



**Noble Board of Education  
July Regular Meeting in the Board Room  
Administration Building, 111 S. 4th Street, Noble, OK, 73068, [Address], [City], Oklahoma  
[Zip]  
Thursday, July 1, 2021 at 5:30 PM**

**Note: The Board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.**

- I. Preliminary Business**
  - I.A. Call to Order**
  - I.B. Establishment of a Quorum**
  - I.C. Pledge of Allegiance**
- II. Reports**
  - II.A. Student Transfer Requests**
  - II.B. Activity Fund Report**
  - II.C. District Financial Report**
  - II.D. Resignations/Retirements**
- III. Public Comment**
- IV. Consent Agenda**
  - IV.A. Minutes of Regular Board Meeting - June 14, 2021**
  - IV.B. Encumbrances and Change Orders**
  - IV.C. Payroll Encumbrances**
  - IV.D. Activity Fund Transfers & Amendments**
  - IV.E. 2021-22 Student handbooks for Noble High School, Curtis Inge Middle School, Pioneer Elementary, John K. Hubbard Elementary, and Katherine I. Daily Elementary**
  - IV.F. 2021-22 Miscellaneous Hourly Rates of Pay**
  - IV.G. 2021-22 Virgin Law Firm contract renewal**
  - IV.H. 2021-22 Campus Police Jurisdictional Agreement**
  - IV.I. 2021-22 Oklahoma Copier Solutions lease agreement**
  - IV.J. 2021-22 Interlocal Cooperative Work Agreement between Cleveland County Board of County Commissioners and Noble Public Schools**
- V. Action Topics**
  - V.A. Discussion and possible vote on Consent Agenda Items A-J as presented.**
  - V.B. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated August 1, 2017 between the District and Cleveland County Educational Facilities Authority for the fiscal year ending June 30, 2022 as required under the provisions of the agreement.**
  - V.C. Consideration and Action on a Resolution authorizing the execution of a Partial Release of Sublease Agreement for certain real property currently covered by a Sublease Agreement dated August 1, 2017 by and**

between the District and the Cleveland County Educational Facilities Authority.

V.D. Discussion and possible vote on Virtual Care Services Agreement by and between Public School District of Cleveland County Oklahoma, Noble Public Schools and Norman Regional Hospital Authority, an Oklahoma Public Trust for Fiscal year 2021-22.

V.E. Discussion and possible vote on Athletic Training Services Agreement with Norman Regional Health System for the 2021-22 school year as presented.

**VI. Executive Session**

VI.A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1), (B)(2), and (B)(7) of the Oklahoma Open Meeting Act:

VI.A.1. Employments

VI.A.2. Coaching Assignments for 2021-22

VI.A.3. Addendum to Superintendent's contract

VI.B. Vote to convene in executive session

VI.C. Acknowledgment of Board to return to open session

**VII. Action Topics**

VII.A. Statement of executive session minutes

VII.B. Discussion and possible vote on employments for the 2021-22 school year as presented.

VII.C. Discussion and possible vote on Coaching Assignments for 2021-22 as presented.

VII.D. Discussion and possible vote on addendum to superintendent's contract for FY21-FY24 as presented

**VIII. New Business**

**IX. Superintendent's Reports**

IX.A. Discuss Board Seat Boundaries

**X. Adjournment**

Agenda posted June 10, 2022, by  
4:30pm at the entrance of the Administrative  
Office, Noble Public Schools, located at  
111 South 4th Street, Noble, OK, 73068.

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Dorothy M. Terrill  
Minutes Clerk

**Student Transfers**  
**July 1, 2021-YTD**  
**July 1, 2021**

**TOTAL + / - FOR NPS**

**69**

**Open Student Transfers**  
**2021-22**

**on July, 2021**

<b>Into District:</b>	<b>Student Name</b>	<b>Grade</b>	<b>Sending District</b>	<b>Entry Date</b>	<b>Agenda</b>
<b>90</b>	1	12	Norman	Current Student	
	1	12	OKC	8/11/2021	
	1	12	Norman	8/11/2021	
	1	12	Newalla	Current Student	
	1	12	Norman	Current Student	
	1	11	Norman	Current Student	
	1	11	Norman	Current Student	
	1	11	Norman	Current Student	
	1	11	Norman	8/11/2021	
	1	10	Macomb	8/11/2021	
	1	10	Norman	Current Student	
	1	10	Norman	Current Student	
	1	10	OKC	Current Student	
	1	10	Norman	8/11/2021	
	1	10	Norman	Current Student	
	1	10	Norman	Current Student	
	1	9	Norman	8/11/2021	
	1	9	Norman	8/11/2021	
	1	9	Norman	8/11/2021	
	1	9	Lexington	Current Student	
	1	9	Norman	8/11/2021	
	1	9	Lexington	Current Student	
	1	9	Norman	Current Student	



1	2	Norman	8/11/2021	
1	2	Lexington	Current Student	
1	2	Norman	8/11/2021	
1	2	Norman	8/11/2021	
1	1	Norman	Current Student	
1	1	Norman	Current Student	
1	1	Norman	Current Student	
1	1	Norman	Current Student	
1	1	Wanette	8/11/2021	
1	1	Lexington	Current Student	
1	1	Binger	8/11/2021	
1	1	Lexington	Current Student	
1	K	Midwest City	8/11/2021	
1	K	Wanette	8/11/2021	
1	K	Norman	Current Student	
1	K	Lexington	Current Student	
1	K	Norman	Current Student	
1	K	Norman	8/11/2021	
1	K	Norman	8/11/2021	
1	K	Lexington	Current Student	
1	K	Wanette	8/11/2021	
1	K	Norman	8/11/2021	
1	K	Purcell	Current Student	
1	K	Norman	8/11/2021	
1	PK	Norman	8/11/2021	
1	PK	Norman	8/11/2021	
1	PK	Newcastle	8/11/2021	
1	PK	Blanchard	8/11/2021	
1	PK	Wanette	8/11/2021	
1	PK	Norman	8/11/2021	
1	PK	Norman	8/11/2021	
1	PK	Lexington	8/11/2021	
1	PK	Wanette	8/11/2021	

## Student Transfers

2021-22

Out of District:

21

Student Name	Grade	Receiving District	Application Date	Last year Attended Noble
1	12	Moore	2/22/2021	2010
1	8	Lexington	5/10/2021	2018-2019
1	K	Lexington	4/29/2021	N/A
1	K	Moore	2/22/2019	N/A
1	3	Lexington	5/13/2021	N/A
1	11	Lexington	4/20/2021	N/A
1	10	Norman HS	4/27/2021	N/A
1	9	Norman HS	4/27/2021	N/A
1	12	Norman HS	4/27/2021	N/A
1	1	Norman/Adams	5/19/2021	N/A
1	11	Norman North	4/21/2021	2021-2022
1	PK	Norman/Lincoln	3/2/2021	N/A
1	K	Norman/Monroe	2/23/2021	N/A
1	3	Norman/Eisenhower	2/25/2021	N/A
1	1	Norman/Eisenhower	2/25/2021	N/A
1	2	Norman/Eisenhower	2/25/2021	N/A
1	7	Lexington	4/20/2021	N/A
1	1	Robin Hill	6/23/2021	N/A
1	5	Robin Hill	6/23/2021	N/A
1	PK	Little Axe	4/12/2021	N/A
1	PK	Little Axe	4/29/2021	N/A

NOBLE PUBLIC SCHOOLS  
 111 SOUTH 4TH STREET  
 NOBLE, OK 73068

FY-2021  
 YTD Summary

**Summary Of Accounts**

June 29, 2021

<b>For Bank Account:</b> * * * * 426	<b>This Report Is True And Correct To The Best Of My Knowledge.</b>	<b>Beginning balance:</b>	<b>611842.96</b>
		<b>Receipts:</b>	<b>702228.83</b>
		<b>Checks:</b>	<b>711800.39</b>
		<b>Adjustments:</b>	<b>18292.27</b>
<b>Date: ____/____/____</b>		<b>Ending balance:</b>	<b>\$620,563.67</b>

