2. House shoes
3. See-through clothing or attire which reveals the chest or reveals undergarments
4. Bare midriffs, halter tops, tank tops or garments resembling tank tops. No spaghetti straps or strapless garments.

**Elementary**—*Shirts/blouses should be buttoned to within one button from the top. Shirts/blouses must cover the stomach.*

**Middle School/High School**—*Shirts should be worn on the inside with the exception of square bottom shirts or shirts that are designed to be worn outside.*

5. *Inappropriate shorts and/or clothing*  
**Elementary**—*Shirts/blouses should be buttoned to within one button from the top. Shirts/blouses must cover the stomach.*  
**Middle School/High School**—*Dresses, skirts, and shorts must reach mid-thigh (with arms at sides in a relaxed position, middle fingertips should be touching clothing hem). Boxer shorts, wind shorts, tights, and strapless garments will not be permitted.*
6. Hats, caps, scarves, hairnets, or bandannas worn in classes or school buildings except as permitted on special occasions.

- O. Any violation of federal, state, or local law or ordinance.
- P. Participation in the publication or distribution of any printed material in violation of paragraph 9.0 of the Student Code.
- Q. Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210.191, as amended June 1976.
- R. Use or possession of tobacco on school premises—elementary, middle high, and senior high.
- S. Fighting and/or assaulting another student.
- T. Verbal or implied threats or threatening gestures by an individual or group.
- U. Possession of an electronic paging device or portable communication device. It is now legal under Oklahoma State law for students to possess these devices at school and at school functions. It is the responsibility of each school district to determine the conditions that must be met. All devices will be kept turned off and out of sight. Absolutely no phone calls will be made or received during class or between classes. It will be the responsibility of coaches and sponsors to determine whether these devices will be allowed on extracurricular trips. If allowed, the coach or sponsor will determine the rules under which devices may be used during the trip. Any student who violates any of these rules will have the electronic device confiscated and it will be returned only to a parent or guardian. The student may also lose the privilege of carrying the electronic device at school.
- V. Conduct defined in Student Code sections 3.0 and 4.1. It is noted that in most instances the unacceptable behavior in those paragraphs requires expulsion.

### V. **Gang-Related Behavior or Incidents**

The Frederick Board of Education recognizes that the presence of the emerging gang-related

behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous.

It is, therefore, the policy of the Frederick Board of Education that gangs and gang-related behavior or incidents are prohibited in the Frederick Public Schools.

**Definitions of What is Prohibited:**

- a. Gangs—Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonable believes is to commit antisocial behavior or to violate school district policy.
- b. Gang-Related Behavior or Incidents. – Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the Frederick Public School.

**Descriptions of What is Prohibited:**

- 1. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in a gang. Students will not be permitted to wear pants below the waistline (sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
- 2. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with, or membership in a gang.
- 3. Participation in any act that may further the interest in gang affiliation or gang membership.
- 4. Participation in any act that may be evidence of intimidation, threats, “pay for protection,” or any other behavior of potential violence.
- 5. Participation in the writing, painting, and/or inscribing of gang-related graffiti, to include messages, symbols, or signs on school property.
- 6. To assemble or congregate as a gang or members of a gang for any purpose.

**Violation of Policy**

Students who violate this section of the Student Code may be provided the opportunity to correct unacceptable behavior while remaining enrolled in school, however, if behavior is not corrected, students may be suspended or expelled according to provisions of Code Categories 5.0, 6.0, or 7.0, or may be subject to the filing of criminal charges depending upon the severity of the infraction. These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school-sponsored activity, in transit to and from school, or attending the Great Plains Area Vocational-Technical School (refer to Code Section 10.3).

**2.3** In addition to the above, a student will be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any state or

federal court accusing the student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring either on or off school premises at any time if it is determined that the filing of such charges causes an adverse effect on the discipline, operation, general welfare, educational environment, or safety of the school.

**2.4** Students who have been suspended or expelled will not be allowed to ride school buses, to be present at any school-sponsored activities, or to be on the premises of the Frederick Public Schools.

**2.5** The following is a list of optional disciplinary actions which school administrators may impose for violations of the Student Code of the Frederick Public Schools. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. Principals may therefore use any disciplinary action appropriate to a specific case.

