

# Oklahoma Union Public Schools

## DISTRICT POLICIES

### POLICIY ON STUDENT BEHAVIOR

The Board of Education of the Oklahoma Union School District adopts the following policy and procedures dealing with student behaviors.

#### A. General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Oklahoma Union Schools. The school is a community with rules and regulations. Those who enjoy the right and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

#### B. Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options, out-of-school suspension, detention, corporal punishment with parent approval:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Harassment, intimidation and bullying
14. Hazing (initiations) in connection with any school activity
15. Immorality
16. Inappropriate behavior or gestures
17. Inappropriate public behavior
18. Indecent exposure
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession of a caustic substance
23. Possession of obscene materials

# Oklahoma Union Public Schools

24. Possession, threats, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or prohibited or controlled substances.
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal, or physical actions)
30. Truancy
31. Unacceptable attire (dress code violations)
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
34. Using racial, ethnic, or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in school placement options or out-of-school suspension.

## C. Sample Disciplinary Options:

### 1. Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

### 2. Alternative In-School Placement

Alternative In-School Placement is an optional correctional measure that may be used when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

3. Student Suspension The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the Oklahoma Union Public Schools must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension"

# Oklahoma Union Public Schools

refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current and succeeding semester for all other offenses.

**Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.**

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian. Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

## 1. Behavior or Conduct Which May Result in Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for

- a. violation of a school regulation;
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purpose of this section, “violent offense” shall include those offenses listed as the exceptions to the term “non-violent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and,
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 7 of this policy, below, shall be applicable for acts which fall within parts “a” through “d”, above. No education plan shall be necessary for acts, which fall within part “e”, above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of a return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma Criminal law distinguishing between violent and nonviolent offenses.

## 2. District’s Obligation Applicable to All Out-of-School Suspensions

# Oklahoma Union Public Schools

Alternative In-School Placements: Before the district, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

### 3. Pre-Out-of-School Suspension Conferences

- a. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Oklahoma Statute Title 70, 24-101 (Supp. 1996), the principal will conduct an informal conference with the student.
- b. At the conference with the student the principal shall read the policy, rule, or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
- c. The student shall be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
- d. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
- e. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

### 4. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

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

### 5. Conference with Parents

## Oklahoma Union Public Schools

- a. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
- b. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
- c. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-School Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

### 6. Out of School Suspension Requirements

- a. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
- b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
- c. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
- d. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

### 7. Out-of-School Suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension:

- a. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work

# Oklahoma Union Public Schools

assignment setting or other appropriate work assignment setting. EXCEPTION: See Dangerous Weapons Policy and State Statutes. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

b. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

c. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

## 8. Records and Reports

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan

## 9. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

## 10. Short-term Out-of-school Suspensions of Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less due process procedures than are required for out-of-school suspensions of greater than ten (10) school days.

# Oklahoma Union Public Schools

## **a. Right of Appeal:**

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers.

The composition of the committee shall be reserved to the District's discretion. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

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

(1) An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. (2) Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

## **c. Hearing the Appeal:**

(1) The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

(2) The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice

will preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation that the student's conduct violated, and present any evidence and witnesses that



# Oklahoma Union Public Schools

support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

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

(4) The decision of the committee shall be final and non-appealable.

## 11. Long-term Out-of-School Suspensions in Excess of Ten (10) School Days

### **a. : Right of Appeal**

A parent of the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and the Board of Education.

### **b. Method of Appeal to the Superintendent of Schools or His/Her Designee:**

(1) An appeal can be presented by letter to the Superintendent of Schools

(2) If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.

(3) The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular schools hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

(4) At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

(5) At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

### **c. Method of Appeal to the Board of Education:**

(1) An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education. (2) If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or



# Oklahoma Union Public Schools

student, the decision of the Superintendent or his/her designee will be final and non-appealable.

**d. Hearing the Appeal:**

- (1) The Board may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board or the hearing officer, if applicable, will be final.
- (2) The appeal will be heard as soon as possible.
- (3) The parent and student will be notified in writing of the date, time, and place of the hearing.
- (4) The parent and student will have the right to an “open” or “closed” hearing, at their option.
- (5) Reasonable efforts will be made to accommodate the work schedule of parents.

**e. Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:**

**(1) The Board President should:**

- (a) Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
- (b) Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

**(2) Procedure for conducting suspension hearing by Board of Education or Hearing Officer appointed by the Board of Education. The Board President or Hearing Officer should advise the parents/child:**

- (a) That they are entitled to legal counsel, if they desire it.
- (b) That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
- (c) That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
- (d) That the Board or Hearing Officer will consider the evidence and documents and reach a decision. If the suspension hearing is conducted by the Board the vote will be recorded in open session.
- (e) That the parents/child may ask any questions about the procedure.
- (3) Following presentation of (1) and (2) above, all administration witnesses and documents should be presented subject to cross-examination.
- (4) Parents/child may call any witness and present any documents subject to cross-examination.
- (5) After each witness is presented, if the hearing is conducted by the Board of Education, School Board members may ask the witness any questions. If the hearing is conducted by a Hearing Officer the Hearing Officer may ask the witness(es) any questions.
- (6) Parents’/child’s closing statement.

# Oklahoma Union Public Schools

(7) Administration's closing statement.

(8) Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)

(9) If the hearing is conducted by the Board, members will return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: 1) affirm the out-of-school suspension, 2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension), or 3) revoke the out-of-school suspension.

(10) If the hearing is conducted by a Hearing Officer, the Hearing Officer will announce his/her decision to: 1) affirm the out-of-school suspension, 2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension, or 3) revoke the out-of-school suspension.