Acct. Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
0051 CENTRAL OFFICE	52778.57	19288.87	19635.97	16040.76	68472.23
815 CENTRAL OFFICE ACTIVITY ACCT	631.53	5691.54	7373.49	2007.50	957.08
816 ACTIVITY FUND INTEREST	12938.93	863.86	0.00	-2000.00	11802.79
817 NOBLE STUDENT ASSISTANCE	39208.11	12733.47	12262.48	16033.26	55712.36
0105 KID ELEMENTARY	36223.32	5872.38	18662.27	287.62	23721.05
801 KID-GENERAL SUPPLY	14438.09	2327.76	11715.19	639.15	5689.81
802 KID-CLEARING ACCOUNT	0.00	110.00	110.00	0.00	0.00
803 KID-SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
804 KID-KINDERGARTEN	1593.18	1229.75	1573.51	0.00	1249.42
805 OPEN ACCOUNT	35.43	0.00	0.00	-35.43	0.00
806 KID- T-SHIRT ACCOUNT	3079.23	1805.00	2078.00	0.00	2806.23
807 KID-PICTURE ACCOUNT	3086.11	399.87	1875.71	0.00	1610.27
808 KID-BOOK FAIR ACCOUNT	3865.93	0.00	935.67	0.00	2930.26
809 OPEN ACCOUNT	24.70	0.00	0.00	-24.70	0.00
810 KID-FIELD TRIP ACCOUNT	1858.95	0.00	0.00	20.00	1878.95
811 KID YEARBOOK	625.86	0.00	0.00	0.00	625.86
812 KID-COUNSELOR	4045.66	0.00	319.19	0.00	3726.47
813 OPEN ACCOUNT	301.80	0.00	0.00	-301.80	0.00
814 KID PRE-K	2888.78	0.00	55.00	0.00	2833.78
818 OPEN ACCOUNT	9.60	0.00	0.00	-9.60	0.00
819 KID-P.E.	370.00	0.00	0.00	0.00	370.00
0110 PIONEER INTERMEDIATE	30044.50	9813.29	11238.63	471.01	29090.17
830 PI-GENERAL SUPPLY	12690.79	9320.29	8884.24	792.61	13919.45
831 PI-CLEARING ACCOUNT	0.00	493.00	493.00	0.00	0.00
832 PIONEER SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
833 PI-4TH GRADE	2394.07	0.00	139.80	0.00	2254.27
834 PI-5TH GRADE	2511.02	0.00	0.00	0.00	2511.02
835 OPEN ACCOUNT	481.45	0.00	0.00	-481.45	0.00
836 PI-MUSIC ACCOUNT	414.40	0.00	148.10	0.00	266.30
837 PI-P.E. ACCOUNT	965.42	0.00	416.55	0.00	548.87
838 PI-SPECIAL ED ACCOUNT	49.15	0.00	0.00	-49.15	0.00
839 OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
840 PI-COMPUTER ACCOUNT	275.91	0.00	418.00	209.00	66.91
841 PI-READING	71.56	0.00	0.00	0.00	71.56
842 PI-LIBRARY	10190.73	0.00	738.94	0.00	9451.79

Acct.	Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
0115	JKH ELEMENTARY	54918.17	43446.80	52020.56	1342.46	47686.87
820	JKH-GENERAL SUPPLY	18150.10	22765.56	24745.92	1118.43	17288.17
821	JKH-CLEARING ACCOUNT	0.00	265.00	280.93	15.93	0.00
822	JKH- T-SHIRT/SHOUT/FESTIVAL	11181.86	6626.00	11650.68	327.75	6484.93
823	JKH-LIBRARY ACCOUNT	12283.34	6880.14	7368.13	0.00	11795.35
824	JKH-2ND GRADE	991.04	0.00	450.16	0.00	540.88
825	JKH-3RD GRADE	238.06	0.00	114.63	0.00	123.43
826	JKH-ADOPT A CHILD	4884.65	110.00	1371.21	-327.75	3295.69
827	JKH-1ST GRADE	1726.78	0.00	0.00	9.60	1736.38
828	JKH-MUSIC	87.91	0.00	64.98	0.00	22.93
829	JKH-PHYSICAL EDUCATION	5374.43	6800.10	5973.92	198.50	6399.11
0510	CURTIS INGE MIDDLE SCHOOL	44565.24	48905.13	40004.91	1339.44	54804.90
845	MS-GENERAL SUPPLY	6489.97	37675.15	28517.66	1142.14	16789.60
846	MS-CLEARING ACCOUNT	0.00	2013.00	2013.00	0.00	0.00
847	MS-ENGLISH (COLE)	0.00	0.00	0.00	0.00	0.00
848	MS-LIBRARY ACCOUNT	838.41	0.00	0.00	0.00	838.41
849	MS-STUDENT COUNCIL	6493.99	1364.50	2454.53	0.00	5403.96
850	MS-HOME EC ACCOUNT	230.65	0.00	0.00	375.00	605.65
851	MS-LANGUAGE ARTS/WORLD LANG	501.23	0.00	0.00	0.00	501.23
852	MS-ART ACCOUNT	2251.35	325.00	314.95	0.00	2261.40
853	MS-MATH ACCOUNT	2434.41	0.00	20.64	0.00	2413.77
854	MS-YEAR BOOK ACCOUNT	6632.63	1822.73	1176.30	0.00	7279.06
855	MS-TECH ED ACCOUNT	1822.09	205.75	210.00	0.00	1817.84
856	MS-CHORUS ACCOUNT	6036.11	4837.00	3741.72	0.00	7131.39
857	MS-HONOR SOCIETY	1484.27	80.00	403.00	0.00	1161.27
858	ADOPT - A - CHILD	168.19	0.00	0.00	-168.19	0.00
859	MS-READING (BOND)	0.00	0.00	0.00	0.00	0.00
860	MS-SOCIAL STUDIES	1482.77	0.00	0.00	0.00	1482.77
861	MS-READING (FIELDS)	1524.66	0.00	243.20	0.00	1281.46
862	COMPUTER SCIENCE	0.00	0.00	0.00	0.00	0.00
863	MS-FACULTY VENDING	139.61	0.00	74.94	0.00	64.67
864	MS-SCIENCE DEPT.	3679.17	582.00	834.97	0.00	3426.20
865	MS-GIFTED AND TALENTED	22.46	0.00	0.00	0.00	22.46
866	MS SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
867	OPEN ACCOUNT	9.51	0.00	0.00	-9.51	0.00
868	MS-READING (VANDEWEGE)	0.00	0.00	0.00	0.00	0.00
869	MS-POETRY ANIMAL CLUB	2323.76	0.00	0.00	0.00	2323.76
0705	HIGH SCHOOL	189246.86	203978.24	204839.39	-12159.24	176226.47
901	HS-STUDENT GENERAL SUPPLIES	10500.95	17518.50	19057.96	1676.55	10638.04
902	HS-CLEARING ACCOUNT	396.10	119.00	525.10	10.00	0.00

Acct. Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
903 OPEN ACCOUNT	15611.49	0.00	0.00	-15611.49	0.00
904 OPEN ACCOUNT	86.84	0.00	0.00	-86.84	0.00
905 HS-CHORUS	318.39	18661.88	17030.48	-255.90	1693.89
906 HS-BPA	1368.09	0.00	0.00	0.00	1368.09
907 HS-DECA	1870.93	1316.00	1589.00	-60.00	1537.93
908 HS-ATAE	3386.39	0.00	460.00	35.38	2961.77
909 HS-FCCLA	1400.28	2994.99	3191.39	50.24	1254.12
910 HS-FFA	16587.82	60246.60	53573.84	23.80	23284.38
911 HS-FCA	341.03	510.00	213.52	-60.00	577.51
912 CLASS OF 2023	525.00	15.00	0.00	0.00	540.00
913 CLASS OF 2022	1895.50	30.00	0.00	0.00	1925.50
914 HS-TEACHER GENERAL SUPPLIES	107.73	0.00	0.00	27.00	134.73
915 STEM INITIATIVE	3950.86	2500.00	1707.79	0.00	4743.07
916 HS-FOREIGN LANGUAGE	464.00	0.00	0.00	100.89	564.89
917 HS-LIBRARY	285.00	0.00	125.00	0.00	160.00
918 HS-DAILY LIVING CENTER	1061.62	0.00	0.00	0.00	1061.62
919 HS-ART CLUB	649.03	17.47	402.70	0.00	263.80
920 HS-BAND	10095.90	1007.50	9327.83	79.28	1854.85
921 HS-BAND BOOSTERS	14180.90	17086.00	12775.59	-6626.14	11865.17
922 HS-BAND TOURING	24898.10	17714.00	9762.00	4098.89	36948.99
923 OPEN ACCOUNT	411.52	0.00	0.00	-411.52	0.00
924 OPEN ACCOUNT	152.03	0.00	0.00	-152.03	0.00
925 HS-NATIONAL HONOR SOCIETY	1837.36	635.00	1139.20	-60.00	1273.16
926 HS-SCIENCE CLUB	1345.96	0.00	0.00	60.00	1405.96
927 HS-THESPIANS	3847.82	2797.50	3918.44	0.00	2726.88
928 HS MUSICAL	0.00	0.00	0.00	0.00	0.00
929 HS-STUDENT COUNCIL	4251.98	9240.31	12663.00	1046.18	1875.47
930 HS-YEARBOOK	11900.04	3040.00	8915.00	0.00	6025.04
931 HS-ART II	2162.89	0.00	0.00	0.00	2162.89
932 HS-BAND UNIFORMS	681.15	380.00	458.15	226.80	829.80
933 HS-PSAT/AP TEST	4791.13	2507.00	5752.00	0.00	1546.13
934 HS-DRIVER'S ED. CLEARING ACCT	3600.00	24000.25	26499.75	-100.25	1000.25
935 HS-GERMAN CLUB	651.96	0.00	0.00	0.00	651.96
936 CLASS OF 2021	873.58	4788.95	4192.03	920.00	2390.50
937 HS-SPECIAL OLYMPICS UNIFIED	0.00	0.00	0.00	0.00	0.00
938 HS-TEACHER APPRECIATION & PROM	3886.35	9328.50	8327.00	400.00	5287.85
939 NOBLE SWAT	2344.15	0.00	0.00	-280.00	2064.15
940 HS-ROBOTICS	1243.07	13.79	230.82	0.00	1026.04
941 HS-CREATIVE WRITING CLUB	0.00	0.00	0.00	0.00	0.00
942 2016 SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
943 HS-URSIDAE	290.66	30.00	290.00	325.94	356.60
944 HS-SCHOLARSHIP ACCOUNT	14996.00	5000.00	0.00	499.78	20495.78