- 1. In-school detention (before school, noon, after school)
- 2. Remove from class or group (temporary or permanent)
- 3. Verbal or documented warning to students
- 4. Faculty consultation concerning student
- 5. Contract or action plan
- 6. Activity suspension
- 7. Transportation suspension
- 8. Advise parents
- 9. Parental conferences
- 10. Confiscation or temporary holding of personal items
- 11. Probationary period
- 12. In-school suspension
- 13. Corporal punishment
- 14. Financial restitution
- 15. Refer to other social or educational agencies
- 16. Suspension
- 17. Expulsion
- 18. Involve law enforcement
- 19. Deny privilege to drive any vehicle on school premises
- 20. Parent shadowing
- 21. Any other disciplinary action deemed appropriate under the circumstances

**2.6 Tobacco Use/Possession Policies**

**a. Middle High School**

- (1) No tobacco shall be used or possessed by any student on school premises.
- (2) The tobacco use/possession warning shall be given to all students at the start-of-the-year class orientation meetings, at the time of enrollment for new students throughout the school year, and via the PA system periodically during the school year.

<u>Offense</u>	<u>Penalty</u>
1 <sup>st</sup>	Counsel and record
2 <sup>nd</sup>	In-house suspension or detention for 3-5 days.
3 <sup>rd</sup>	Suspension from school

4<sup>th</sup> Subsequent violations could result in expulsion for the remainder of semester or remainder of the year.

**b. Senior High School**

- (1) No tobacco shall be used or possessed by any student on school premises.
- (2) The tobacco use/possession warning shall be given to all students at the start-of-year class orientation meetings, at the time of enrollment for new students throughout the school year, and via the PA system periodically during the school year. When the PA system and/or start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco use/possession is to serve as their first warning and that any violation will cause a penalty. New enrollees must be given the same warning.

<b>Offense</b>	<b>Penalty</b>
1 <sup>st</sup>	Counsel and record
2 <sup>nd</sup>	In-house suspension or detention for 3-5 days
3 <sup>rd</sup>	Suspension from school
4 <sup>th</sup>	Subsequent violations could result in expulsion for the remainder of semester or remainder of the year.

**3.0 Use, Possession, Distribution, Sale of Drugs/Alcohol**

The purpose of this policy is to provide a clear and concise message to students, parents, and the school population as a whole, that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses.

**3.1 Definitions**

- a. *Alcohol/Drug/Mood-altering Substances* - shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to, beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue, look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.

- b. *Drug Paraphernalia*—includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, bowls, and rolling papers, etc.
- c. *Distribution*—deliver, sell pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another, or aide herein.
- d. *Possession*—possess or hold without any attempt to

distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.

- e. *Medical Emergency*—a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.
- f. *Days*—will refer specifically to school days
- g. *School Premises*—shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property additionally includes student travel to and from school or school activities.
- h. *Extracurricular Activity*—shall include any school-sponsored activity such as sports, band, cheerleading, trips, school clubs, and social activities regardless of the time frame of the activity.

**3.2 Disciplinary Procedures for Alcohol and Drug Offenses**

Student distribution, use or possession, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the Unites States, State of Oklahoma, and the City of Frederick,. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be reported to the police. When any of the conduct described in this paragraph (3.2) occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action and could result in suspension, expulsion, denial of privilege to drive any vehicle on school premises, or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonable believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, or drug paraphernalia. Thereupon, the administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary action will apply, except in exceptional circumstances:

**3.3 Use, Possession, Under the Influence, and Possession of Drug Paraphernalia**

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

a. **First Offense**

The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia. The administrator may recommend or permit the student to receive urinalysis or blood testing, at student's expense, and provide the results to the school prior to disciplinary actions being imposed. The administrator will not be bound by the results of the urinalysis or blood tests. The student will receive one of the following disciplinary options:

The student will be suspended for 10 days and the student will be assigned to In-School Detention for 20 days. At the discretion of the principal, the student may be recommended for suspension from student activities.

b. **Second Offense**

- (1) The appropriate administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances, and/or drug paraphernalia.
- (2) The student will be expelled for a minimum of the full semester. At the expulsion hearing, if the student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency, a second formal hearing will be held to consider the disposition of the student's expulsion if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.
- (2) During any period of expulsion, the students will lose credit for all school work and will forfeit the privilege of participating in or attending any and all extracurricular activities.

c. **Third and Subsequent Offenses**

- (1) The student will be expelled for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.
- (2) During the period of expulsion the student will forfeit the privilege of participating in or attending any and all extracurricular activities.