## **(f) Attendance at School Pending Appeal Hearing:**

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

(1) The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or

(2) The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

## **DANGEROUS WEAPONS POLICY**

It is the policy of the Oklahoma Union Public Schools to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system. (Public Law 107-110, Section 4141.) This weapons is applicable to all students without regard to age or grade. "Gun or Device Capable of Discharging or Throwing Projectiles"

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns or any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

# Oklahoma Union Public Schools

1. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Oklahoma Union Public Schools or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time which shall be not less than one calendar year in compliance with Oklahoma Statute Title 70, sections 24-101.3. However, the Superintendent of Schools or his/her designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.

And

2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension out of school for not less than one calendar year.

**NOTE:** Procedural Due Process Rights: for ALL out-of-school suspensions, the due process steps outlined for student suspensions in District Policy will govern administrative procedures to be followed in the enforcement of this policy.

## B. Facsimile of Gun

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with the same as having a gun.

**NOTE:** Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined for student suspensions in District Policy will govern administrative procedures to be followed in the enforcement of this policy.

## C. Knives, Weapons, or Other Dangerous Devices

The term "knife, weapon or device" shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus,

# Oklahoma Union Public Schools

parking lots, premises or property of the Oklahoma Union Public Schools or during school sponsored or authorized activities, functions or events, will be subject to disciplinary actions.

2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.

3. For students identified under C1 and 2 above, the following disciplinary actions are to result for all students involved:

**(a). Warning:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

**(b) Out-of-School Suspension:** Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or

(b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

**c. Automatic Long-term Suspension:** Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

**NOTE:** Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined for student suspensions in District Policy will govern administrative procedures to be followed in the enforcement of this policy.

## **SMOKE FREE ENVIRONMENT POLICY**

Oklahoma Union Public Schools is a smoke-free environment. In addition, Oklahoma Union Public Schools prohibits the advertising of tobacco products on school property and in school

# Oklahoma Union Public Schools

publications. This prohibition also includes ear, paraphernalia, clothing, etc., that display and/or promote tobacco products.

## DRUG AND ALCOHOL-FREE SCHOOL POLICY

It is the policy of the Oklahoma Union Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia, and chemicals that provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities.

School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be kept on file and given to appropriate authorities.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parents' expense.

Copies of this Policy shall be posted on Oklahoma Union School district website.

## CONSEQUENCES FOR STUDENT VIOLATIONS OF DRUG/ALCOHOL POLICY

### I. Possession/Use/Sharing/Being Under the Influence of Drugs/Alcohol

#### A. FIRST OFFENSE:

#### SIX-WEEK SUSPENSION

1. A two-week reduction may be granted if the student and the parents/guardians

# Oklahoma Union Public Schools

agree to the following:

- a. To meet with the Student Assistance Counselor
  - b. To obtain from a licensed practitioner, an alcohol/drug use assessment that may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc., will be the sole responsibility of the student's parent or guardian.
2. A second one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation.
3. If the student complies with both A and B, as stated above, the suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School Suspension program.
4. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implemented for the student in question.

## **B. SECOND OFFENSE:**

**SUSPENSION FOR THE REMAINDER OF THE CURRENT SEMESTER, AS WELL AS, ALL OF THE SUCCEEDING SEMESTER.**

## **II. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs/Alcohol (for personal gain, monetary privilege, or gain):**

**STUDENT WILL BE SUSPENDED FOR THE REMAINDER OF THE CURRENT SEMESTER AND ALL OF THE SUCCEEDING SEMESTER**

**NOTE: Procedural Due Process Rights: For ALL suspensions, the due process steps outlined for student suspensions in District Policy will govern administrative procedures to be followed in the enforcement of this policy.**

# Oklahoma Union Public Schools

Points assigned:

Swats, Detention, or 1 Day ISS=1point. 1 Day OSS or 3 Days ISS=3points. 2 Days OSS=4points  
3Days OSS=5points. 5 Days OSS=8points. 10 Days OSS= 10 points

**Points accumulated results in following actions taken/Points will always be assigned for each discipline infraction.**

Per Semester	School Year	Action Taken
5 points	10 points	Parent Conference
7 points	15 points	Meeting with teacher discipline committee

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Away from assigned area	Community Service/loss of privilege	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Off Campus Truancy	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Bullying	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Cafeteria Violation	Community Service	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Cheating	Loss of assignment credit	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Skiping Detention	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Cell Phone Violation	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Disrespectful Behavior	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Disruption of Class	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Profanity	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Open Defiance	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	
Stealing	10 Days OSS & Police Involvement	Long term Suspension			
Threats/Malicious Intent	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	
Dress Code Violation	Opportunity to change	1 Day ISS	1 Day OSS	2Day OSS	3 Day OSS
Tobacco Use or Possession	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	



# Oklahoma Union Public Schools

Inappropriate Driving on School Grounds	Verbal Warning	Police Involvement	Loss of Driving Privilege		
Vandalism	3 Days OSS Restitution/Police	5 Days OSS	10 Days OSS	Long term Suspension	
Alcohol	*Six Weeks OSS/Police Called	Long term Suspension			
Drugs/Narcotics	*Six Weeks OSS/Police called	Long term Suspension			
Weapons/Threats of mass destruction *	Long term Suspension/Police called				

\* Possibility of a two week reduction may be granted if the student and parents agree to the following:

1. Meet with student assistance counselor/obtain from licensed practitioner, an alcohol/drug use assessment that may recommend counseling, education, treatment and/or drug testing. All expenses for these will be the sole responsibility of the parents.
2. A second one-week reduction may be granted if compliance with the assessment recommendations is verified and documented.
3. If the student complies with both 1 and 2 as stated above, the suspension may be reduced to five (5) days OSS and ten (10) days ISS.
4. Police will be called for all alcohol and drug related discipline referrals.