Acct. Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
945 OPEN ACCOUNT	20.00	0.00	0.00	-20.00	0.00
946 HS-FOOD PANTRY	1192.54	965.00	1200.80	200.00	1156.74
947 OPEN ACCOUNT	140.00	0.00	0.00	-140.00	0.00
948 PRISM	15.50	0.00	0.00	0.00	15.50
949 WAT - WORK ADJUSTMENT TRAINING	1153.34	0.00	0.00	0.00	1153.34
950 CLASS OF 2020	15582.53	0.00	0.00	1331.70	16914.23
951 NOBLE ARCHERY	505.15	0.00	0.00	-60.00	445.15
952 ETHICS & INTEGRITY	125.00	0.00	0.00	0.00	125.00
953 SCIENCE 2	1263.20	1515.00	1511.00	652.50	1919.70
<b>0706 ATHLETICS</b>	<b>204066.30</b>	<b>370924.12</b>	<b>365398.66</b>	<b>10970.22</b>	<b>220561.98</b>
870 ATHLETICS GENERAL SUPPLY	74185.96	131509.29	147194.14	9351.09	67852.20
871 HS GIRLS GOLF	101.05	0.00	0.00	0.00	101.05
872 BASEBALL	10645.19	14047.24	8548.48	-30.00	16113.95
873 HS BOYS BASKETBALL	8912.75	19232.36	21119.28	478.92	7504.75
874 POWER LIFTERS/FOOTBALL	7380.22	42259.50	33034.40	443.51	17048.83
875 HS FASTPITCH	4570.62	6465.64	5802.35	173.50	5407.41
876 HS GIRLS BASKETBALL	10534.53	22464.04	16589.32	-842.45	15566.80
877 CROSS COUNTRY	1376.75	37.50	751.23	-120.00	543.02
878 HS WRESTLING	12685.48	1090.00	1882.13	4.36	11897.71
879 GIRLS SOCCER	2269.09	3967.23	5286.62	962.17	1911.87
880 HS GIRLS TRACK	10.00	0.00	0.00	0.00	10.00
881 HS VOLLEYBALL	4615.90	12307.00	9643.28	244.00	7523.62
882 HS CHEERLEADERS	1777.05	17621.00	15163.19	388.00	4622.86
883 7TH/8TH CHEERLEADERS	170.17	10321.72	7513.00	-161.00	2817.89
884 NOBLE BEAR DOWN CLUB	18600.12	27614.39	24340.28	-907.00	20967.23
885 HS GOLF	6961.34	495.00	3296.94	340.00	4499.40
886 NOBLE ATHLETIC TRAINING	172.23	0.00	0.00	0.00	172.23
887 BULL PEN	1200.46	981.75	0.00	0.00	2182.21
888 MS GOLF TEAM	0.00	0.00	0.00	0.00	0.00
889 MS-SOCCER	6017.20	700.00	4699.99	7.00	2024.21
890 MS GIRLS BASKETBALL	3175.88	2421.00	2446.00	1470.00	4620.88
891 BOYS SOCCER	1711.37	8342.21	8294.29	-705.00	1054.29
892 MS BOYS SOCCER	3712.20	0.00	2902.38	0.00	809.82
893 ATHLETIC SCHOLARSHIP FUND	0.56	0.00	0.00	0.00	0.56
894 MS BASEBALL	0.00	0.00	0.00	0.00	0.00
895 MS FOOTBALL	2441.96	5460.00	6580.91	0.00	1321.05
896 MS TRACK	1704.68	8471.00	8522.28	26.14	1679.54
897 MS VOLLEYBALL	7070.62	2493.00	2382.63	-219.53	6961.46
898 MS BOYS BASKETBALL	693.47	4070.25	3921.00	0.00	842.72
899 HS POM SQUAD	11369.45	28553.00	25484.54	66.51	14504.42

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NOBLE PUBLIC SCHOOLS  
111 SOUTH 4TH STREET  
NOBLE, OK 73068

FY-2021  
YTD Summary

**Summary Of Accounts**

June 29, 2021

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<b>TOTALS:</b>	611842.96	702228.83	711800.39	18292.27	\$620,563.67
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**NOBLE PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

06/29/2021

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	Bond Fund	SINKING FUND	TOTAL ALL FUNDS
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	3,227,210.47	218,409.79	79,119.21	458,494.92	3,983,234.39
ADD: MONTHLY RECEIPTS	1,569,336.13	3,950.93	2,690,100.00	21,635.44	4,285,022.50
MATURING INVESTMENTS	2,000,000.00	750,000.00	0.00	0.00	2,750,000.00
TOTAL CASH:	6,796,546.60	972,360.72	2,769,219.21	480,130.36	11,018,256.89
LESS: CHECKS ISSUED	4,054,825.75	38,767.13	29,450.00	0.00	4,123,042.88
PURCHASE OF INVESTMENTS	0.00	0.00	0.00	0.00	0.00
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00	470,000.00	470,000.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	2,937.50	2,937.50
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	2,216.17	0.00	0.00	0.00	2,216.17
ENDING MONTHLY BALANCE	2,743,937.02	933,593.59	2,739,769.21	7,192.86	6,424,492.68
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	2,000,000.00	750,000.00	0.00	0.00	2,750,000.00
ADD: INVESTMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENTS:	2,000,000.00	750,000.00	0.00	0.00	2,750,000.00
LESS: MATURING INVESTMENTS	2,000,000.00	750,000.00	0.00	0.00	2,750,000.00
ENDING MONTHLY BALANCE:	0.00	0.00	0.00	0.00	0.00
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TOTALS:					
END OF MONTH CASH BALANCE:	2,743,937.02	933,593.59	2,739,769.21	7,192.86	6,424,492.68
END OF MONTH INV. BALANCE:	0.00	0.00	0.00	0.00	0.00
TOTAL CASH:	2,743,937.02	933,593.59	2,739,769.21	7,192.86	6,424,492.68
ADD: OUTSTANDING CHECKS	4,480,979.84	44,973.62	29,450.00	0.00	4,555,403.46
TOTAL MONIES:	7,224,916.86	978,567.21	2,769,219.21	7,192.86	10,979,896.14

Resignation/Retire Board Meeting Report  
July

Certified	Retired/Resignatio	Site	Position	Term Date
Peighton Trook	Resign	Hubbard	Special Education	6/15/2021
Suzanna Parker	Resign	HS	Counselor	6/30/2021
Meagan Cole	Resign	HS	English	6/22/2021

Support		Site	Position	Term Date
Darrel Bowles	resign	HS	Custodian	6/21/2021

Extra Duty Assignment		Site	Position	Term Date
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## MINUTES June 14, 2021 Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in a Regular Meeting at the Noble Administration Building, 111 S. 4<sup>th</sup> St., Noble, Oklahoma, in said school district, Monday, May 10, 2021, at 5:31 PM. This meeting was also streamed live via Zoom.