**3.4 Distribution**

Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that purport to be any of the foregoing to other students or persons during school time, on school premises, on school buses, or during school-sponsored activities are subject to expulsion and will be referred to law enforcement authorities.

**First and Subsequent Offenses**

- (1) The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
- (2) The student will be expelled for the remainder of the current semester and up to the next full semester. The

student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

**3.5** Any student suspended or expelled under the provisions of paragraphs 3.3 or 3.4 of this Student Code shall be prohibited from driving an automobile on property owned or administered by the school for any reason for a period of one (1) calendar year from the date the student returns to school from the suspension or expulsion. This restriction is mandatory.

**3.6 Suspected Use of Alcohol or Drugs**

The possible alcohol/drug use of a student is a concern. When a teacher or other staff member thinks that a student is under the influence of alcohol or drugs, the building administrator should be notified and the administrator will take appropriate action. Actions may include notification of parents and counseling session(s) with the school counselor.

**4.0 Possession or Use of Weapons**

- a. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension according to school board policies and Oklahoma State statutes.
- b. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension according to school board policies and Oklahoma State statutes.
- c. All weapons will be turned over to law enforcement agencies.

**4.1 Assault on Student(s) or School Personnel**

Students who maliciously injure another person are subject to expulsion and will be referred to law enforcement authorities.

- a. The appropriate administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
- b. The student will be expelled for the remainder of the current semester and up to the next full semester. During the period of expulsion, the student will forfeit the privilege of participating in or attending any and all extracurricular activities.
- c. Upon readmission to school, the student will be placed in a probationary status for one (1) semester, or may be assigned to In-School Detention.

**4.2** Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension or expulsion. This policy shall be interpreted by principals and their designees in a just manner, given the circumstances of each individual case.

**4.3** At the conclusion of any suspension or expulsion the building principal or his designee may require the student and his/her parent or legal guardian to have a conference as a condition for re-entry to school.

## 5.0 Short-Term Suspension

A student may be short-term suspended (excluded from classroom instruction) by the principal or the principal's representative for a period not to exceed ten (10) days under the procedure which follows.

**5.1** When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code which could justify a short-term suspension, an informal conference will be held between the student and the principal unless the student is an elementary student.

At this conference the student will be informed of the provisions of paragraph 2.2 of the Student Code which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges; and if this is so determined, the principal or principal's representative will administer a short-term suspension based upon the severity of the violation for whatever time period is necessary, not to exceed three (3) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

- a. If an elementary student is involved in a disciplinary action, the conference will include the student, at least one parent or legal guardian, and the principal or principal's representative. In the event the parent or guardian cannot attend the conference at school, the principal or principal's representative will conduct a conference telephonically with said parent or guardian and the telephone conference shall be conducted in the same manner as if the parent or guardian were personally present. In the event a suspension is assessed to an elementary student after such a telephone conference, the principal or principal's representative shall make necessary arrangements to transport the student home or to such other place as designated by the parent or guardian.
- b. If a middle high student is suspended, the student will not be released from the school premises until a parent has been contacted by telephone and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) should be invited to discuss the reason(s) for the suspension with school officials.

If at the end of the school day, the parents have not been contacted, then the principal or the principal's representative should mail a notice giving all pertinent information and encouraging the parent(s) to contact the principal to discuss the matter.

- c. If a senior high student is suspended, the principal or principal's representative will try to contact the parent(s) by telephone, stating the specific act(s) for which the short-term suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with

school officials. If the parent(s) cannot be contacted by telephone, then the principal, or principal's representative, will mail a notice setting forth the above information and encouraging the parent(s) to discuss the matter with school officials.

- d. If the act(s) in violation of paragraph 2.2 of the Student Code is committed while the student is in attendance at the Great Plains Area Vocational-Technical School and suspension is being considered, the initial informal conference required by paragraph 5.1 of the Student Code will be conducted at the home school.

## 5.2 A short-term suspension of less than four(4) days may not be appealed.

Short term suspension of four(4) or more days may be appealed to the Superintendent or appeals panel.

**5.3** Information about a short-term suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

**5.4** Students who are suspended from school may, at the discretion of the principal, be allowed to make up work missed under suspension. The homework must be turned in the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

The same procedure will be followed for in-house as out-of-school suspensions.

## 5.5 Suspension

A student may be suspended (excluded from classroom instruction) by the principal or the principal's representative for a period of more than three (3) days but not to exceed ten (10) days under the procedures which follows.

Note: All suspensions resulting from nonviolent offenses will meet the new guidelines of H.B. 2692.