### Attendance taken at 5:31 PM.

Mrs. Wendy Barnes: Present  
Mr. Rodney Barrett: Present  
Mr. Leroy Lukinbill: Present  
Mr. Scott Milette: Present  
Mr. James Reed: Present

Also present were Superintendent Frank Solomon and Assistant Superintendent Dr. Jon Myers.

### I. Preliminary Business

#### I.A. Call to Order

#### I.B. Establishment of a Quorum

#### I.C. Pledge of Allegiance

### II. Reports

#### II.A. Student Membership

#### II.B. Activity Fund Report

#### II.C. District Financial Report

#### II.D. Resignations/Retirements

### III. Public Comments

Comments: None

### IV. Consent Agenda

#### IV.A. Minutes of Regular Board Meeting - May 10, 2021

#### IV.B. Encumbrances and Change Orders

#### IV.C. Payroll Encumbrances

#### IV.D. Activity Fund Transfers

#### IV.E. Activity Fund Budgets and Fundraiser & Expenditure Reports for 2021-2022

#### IV.F. Authorizations for the 2021-2022 school year

#### IV.G. District Asbestos AHERA compliance status

#### IV.H. OSSBA Membership Renewal for 2021-22

#### IV.I. OSSBA Service Agreement for 2021-22

#### IV.J. OSSBA Policy Subscription Renewal for 2021-22

#### IV.K. CCOSA Service Agreement for 2021-22

#### IV.L. Memorandum of Understanding for private mental health services for students in the school setting for 2021-22

Comments: Dr. Myers presented the Board with employee survey comments as Mr. Solomon noted the taxes were paid on the stipends on the encumbrance list.



## MINUTES June 14, 2021 Regular Meeting

### V. Action Topics

#### V.A. Discussion and possible vote on Consent Agenda Items A-L as presented.

Motion to approve Consent Agenda Items A through L (Minutes of May 10, 2021 Regular Board Meeting, Encumbrances and Change Orders as follows: GF/CN 20-21: #1715-1760 \$729,318.69 BF 20-21: #21144-21148 \$7,260.84, Payroll Encumbrances, Activity Fund Transfers, Activity Fund Budgets and Fundraiser & Expenditure Reports for 2021-22, Authorizations for the 2021-22 school year, District Asbestos AHERA compliance status, OSSBA Membership Renewal for 2021-22, OSSBA Service Agreement for 2021-22, OSSBA Policy Subscription Renewal for 2021-22, CCOSA Service Agreement for 2021-22, and Memorandum of Understanding for private mental health services for students in the school setting for 2021-22) as presented passed with a motion made by Mr. Scott Milette and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

#### V.B. Discussion and possible vote to approve a onetime transfer up to \$5,000.00 from General Fund to Sinking Fund for a bond indebtedness payment, if needed. Upon receipt of appropriate revenue into Sinking Fund, the one time transfer amount up to \$5,000.00 will be transferred from Sinking Fund to General Fund.

Motion to approve a one time transfer up to \$5,000.00 from General Fund to Sinking Fund for a bond indebtedness payment, if needed. Upon receipt of appropriate revenue into Sinking Fund, the one time transfer amount up to \$5,000.00 will be transferred from Sinking Fund to General Fund passed with a motion made by Mr. James Reed and seconded by Mr. Leroy Lukinbill.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

#### V.C. Discussion and possible vote on 2021-22 Noble Public Schools' Authorizations with First State Bank as presented.

Motion to approve 2021-22 Noble Public Schools' Authorizations with First State Bank of Noble as presented passed with a motion made by Mr. Leroy Lukinbill and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes



## MINUTES June 14, 2021 Regular Meeting

Yes: 5 No: 0, Absent: 0

### **V.D. Discussion and possible vote on Noble Public Schools' 2021-2022 Return To Learn Plan as presented.**

Motion to approve revised Noble Public Schools' 2021-2022 Return to Learn Plan as presented passed with a motion made by Mr. Scott Milette and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.E. Discussion and possible vote on pay rates for summer school and summer feeding for 2021 as presented.**

Motion to approve pay rates for summer school and summer feeding for 2021 as presented passed with a motion made by Mr. James Reed and seconded by Mr. Leroy Lukinbill.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.F. Discussion and possible vote on contract with Constellation New Energy for consolidated purchasing of natural gas for the 2021-22 school year as presented.**

Motion to approve contract with Constellation New Energy for consolidated purchasing of natural gas for the 2021-22 school year as presented passed with a motion made by Mr. Leroy Lukinbill and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.G. Discussion and possible vote on drug and alcohol testing bid with Classen Urgent Care of Norman for the 2021-22 school year as presented.**

Motion to approve drug and alcohol testing bid with Classen Urgent Care of Norman for the 2021-22 school year as presented passed with a motion made by Mr. Scott Milette and seconded by Mrs. Wendy Barnes.



## MINUTES June 14, 2021 Regular Meeting

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.H. Discussion and possible vote on milk products bid with Hiland Dairy for the 2021-22 school year as presented.**

Motion to approve milk products bid with Hiland Dairy for the 2021-22 school year as presented passed with a motion made by Mr. James Reed and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.I. Discussion and possible vote on bread products bid with Bimbo Bakery for the 2021-22 school year as presented.**

Motion to approve bread products bid with Bimbo Bakery for the 2021-22 school year as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.J. Discussion and possible vote on fuel bid with Douglas Distributing for 2021-22 as presented.**

Motion to approve fuel bid with Douglas Distributing for 2021-22 as presented passed with a motion made by Mr. Leroy Lukinbill and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.K. Discussion and possible vote on property, casualty, general liability, professional, employee benefits, fleet coverage, and cyber liability insurance with Oklahoma Schools Insurance Group for the 2021-22 school year as presented.**



## MINUTES June 14, 2021 Regular Meeting

Motion to approve property, casualty, general liability, professional, employee benefits, fleet coverage, and cyber liability insurance with Oklahoma Schools Insurance Group for the 2021-22 school year as presented passed with a motion made by Mr. James Reed and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.L. Discussion and possible vote on worker's compensation insurance quote with COMP Risk Management, Inc. for the 2021-22 school year as presented.**

Motion to approve worker's compensation insurance quote with COMP Risk Management, Inc. for the 2021-22 school year as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. James Reed.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.M. Discussion and possible vote to open Activity Fund Sub Accounts 858 (Adopt a Child) and 862 (Computer Science) as presented.**

Motion to approve Activity Fund Sub Accounts 858 (Adopt a Child) and 862 (Computer Science) as presented passed with a motion made by Mr. Leroy Lukinbill and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### **V.N. Discussion and possible vote to declare Noble High School football scoreboard as surplus as presented.**

Motion to declare Noble High School football scoreboard as surplus as presented passed with a motion made by Mr. Scott Milette and seconded by Mr. James Reed.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes



## MINUTES June 14, 2021 Regular Meeting

Yes: 5 No: 0, Absent: 0

### **VI. Executive Session**

**VI.A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1), (B)(2), (B)(4), and (B)(7) of the Oklahoma Open Meeting Act:**

#### **VI.A.1. Employments**

#### **VI.A.2. Discuss Certified negotiations**

#### **VI.A.3. Discuss Support negotiations**

#### **VI.A.4. Pending legal action**

### **VI.B. Vote to convene in executive session**

Motion to convene in executive session at 6:17pm passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Leroy Lukinbill.

Mrs. Wendy Barnes: Yes

Mr. Rodney Barrett: Yes

Mr. Leroy Lukinbill: Yes

Mr. Scott Milette: Yes

Mr. James Reed: Yes

Yes: 5 No: 0, Absent: 0

### **VI.C. Acknowledgment of Board to return to open session**

Comments: Mr. Rodney Barrett announced the Board's return to open session at 6:08pm.

### **VII. Action Topics**

#### **VII.A. Statement of executive session minutes**

The Board of Education convened in executive session in the board room located at 111 South 4th Street, Noble, OK, 73068, at 6:17 o'clock p.m., Monday, June 14, 2021, to discuss employments as authorized by 25 O.S. Section 307 (B)(1), (B)(2), (B)(4), and (B)(7) of the Oklahoma Open Meeting Act. Board Members present were Rodney Barrett, Wendy Barnes, Leroy Lukinbill, Scott Milette, and James Wright, as well as Superintendent Frank Solomon and Assistant Superintendent Dr. Jon Myers. During the executive session the Board discussed this item and no other items. No action was taken. The Board returned to open session at 6:49 o'clock p.m., Monday, June 14, 2021.

#### **VII.B. Discussion and possible vote on employments for the 2020-21 school year as presented.**

Motion to approve Administration's recommendation for employments for the 2020-21 school year as presented passed with a motion made by Mr. James Reed and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes

Mr. Rodney Barrett: Yes

Mr. Leroy Lukinbill: Yes

Mr. Scott Milette: Yes



## MINUTES June 14, 2021 Regular Meeting

Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### VII.C. Discussion and possible vote on employments for the 2021-22 school year as presented.

Motion to approve Administration's recommendation for employments for the 2021-22 school year as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

### VIII. New Business

Comments: None

### IX. Superintendent's Reports

Comments: Dr. Myers gave the Board a summer feeding and summer school update. Mr. Solomon gave the Board a cleaning and maintenance update, informed them the scoreboard at the softball field had been painted, and a concrete pad had been poured at the entrance of the track.

### X. Adjournment

Motion to adjourn at 7:00pm passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Leroy Lukinbill.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 5 No: 0, Absent: 0

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PRESIDENT- Rodney Barrett

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VICE-PRESIDENT-Leroy Lukinbill

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CLERK-Wendy Barnes

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DEPUTY CLERK-Scott Milette

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MEMBER-James Reed

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MINUTES CLERK- Dot Terrill

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**NOBLE PUBLIC SCHOOL**  
**From PO: 36000 to PO: 36001**

**Encumbrance For Board Approval**  
**LEA ASSIGNED**

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PO #	Vendor Name	General Description	Amount	Date
36000	OKLAHOMA ATTORNEY GENERAL	AG BOND EXAMINATION FEE	1,000.00	07/01/2021
36001	STEPHEN H. MCDONALD & ASSOCIATES, INC.	DISTRICT - BOND FINANCIAL ADVISOR SVCS	30,000.00	07/01/2021
<b>Current Encumbered</b>			<b>31,000.00</b>	

**NOBLE PUBLIC SCHOOL**  
From PO: 22000 to PO: 22057

**Encumbrance For Board Approval**  
**BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
22000	ACCENT GLASS SERVICES, LLC	DISTRICT - GLASS REPAIRS	2,500.00	07/01/2021
22001	AIRGAS USA, LLC	DISTRICT - OXYGEN RENTAL	450.00	07/01/2021
22002	ALL RIGHT HEAT & AIR	DISTRICT - HEAT & AIR REPAIRS & SVCS.	50,000.00	07/01/2021
22003	ATWOODS	DISTRICT - EQUIPMENT & MISCELLANEOUS SUPPLIES	1,250.00	07/01/2021
22004	BANCFIRST TRUST & INVESTMENT	BOND FUND RENTAL PAYMENT (SEMI-ANNUAL)	3,000.00	07/01/2021
22005	****AUSTIN TURF	DISTRICT - LAWNMOWER PARTS	400.00	07/01/2021
22006	CROWN LIFT TRUCKS	DISTRICT - FORKLIFT MAINTENANCE / ANNUAL	300.00	07/01/2021
22007	CITY OF NORMAN	DISTRICT - DUMPING SVCS.	300.00	07/01/2021
22008	CORRECT CONNECTIONS, LLC	DISTRICT - PLUMBING SVCS., PARTS & LABOR	10,000.00	07/01/2021
22009	COUNTRY EQUIPMENT	DISTRICT - PARTS & SUPPLIES	300.00	07/01/2021
22010	CRIMSON ELECTRIC SERVICES	DISTRICT - ELECTRICAL SVCS., REPAIRS. PARTS & LABOR	15,000.00	07/01/2021
22011	DAVE'S SMALL ENGINE	DISTRICT - LAWNMOWER REPAIRS, PARTS & LABOR	4,000.00	07/01/2021
22012	DON'S MOBIL LOCK SHOP, INC.	DISTRICT - LOCK REPAIRS & SUPPLIES	1,000.00	07/01/2021
22013	EMSCO ELECTRICAL SUPPLY CO.	DISTRICT - ELECTRICAL SUPPLIES	500.00	07/01/2021
22014	FARMERS UNION CO-OP	DISTRICT - LAWN CHEMICALS & SUPPLIES	2,500.00	07/01/2021
22015	FERGUSON ENTERPRISES, INC #215	DISTRICT - PLUMBING SVCS.	2,500.00	07/01/2021
22016	SOLOMON, FRANK	DISTRICT - MISCELLANEOUS & BUILDING SUPPLIES	500.00	07/01/2021
22017	HOME DEPOT CREDIT SERVICES	DISTRICT - BUILDING MATERIALS & SUPPLIES	10,000.00	07/01/2021
22018	LOCKE SUPPLY	DISTRICT - PLUMBING SUPPLIES	5,000.00	07/01/2021
22019	LOWE'S	DISTRICT - BUILDING MATERIALS & SUPPLIES	500.00	07/01/2021
22020	P & K EQUIPMENT	DISTRICT - REPAIRS & SUPPLIES	200.00	07/01/2021
22021	NOBLE HARDWARE	DISTRICT - MISCELLANEOUS SUPPLIES	12,000.00	07/01/2021
22022	NOBLE LIQUID PROPANE	DISTRICT - LIQUID PROPANE	150.00	07/01/2021

**NOBLE PUBLIC SCHOOL**  
**From PO: 22000 to PO: 22057**

**Encumbrance For Board Approval**  
**BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
22023	O'REILLY AUTOMOTIVE, INC.	DISTRICT - PARTS & SUPPLIES	1,500.00	07/01/2021
22024	OCT EQUIPMENT, LLC	DISTRICT - PARTS & SUPPLIES	1,000.00	07/01/2021
22025	P & L FIRE PROTECTION	DISTRICT - INSPECTIONS	3,000.00	07/01/2021
22026	PRO POWER EQUIPMENT	DISTRICT - LAWNMOWER PARTS & SUPPLIES	2,000.00	07/01/2021
22027	RELIABLE REFRIGERATION	DISTRICT - REPAIRS, PARTS & LABOR	2,000.00	07/01/2021
22028	ROD'S PEST CONTROL	DISTRICT - PEST CONTROL SVCS.	1,000.00	07/01/2021
22029	SHERWIN WILLIAMS	DISTRICT - PAINT & SUPPLIES	5,000.00	07/01/2021
22030	SLAUGHTERVILLE TIRE SHOP	DISTRICT - TIRES & REPAIRS	300.00	07/01/2021
22031	STATEWIDE FIRE & CONSULTING	DISTRICT - ALARMS & INTERCOMS - REPAIRS, PARTS & LABOR	10,000.00	07/01/2021
22032	PATRIOT ROOFING	DISTRICT - ROOFING REPAIRS	50,000.00	07/01/2021
22033	HILLS CARPET	DISTRICT - CARPET INSTALLATION	20,000.00	07/01/2021
22034	BRANDTS - ACE HARDWARE	DISTRICT - LAWNMOWERS. PARTS & SUPPLIES	350.00	07/01/2021
22035	LIBERTY FLAGS, INC	HS - CAMPUS FLAGS	2,200.00	07/01/2021
22036	EEI - ENGINEERED EQUIPMENT INC.	DISTRICT - HVAC PARTS & SUPPLIES	200.00	07/01/2021
22037	A & D SUPPLY	DISTRICT - CEILING TILES	5,000.00	07/01/2021
22038	ICEMAN MECHANICAL	DISTRICT - REPAIRS - NON- KITCHEN	2,000.00	07/01/2021
22039	ACME RADIATOR CENTER	DISTRICT - REPAIRS, PARTS & LABOR	600.00	07/01/2021
22040	SHAWNEE LIGHTING, LLC	DISTRICT - LIGHTING REPAIRS, PARTS & LABOR	2,000.00	07/01/2021
22041	TUFF FIRE & SAFETY, INC.	DISTRICT - FIRE EXTINGUISHERS & FIRE HOOD SUPPRESSION SYSTEMS - INSPECTIONS & REPAIR SVCS.	5,000.00	07/01/2021
22042	UNITED RENTALS (NORTH AMERICA), INC	DISTRICT - EQUIPMENT RENTAL	750.00	07/01/2021
22043	VOSS LIGHTING	DISTRICT - LIGHTING SUPPLIES	6,000.00	07/01/2021
22044	WILLIS & 3 COATINGS	DISTRICT - PAINTING SVCS.	20,000.00	07/01/2021
22045	WINSUPPLY OF OKLAHOMA CITY	DISTRICT - PLUMBING SUPPLIES	1,000.00	07/01/2021
22046	TREATS SOLUTIONS	DISTRICT - CUSTODIAL SUPPLIES	10,000.00	07/01/2021