**5.6** When it is brought to the attention of the principal or the principal's representative that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the principal unless the student is an elementary student or unless not required because of section 6.1.

At this conference the student will be informed of the provisions of paragraph 2.2 of the Student Code which the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges which have been made.

After discussing the charges in detail and considering any explanation furnished by the student, the principal or the principal's representative will determine if the student is guilty of these charges, and if this is so determined, the principal or principal's representative will administer a temporary suspension based upon the severity of the violation for whatever time period is necessary, not to

exceed ten (10) days. The conference will be conducted in such a way as to assure a fair and impartial decision.

- a. If an elementary student is involved in a disciplinary action, the conference will include the student, at least one parent or legal guardian, and the principal or principal's representative. In the event the parent or guardian cannot attend the conference at school, the principal or principal's representative will conduct a conference telephonically with said parent or guardian and the telephone conference shall be conducted in the same manner as if the parent or guardian were personally present.

In the event a suspension is assessed to an elementary student after such a telephone conference, the principal or principal's representative shall make necessary arrangements to transport the student home or to such other place as designated by the parent or guardian.

- b. If a middle high student is suspended, the student will not be released from the school premises until a parent has been contacted by telephone and the specific act(s) for which the temporary suspension was ordered and the length of the suspension explained to the parent. The parent(s) should be invited to discuss the reason(s) for the suspension with school officials.

If at the end of the school day the parents have not been contacted, then the principal or the principal's representative should mail a notice giving all pertinent information and encouraging the parent(s) to contact the principal to discuss the matter.

- c. If a senior high student is suspended, the principal or principal's representative will try to contact the parent(s) by telephone, stating the specific act(s) for which the suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with school officials. If the parent(s) cannot be contacted by telephone, then the principal or principal's representative will mail a notice setting forth the above information and encouraging the parent(s) to discuss the matter with school officials.
- d. If the act(s) in violation of paragraph 2.2 of the Student Code is committed while the student is in attendance at the Great Plains Area Vocational Technical School and suspension is being considered, the initial informal conference required by paragraph 5.1 of the Student Code will be conducted at the home school.

**5.7** The student will be informed of the right to appeal the decision. The appeal hearing and the procedure to be followed will be as set forth in paragraphs 6.6, 6.7, 6.8, and 6.9. The student will continue to participate in regular classroom instruction, pending the hearing, unless the suspension is for four days or less, and unless school officials feel that the student's attendance could be disruptive or endanger the student, other students, or faculty.

**5.8** Information about a suspension should not be communicated to anyone not directly involved in the disciplinary proceedings.

**5.9** Students who are suspended from school may, at the discretion of the principal, be allowed to make up work missed under suspension. The same procedure will be followed for in-house as out-of-school suspensions.

- a. Elementary students may make up work within a time frame determined by the teacher.
- b. Secondary students must turn in all homework the day the student returns from suspension. All regularly scheduled tests must be made up within the same number of days as the suspension after the student returns. The student will receive no credit for work not made up on this time schedule.

**5.10** Students entering Frederick Schools after completing a suspension may be admitted on a probationary status.

## **6.0 Expulsion**

When a student violates one or more parts of paragraph 2.2, the principal may recommend expulsion (exclusion from regular classroom instruction) for any period exceeding ten (10) days.

**6.1** When expulsion of a student is being considered, the principal should mail a notice of an informal hearing to the parent(s) or guardian(s) of the student. This notice should include

- a. Time and place of the hearing.
- b. Description of the proposed action.
- c. Description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student.
- d. Name of witnesses who will be present.

The informal hearing shall take place no sooner than five (5) days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) should be encouraged to participate in this hearing. The hearing will be conducted by the building principal.

When a student enrolled at the Great Plains Area Technology Center has allegedly committed certain acts, either while in attendance at the home school or at the Technology Center, in violation of paragraph 2.2 of the Student Code, and expulsion is being considered, the hearing required by paragraph 6.1 will be by a joint committee composed of one representative from the Great Plains Area Technology Center and one from the home school.

The right to appeal is explained in paragraphs 6.6, 6.7, 6.8, and 6.9 of the Student Code. If the alleged violation of the Student Code is such that expulsion is contemplated, the informal conference set forth in paragraph 5.1 is not required.

**6.2** Unless the student is suspended under the provisions of paragraph 7.1 or paragraph 2.2 for three (3) days or less, he/she will continue to participate in regular classroom instruction pending the hearing unless school officials feel that the student's attendance could be disruptive or endanger the student, other students, or faculty.