**NOBLE PUBLIC SCHOOL**  
**From PO: 22000 to PO: 22057**

**Encumbrance For Board Approval**  
**BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
22047	EXTERIOR SOLUTIONS	DISTRICT - ROOFING REPAIRS, PARTS, LABOR & INSTALLATIONS	50,000.00	07/01/2021
22048	KRANCO ROOFING	DISTRICT - ROOFING REPAIRS, PARTS, LABOR & INSTALLATIONS	50,000.00	07/01/2021
22049	OKLAHOMA STEEL BUILDERS	KID & HUB - CANOPIES & SIDEWALK REPAIRS	45,000.00	07/01/2021
22050	ROBS PLUMBING CONTRACTORS, LLC	DISTRICT - PLUMBING REPAIRS	10,000.00	07/01/2021
22051	WAXIE SANITARY SUPPLY	DISTRICT - CUSTODIAL SUPPLIES	50,000.00	07/01/2021
22052	PRECISION TESTING LABORATORIES	DISTRICT - AHERA INSPECTION - 3 YR	1,500.00	07/01/2021
22053	DIGI SECURITY SYSTEMS, LLC.	DISTRICT - REPAIRS	2,000.00	07/01/2021
22054	FLINT HILLS ENVIROMENTAL	DISTRICT - USED OIL / LUBRICANTS DISPOSABLE SVCS	1,000.00	07/01/2021
22055	GYMCO	CIMS & HS - GYM FLOOR RESURFACING	15,000.00	07/01/2021
22056	HELLAS SPORTS CONSTRUCTION	HS - TURF REPAIRS / FB FIELD	2,000.00	07/01/2021
22057	STREETS, LLC	DISTRICT - HVAC MAINTENANCE & REPAIRS	3,000.00	07/01/2021
<b>Current Encumbered</b>			<b>502,750.00</b>	

**NOBLE PUBLIC SCHOOL**  
**From PO: 2000 to PO: 2153**

**Encumbrance For Board Approval**  
**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
2000	A T & T	DISTRICT - HOT SPOTS	2,000.00	07/01/2021
2001	A T & T	DISTRICT - LAND LINE PHONE CHARGES	25,020.00	07/01/2021
2002	A T & T - MOBILITY	DISTRICT - CELL PHONE CHARGES	20,000.00	07/01/2021
2003	CONSTELLATION	DISTRICT - NATURAL GAS SVCS	40,000.00	07/01/2021
2004	OG+E	DISTRICT - ELECTRICITY	55,658.93	07/01/2021
2005	O.N.G.	DISTRICT - NATURAL GAS	25,600.00	07/01/2021
2006	COMP RISK MANAGEMENT, INC.	DISTRICT - WORKERS COMP INSURANCE	93,777.00	07/01/2021
2007	ADPC	TRENDS SOFTWARE - LICENSE & SUPPORT (1 YR.)	8,280.00	07/01/2021
2008	ADPC	DISTRICT - BUSINESS FORMS - PAY WARRANTS & W-2'S	1,500.00	07/01/2021
2009	AMAZON CAPITAL SERVICES, INC	ADMIN - OFFICE SUPPLIES & EQUIPMENT	1,500.00	07/01/2021
2010	****AMAZON.COM	ADMIN - OFFICE SUPPLIES & EQUIPMENT	2,000.00	07/01/2021
2011	CCOSA	ADMIN - CONFERENCE / WORKSHOP REGISTRATIONS	2,000.00	07/01/2021
2012	CCOSA	ADMIN - MCREL TLE RE-CERTIFICATION	750.00	07/01/2021
2013	CNA SURETY DIRECT BILL	DISHONESTY BOND	300.00	07/01/2021
2014	DE LAGE LANDEN PUBLIC FINANCE	DISTRICT - COPIER LEASE	30,000.00	07/01/2021
2015	ENERGYCAP, INC	ENERGY MGMT. - SOFTWARE & MAINTENANCE RENEWAL	1,200.00	07/01/2021
2016	FIRST STATE BANK	DISTRICT - ACH FEES	1,550.00	07/01/2021
2017	FRONTLINE TECHNOLOGIES GROUP LLC	DISTRICT - ABSENCE & SUBSTITUTE MGMT. / TIME & ATTENDANCE	16,637.16	07/01/2021
2018	FRONTLINE TECHNOLOGIES GROUP LLC	DISTRICT - APPLICANT TRACKING & FRONTLINE CENTRAL (UNLIMITED)	10,396.89	07/01/2021
2019	GLOBAL COMPLIANCE NETWORK, INC.	DISTRICT - PROFESSIONAL DEVELOPMENT TRAINING	700.00	07/01/2021
2020	NOBLE CHAMBER OF COMMERCE	DISTRICT - MEMBERSHIP DUES	165.00	07/01/2021
2021	POSTMASTER	DISTRICT - POST OFFICE BOX RENT	156.00	07/01/2021
2022	OKLAHOMA ASBO	DISTRICT - MEMBERSHIP DUES (1 YR)	1,125.00	07/01/2021

**NOBLE PUBLIC SCHOOL**  
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PO #	Vendor Name	General Description	Amount	Date
2023	OKLAHOMA ASBO	DISTRICT - CONFERENCE / WORKSHOP REGISTRATIONS	1,500.00	07/01/2021
2024	OKLAHOMA COPIER SOLUTIONS, LLC	DISTRICT - COPIER OVERAGES 19-20	26,850.00	07/01/2021
2025	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	DISTRICT - UNEMPLOYMENT PAYMENTS	26,000.00	07/01/2021
2026	NORMAN REGIONAL HEALTH SYSTEM	HS - ATHLETIC TRAINING SVCS.	15,000.00	07/01/2021
2027	OLD REPUBLIC SURETY	ADMIN - ENCUMBRANCE CLERK'S BOND	1,800.00	07/01/2021
2028	OSSBA, INC	DISTRICT - MEMBERSHIP DUES 2019-20	3,600.00	07/01/2021
2029	OSSBA, INC	DISTRICT - ASSEMBLE MEMBERSHIP (1 YR)	1,500.00	07/01/2021
2030	OSSBA, INC	DISTRICT - CONFERENCE / WORKSHOP REGISTRATIONS	2,000.00	07/01/2021
2031	OSSBA, INC	DISTRICT - POLICY MAINTENANCE SERVICE SUBSCRIPTION - 1 YR.	750.00	07/01/2021
2032	OSSBA, INC	DISTRICT - OPSUCA - UNEMPLOYMENT MGMT.FEE 2020-21	2,262.00	07/01/2021
2033	PITNEY BOWES INC.	DISTRICT - POSTAGE & SUPPLIES	4,800.00	07/01/2021
2034	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	DISTRICT - POSTAGE METER	3,500.00	07/01/2021
2035	SUPER C MART	DISTRICT - CLEANING & MISCELLANEOUS SUPPLIES	50.64	07/01/2021
2036	UMB BANK, N.A.	DISTRICT - BOND PAYING AGENTS	1,550.00	07/01/2021
2037	UPS	DISTRICT - SHIPPING SVCS.	34.34	07/01/2021
2038	VERNON FLORENCE CONSULTING INC	ADMIN - FINANCIAL CONSULTING NEWSLETTER	120.00	07/01/2021
2039	VIRGIN LAW FIRM	DISTRICT - PROFESSIONAL & LEGAL SVCS.	9,000.00	07/01/2021
2040	SOLOMON, FRANK	DISTRICT - SCHOOL / CLASSROOM SUPPLIES, EQUIPMENT, PPE - REIMBURSEMENT	1,200.00	07/01/2021
2041	HEARTLAND PAYMENT SYSTEMS	CN - SOFTWARE TECH & WARRANTY LICENSE	2,750.00	07/01/2021
2042	HOONUIT	CN - SIF AGENT FEE	3,320.00	07/01/2021
2043	OKLAHOMA STATE DEPT. OF HEALTH	CN - FOOD SERVICE LICENSES	750.00	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
2044	YANDELL, GLENDA	CN - KID - START-UP CASH / CHANGE	10.00	07/01/2021
2045	COATS, CHERYL	CN - HUB - START-UP CASH / CHANGE	5.00	07/01/2021
2046	MATA, DEANA	CN - PIO - START-UP CASH / CHANGE	25.00	07/01/2021
2047	BUSBEE, BRENDA	CN - CIMS - START-UP CASH / CHANGE	250.00	07/01/2021
2048	MCMILLIAN, DENISE	CN - HS - START-UP CASH / CHANGE	150.00	07/01/2021
2049	ROD'S PEST CONTROL	CN - PEST CONTROL BLANKET	1,572.00	07/01/2021
2050	HAGAR RESTAURANT SERVICE	CN - REPAIRS	5,000.00	07/01/2021
2051	RELIABLE REFRIGERATION	CN - REPAIR / MAINTENANCE BLANKET	6,000.00	07/01/2021
2052	BEN E. KEITH CO.	CN - SUMMER FOOD BLANKET	17,050.00	07/01/2021
2053	BIMBO BAKERIES USA	CN - SUMMER BREAD BLANKET	800.00	07/01/2021
2054	HILAND	CN - SUMMER MILK BLANKET	10,000.00	07/01/2021
2055	ADVANCED CLEANING SOLUTIONS, INC	TRANS - BUS WASH TOKENS	300.00	07/01/2021
2056	ATWOODS	TRANS - UNIFORMS	500.00	07/01/2021
2057	CHICKASAW PERSONAL COMMUNICATIONS	TRANS - COMMUNICATION SVCS / RADIOS	1,200.00	07/01/2021
2058	SOLOMON, FRANK	TRANS - MISCELLANEOUS SUPPLIES - REIMBURSEMENT	1,000.00	07/01/2021
2059	DOUGLASS DISTRIBUTING	TRANS - DIESEL FUEL	55,000.00	07/01/2021
2060	DOUGLASS DISTRIBUTING	TRANS - UNLEADED FUEL	40,000.00	07/01/2021
2061	DOUGLASS DISTRIBUTING	TRANS - LUBRICANTS	2,500.00	07/01/2021
2062	FLEET PRIDE	TRANS - REPAIRS, PARTS & LABOR	1,500.00	07/01/2021
2063	IMAGE 360	TRANS - DECALS	500.00	07/01/2021
2064	LANDERS CHEVROLET	TRANS - PARTS & REPAIR SVCS.	500.00	07/01/2021
2065	MIDWEST BUS SALES, INC.	TRANS - REPAIRS, PARTS & LABOR	1,500.00	07/01/2021
2066	NAPA AUTO & TRUCK PARTS	TRANS - PARTS & SUPPLIES	20,000.00	07/01/2021
2067	NATHAN'S AUTOMOTIVE, INC.	TRANS - REPAIRS, PARTS & LABOR	10,000.00	07/01/2021
2068	NOBLE FAMILY HEALTHCARE CLINIC	TRANS - BUS DRIVER PHYSICALS	750.00	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
2069	NOBLE HARDWARE	TRANS - MISCELLANEOUS SUPPLIES	600.00	07/01/2021
2070	OKLAHOMA CORPORATION COMMISSION	TRANS - FUEL TANK REGISTRATION FEE	25.00	07/01/2021
2071	O'REILLY AUTOMOTIVE, INC.	TRANS - PARTS & SUPPLIES	3,000.00	07/01/2021
2072	PHILLIPS 66 / WEX BANK	TRANS - FUEL CHARGES / SCHOOL VEHICLES	200.00	07/01/2021
2073	PIKEPASS CENTER	TRANS - TURNPIKE TOLLS	600.00	07/01/2021
2074	AMAZON CAPITAL SERVICES, INC	TRANS - OFFICE SUPPLIES	500.00	07/01/2021
2075	JD MCCARTY CENTER	DISTRICT - PHYSICAL THERAPY & ESY SVCS.	5,000.00	07/01/2021
2076	KIM BLANTON	DISTRICT - OT SVCS.	45,000.00	07/01/2021
2077	NIKKI KECK	DISTRICT - VISION IMPAIRMENT SVCS.	1,800.00	07/01/2021
2078	TEEL OSWALD	DISTRICT - SCHOOL PSYCHOLOGIST / EVALUATIONS	12,000.00	07/01/2021
2079	FOLLETT SCHOOL SOLUTIONS, INC.	DISTRICT - DESTINY LIBRARY LICENSE RENEWAL (1 YR)	3,855.85	07/01/2021
2080	KIMONO, LLC	IT - SIF AGENT FOR FOLLETT DESTINY AND KIMONO STANDARD SUPPORT SUBSCRIPTIONS (1 YR)	3,204.68	07/01/2021
2081	KERRY JOHN PATTEN, C.P.A.	DISTRICT - AUDIT SVCS.	12,000.00	07/01/2021
2082	NORMAN TRANSCRIPT	LEGAL ADS	375.00	07/01/2021
2083	NORMAN TRANSCRIPT	DISTRICT - ADVERTISING	300.00	07/01/2021
2084	RUSH TRUCK CENTER	TRANS - REPAIRS, PARTS & LABOR	5,000.00	07/01/2021
2085	****SYMBALOO	DISTRICT - SOFTWARE	150.00	07/01/2021
2086	KELLOGG & SOVEREIGN CONSULTING, LLC	DISTRICT - CONSULTING SVCS.	9,000.00	07/01/2021
2087	POWERSCHOOL GROUP, LLC	DISTRICT - STUDENT INFORMATION SYSTEM	16,590.60	07/01/2021
2088	POWERSCHOOL GROUP, LLC	DISTRICT - TLE TALENT ED (EVALUATION PROGRAM)	6,654.69	07/01/2021
2089	APPTEGY	DISTRICT - NEW WEBSITE DEVELOPMENT	12,921.00	07/01/2021
2090	US INTERNET	IT - SPAM FILTER RENEWAL (1 YR)	1,218.75	07/01/2021
2091	****SECURE BY DESIGN, INC.	IT - NINITE PRO RENEWAL (ANNUAL)	600.00	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
2092	TOTAL RECALL, INC.	IT - ACCOUNT ABILITY RENEWAL - 1 YR	2,691.00	07/01/2021
2093	CLASSEN URGENT CARE	TRANS - DRIVER PHYSICALS	1,500.00	07/01/2021
2094	HOOPER PRINTING	ADMIN - PRINTING SVCS.	1,000.00	07/01/2021
2095	T & W TIRE	TRANS - TIRES	10,000.00	07/01/2021
2096	CLIA LABORATORY PROGRAM	DISTRICT - ONLINE MEDICAL RESOURCE	180.00	07/01/2021
2097	RISE VISION	HS - DISPLAY LICENSES / ELECTRONIC GRADUATION PANELS/ HS COMMONS LOBBY - ANNUAL	1,000.00	07/01/2021
2098	ABSOLUTE DATA SHREDDING	DISTRICT - DATA SHREDDING SVCS	1,000.00	07/01/2021
2099	CPI	ADMIN - NON-VIOLENT CRISIS INTERVENTION PROG / ANNUAL MEMBERSHIP	150.00	07/01/2021
2100	KELLOGG & SOVEREIGN CONSULTING, LLC	IT - E-RATE MGMT SVCS	150.00	07/01/2021
2101	CELL PHONE FIX	DISTRICT - CHROMEBOOK REPAIRS	5,004.00	07/01/2021
2102	SHI INTERNATIONAL CORP.	IT - MICROSOFT LICENSING AGREEMENT (ANNUAL)	6,500.00	07/01/2021
2103	****MOBILE LINK	DISTRICT - MOBIL LINK GENERATOR	500.00	07/01/2021
2104	CLEVELAND COUNTY TREASURER	DISTRICT - VISUAL INSPECTION	35,000.00	07/01/2021
2105	****WILD WEST DOMAINS, LLC	DISTRICT - IT - SSL CERTIFICATES	2,000.00	07/01/2021
2106	BEN E. KEITH CO.	CN - FOOD BLANKET	75,000.00	07/01/2021
2107	QUILL CORPORATION	CN - OFFICE SUPPLY BLANKET	2,500.00	07/01/2021
2108	SUPER C MART	CN - SUMMER FOOD BLANKET	75.00	07/01/2021
2109	VALLEY PROTEINS, INC.	CN - CLEANING SVCS / GREASE TRAP	1,980.00	07/01/2021
2110	VINYARD FRUIT & VEGETABLE CO.	CN - SUMMER FOOD BLANKET	2,000.00	07/01/2021
2111	WAL-MART COMMUNITY BRC	CN - SUPPLY BLANKET	1,000.00	07/01/2021
2112	****PRO-ED	HS - CLASSROOM READING CURRICULUM	987.80	07/01/2021
2113	AMAZON CAPITAL SERVICES, INC	DISTRICT - AMAZON PRIME MEMBERSHIP	600.00	07/01/2021
2114	STEVE OWENS INSURANCE GROUP	ADMIN - SURETY BONDS	700.00	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
2115	ALL SEASON SPORTS	HS - SCOREBOARD INSTALLATION / HS STADIUM	38,200.00	07/01/2021
2116	AMAZON CAPITAL SERVICES, INC	DISTRICT - TECHNOLOGY EQUIPMENT & SUPPLIES	64,798.00	07/01/2021
2117	AMAZON CAPITAL SERVICES, INC	DISTRICT - PPE	10,000.00	07/01/2021
2118	AMAZON CAPITAL SERVICES, INC	DISTRICT - TECHNOLOGY SUPPLIES	10,000.00	07/01/2021
2119	AMAZON CAPITAL SERVICES, INC	DISTRICT - TEACHING SUPPLIES	10,000.00	07/01/2021
2120	ASPIREDU	HS - REMEDIATION SOFTWARE	5,000.00	07/01/2021
2121	CIDI LABS	HS - REMEDIATION SOFTWARE	5,000.00	07/01/2021
2122	CDW - GOVERNMENT, INC.	IT - TECHNOLOGY EQUIPMENT	2,991.65	07/01/2021
2123	CHICKASAW TELECOM, INC.	DISTRICT - REVOLUTION SOFTWARE	1,000.00	07/01/2021
2124	DIGI SECURITY SYSTEMS, LLC.	DISTRICT - BRIVO SOFTWARE SUPPORT	1,000.00	07/01/2021
2125	NOBLE UTILITIES AUTHORITY	DISTRICT - WATER, SEWER, & TRASH SVCS	106,000.00	07/01/2021
2126	FRONTLINE SUPPLIES	DISTRICT - PPE	3,375.00	07/01/2021
2127	HARRISON ENERGY PARTNERS	DISTRICT - HVAC IONIZATION	59,134.00	07/01/2021
2128	HARRISON ENERGY PARTNERS	HS - UPGRADE & REPAIR RTU'S	11,520.00	07/01/2021
2129	HELLAS SPORTS CONSTRUCTION	HS - FIELD DISINFECTION MACHINE	19,500.00	07/01/2021
2130	INSTRUCTURE	HS - CANVAS CLOUD SUBSCRIPTION	11,865.00	07/01/2021
2131	IXL LEARNING	DISTRICT - REMEDIATION SOFTWARE SITE LICENSES	52,020.00	07/01/2021
2132	KAMI	CIMS & HS - REMEDITION SOFTWARE	3,500.00	07/01/2021
2133	NEARPOD, INC.	DISTRICT - REMEDITION SOFTWARE	64,981.25	07/01/2021
2134	SHANNON JOHNSON	DISTRICT - HEARING IMPAIRMENT SVCS.	300.00	07/01/2021
2135	O E C	DISTRICT - ELECTRICITY	230,000.00	07/01/2021
2136	OSIG	DISTRICT - INSURANCE	340,749.00	07/01/2021
2137	USA TEST PREP	DISTRICT - REMEDIATION SOFTWARE	21,000.00	07/01/2021
2138	UNIVERSITY OF OKLAHOMA	DISTRICT - MAP	1,000.00	07/01/2021
2139	WAXIE SANITARY SUPPLY	DISTRICT - CLEANING SUPPLIES	30,000.00	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
2140	SEESAW LEARNING, INC.	KID & HUB - REMEDIATION SOFTWARE LICENSES	3,723.00	07/01/2021
2141	****APPLE, INC	ADMIN - ICLOUD STORAGE	36.00	07/01/2021
2142	****GOOGLE	ADMIN - GOOGLE API	100.00	07/01/2021
2143	QUALITY TOWING	TRANS - TOWING SVCS.	1,000.00	07/01/2021
2144	ROSS TRANSPORTATION, INC.	TRANS - REPAIR SVCS., PARTS & LABOR	20,000.00	07/01/2021
2145	SUMMIT TRUCK GROUP	TRANS - REPAIR SVCS., PARTS & LABOR	2,000.00	07/01/2021
2146	MALOY VINYL	TRANS - BUS SEAT REPAIRS	3,500.00	07/01/2021
2147	NORMAN STAMP AND SEAL	ADMIN - ENGRAVING SVCS., NAME PLATES & BADGES	150.00	07/01/2021
2148	HUDL	HS - HUDL SUBSCRIPTION - 1 YR.	13,000.00	07/01/2021
2149	SAM'S CLUB DIRECT	DISTRICT - MEMBERSHIP & SERVICE FEE	300.00	07/01/2021
2150	NORMAN TRANSCRIPT	DISTRICT - LEGAL AD	200.00	07/01/2021
2151	MILLS BODY SHOP	TRANS - REPAIRS	4,651.23	07/01/2021
2152	OSI ENVIROMENTAL, LLC	TRANS - WASTE CLEAN UP SVCS.	1,000.00	07/01/2021
2153	****BATTERY SHARKS	IT - UPS BATTERIES	1,000.00	07/01/2021
<b>Current Encumbered</b>			<b>2,070,472.46</b>	