**6.3** The principal should try to contact the parent(s) of the student by telephone to communicate directly the information in the written notice.

**6.4** A tape recording or verbatim transcript of the hearing will be made.

**6.5** No expulsion will extend beyond the current school semester and the succeeding semester unless it conflicts with a provision of Oklahoma State Law or current school board policy that allows a full year's suspension. (Note: Current Frederick School Board policy allows a full year of suspension for possession of weapons).

**6.6** At the conclusion of the informal hearing, if expulsion is imposed, the student will be informed of the right to request an appeal review of the disciplinary action before an appeal review committee. This should be arranged through Superintendent. This committee will consist of at least three (3) administrators or teachers. The review appeal will be held within two weeks of the date such request is made. The request for an appeal review must be made within three (3) days of the day the student was suspended or expelled.

**6.7** The committee conducting the appeal review will determine if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed is appropriate for the violation(s). A tape recording or verbatim transcript will be made of any new evidence presented to the committee.

**6.8** If the expulsion is upheld by the committee, the student will be advised of the right to request a hearing before the board of education. This hearing will be scheduled through the superintendent of schools.

The hearing will be held at the next regularly scheduled meeting of the board of education or at a special meeting called for the hearing after written notice of appeal by the student, parent(s), or guardian(s) has been received by the superintendent.

The parent(s) of guardian(s) will be informed of the time and place of the hearing, as well as of the witnesses against the student who will be present. The decision of the board of education will be final.

**6.9** The board of education will determine specifically if sufficient evidence exists to find that the alleged violation(s) occurred and if the penalty imposed was appropriate.

- a. The student and parent(s) or guardian(s) should be present, in addition, the student may have a representative or an attorney attend.
- b. The student, parent(s), guardian(s), or the student's attorney will be allowed to cross-examine witnesses presenting testimony against the student as well as to offer witnesses as evidence in the student's behalf.

In the event of the board of education hearing the appeal of a suspension of ten (10) days or less, the testimony of student witnesses, on behalf of both the school and the student, may be presented in written form.

- c. The school will present evidence and witnesses first.

The presentation of evidence by the parent(s) student, and their representative will follow.

- d. The decision of the board of education will be based solely upon the evidence presented at the hearing.
- e. Written notice of the decision of the board of education will be mailed to the parent(s) or guardian(s) by certified mail within 24 hours.

**6.10** Students entering Frederick Schools after expulsion will be admitted on a probationary status.

## **7.0 Emergency Suspension**

**7.1** The building principal or principal's representative may, in an emergency, suspend a student without a hearing if reasonable cause exists to indicate:

- a. The physical safety of the accused student or of others is endangered.
- b. The school is in the midst of a violent upheaval.
- c. The student is causing substantial interference with the operation of the school.

**7.2** An emergency suspension will terminate when it is determined that the student's presence at school will not result in a situation warranting emergency suspension under paragraph 7.1. This suspension should not exceed three (3) days unless the principal commences the notice and hearing procedure provided in paragraph 6.1 for expulsion, or unless an informal hearing is held for temporary suspension under the provisions of paragraph 5.1.

**7.3** The principal or principal's representative will make a reasonable effort to contact the parents by telephone, stating the act(s) for which the suspension was ordered, and the parents will be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice should be mailed.

## **8.0 Students' Right to Assemble and Demonstrate**

**8.1** The board of education recognizes the following: Students have the right to assemble on school property, subject to the following conditions:

- a. Prior approval must be obtained from the principal at least twenty-four hours prior to the meeting.
- b. The time and place of the meeting will be determined by the principal.
- c. Such meetings will be scheduled before or after school to avoid disrupting the normal operation of the school.

**8.2** Students will have the right to demonstrate peacefully, subject to the following conditions:

- a. Demonstrations must be conducted off school property.
- b. Demonstrations must be conducted before or after school to avoid interfering with the normal operation of the school.
- c. Demonstrations must be conducted so as not to disrupt school academic or activity programs.

## **9.0 Distribution of Printed Material**

**9.1** No printed matter or literature may be distributed on any property of the Frederick Public School System without the prior approval and consent of the school

officials authorized by the Frederick Board of Education to make decisions in such matters.

## **10. Trespassing on School Property**

**10.1** All persons who enter the premises of public property without permission are guilty of trespassing. Any damage to school property will be dealt with as provided in applicable city ordinances. It is the policy of the Frederick Board of Education that the superintendent of schools and the principals of all educational facilities within the district will strictly enforce the provisions of Title 70, Oklahoma Statutes, Section 24-131, pertaining to the Removal of persons from school buildings and school property when the presence of such persons interferes with the peaceful operation of the school.

### **10.2 Visitation in Classrooms**

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for American Education Week and other special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

It is requested therefore that all visitors to classrooms register in the school office and state the purpose of their visit. The principal will approve or deny the visit. Controversial matters should first be discussed with the principal and should not be discussed in the classroom where such discussions will detract from the instructional process and have a disruptive effect upon the classroom environment.

If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave.

### **10.3 Offenses Near Schools**

It is unlawful for any person to engage in any of the following acts in or near schools, school grounds, or streets and alleys adjacent to schools.

- a. Loitering by any person not having lawful business in connection with school or its employees.
- b. Any conduct that would disturb the orderly conduct of the school.
- c. Annoying or molesting any student or employee of the school.
- d. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools.
- e. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school.
- f. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school.

## **11.0 Searches**

**11.1** The superintendent, administrator, counselor, teacher, or security personnel of any school operated by the Frederick Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the

pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one authorized person, said person to be of the same sex, if practicable. Strip searches are specifically prohibited.

The superintendent, administrator, counselor, teacher or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in the pupil's possession, including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester.

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, e-mail account, electronic storage or other school property. School personnel shall have access to school lockers, desks, e-mail accounts, electronic storage, 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.

If a pupil flees pending a search or destroys any property in the pupil's possession prior to or after the search, this will be considered a serious violation of the Student Code, and punishment shall be a minimum of ten (10) day suspension.

Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections.

Students and parents should be advised that the car will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student should be advised that it is a mandatory suspension from school and parking privileges will be revoked.

## 12.0 Vandalism

**12.1** The Frederick Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

## 13.0 Driver's License/Alternative Education

**13.1** Oklahoma law (HB 2692), effective July 1, 1996, mandates the following provisions relating to driver's license and school attendance:

- Requires the Department of Public Safety to deny a driver's license to any person under age 18 who is not attending school or has not completed high school. However, a person under 18 may receive a license if he or she is working 24 hours a week or more and shows proper verification.

- Requires school district attendance officers to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, unless the student is withdrawn due to circumstances beyond his control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian.

- Modifies student suspension statutes for nonviolent offenses. States that any pupil who is suspended out-of-school for a nonviolent offense shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting as prescribed in a plan by the school administration that provides education to and monitoring of the student, which shall be complied with by the parent or legal guardian. Also, before a student is suspended out-of-school, the 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.

- Requires the State Board of Education, beginning with the first semester of 1996-97, to implement a statewide system of alternative education programs which will be phased in within five years.

## 14.0 Sexual Harassment of Students

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

### 14.1 Sexual Harassment

For the Purpose of this policy, sexual harassment includes:

- a. Verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented "kidding", "teasing", double meanings and jokes.

- b. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property.

### 14.2 Specific Prohibitions

#### Administrators and Supervisors

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

### 14.3 Report, Investigation, and Sanctions

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these actions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or appropriate administrator has the responsibility of investigating and resolving complaints of sexual harassment.
- c. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or

termination subject to applicable procedural and due process requirements.

- d. Any student found to have engaged in sexual harassment or other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

#### **14.4 Grievance Procedures Sex Discrimination/Harassment**

- a. The superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing or educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a procedures.

The board of education shall appoint on a periodic basis a sex discrimination/harassment grievance committee which shall consist of an administrator, a parent, and a member of the certified teaching staff.

- b. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written complaint with the superintendent. If the superintendent is the subject of the grievance, the student may file the complaint with the student's building principal who shall immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.
- c. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
- d. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions shall be shared with the grievant.
- e. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee.
- f. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
- g. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
- h. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

- i. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent.

- j. The superintendent shall, within five days of the receipt of the grievance committee's report, and upon the recommendations of the committee, furnish a written report to the grievant explaining why the recommendations will not be implemented.

- k. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

#### **15.0 T.A.P.S. (Alternative School)**

The Tillman Alternative Placement School may be available to some students. It is a true alternative school and is not housed with other sites in the district. Application must be made directly to the Alternative School and may be picked up at any school office. Admission will be considered only after an interview with the T.A.P.S. coordinator. Not all students qualify.