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PO #	Vendor Name	General Description	Amount	Date
70001	BUSICK, JANICE	PAYROLL ENCUMBRANCE	98,997.89	07/01/2021
70002	BUSICK, JANICE	PAYROLL ENCUMBRANCE	1,830.03	07/01/2021
70003	BAZE, AUSTIN	PAYROLL ENCUMBRANCE	97,023.07	07/01/2021
70004	BAZE, AUSTIN	PAYROLL ENCUMBRANCE	1,291.92	07/01/2021
70006	DAVIS, CYNTHIA	PAYROLL ENCUMBRANCE	1,921.31	07/01/2021
70007	DAVIS, CYNTHIA	PAYROLL ENCUMBRANCE	3,751.44	07/01/2021
70008	DAVIS, CYNTHIA	PAYROLL ENCUMBRANCE	103,446.01	07/01/2021
70009	MYERS, JON V	PAYROLL ENCUMBRANCE	149,071.47	07/01/2021
70010	MYERS, JON V	PAYROLL ENCUMBRANCE	4,265.32	07/01/2021
70011	MYERS, JON V	PAYROLL ENCUMBRANCE	1,291.92	07/01/2021
70012	SOLOMON, FRANK	PAYROLL ENCUMBRANCE	162,383.91	07/01/2021
70013	SOLOMON, FRANK	PAYROLL ENCUMBRANCE	5,167.20	07/01/2021
70014	SOLOMON, FRANK	PAYROLL ENCUMBRANCE	15,463.92	07/01/2021
70015	SOLOMON, TYLER	PAYROLL ENCUMBRANCE	1,849.18	07/01/2021
70016	SOLOMON, TYLER	PAYROLL ENCUMBRANCE	99,629.62	07/01/2021
70017	BAREFOOT, MICHAEL	PAYROLL ENCUMBRANCE	103,421.55	07/01/2021
70018	BAREFOOT, MICHAEL	PAYROLL ENCUMBRANCE	1,921.31	07/01/2021
70019	CURRY, JULIE	PAYROLL ENCUMBRANCE	99,796.90	07/01/2021
70020	CURRY, JULIE	PAYROLL ENCUMBRANCE	1,849.18	07/01/2021
70021	GEORGE, GREG	PAYROLL ENCUMBRANCE	77,278.91	07/01/2021
70022	GEORGE, GREG	PAYROLL ENCUMBRANCE	763.50	07/01/2021
70023	GEORGE, GREG	PAYROLL ENCUMBRANCE	14,643.65	07/01/2021
70024	GEORGE, GREG	PAYROLL ENCUMBRANCE	7,028.88	07/01/2021
70025	GEORGE, GREG	PAYROLL ENCUMBRANCE	4,686.01	07/01/2021
70026	GRAY, NATHAN	PAYROLL ENCUMBRANCE	126,277.85	07/01/2021
70027	GRAY, NATHAN	PAYROLL ENCUMBRANCE	3,587.89	07/01/2021
70028	GRAY, NATHAN	PAYROLL ENCUMBRANCE	1,291.92	07/01/2021
70029	CLEMENT, ROGER D	PAYROLL ENCUMBRANCE	89,307.59	07/01/2021
70030	CLEMENT, ROGER D	PAYROLL ENCUMBRANCE	1,656.88	07/01/2021
70031	STANDRIDGE MCCRORY, KRISTAL	PAYROLL ENCUMBRANCE	98,899.97	07/01/2021
70032	STANDRIDGE MCCRORY, KRISTAL	PAYROLL ENCUMBRANCE	1,830.03	07/01/2021
70033	ALLEN, JEFF	PAYROLL ENCUMBRANCE	96,429.13	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
70034	ALLEN, JEFF	PAYROLL ENCUMBRANCE	890.88	07/01/2021
70035	ALLEN, JEFF	PAYROLL ENCUMBRANCE	7,028.88	07/01/2021
70036	BARRETT, STEPHEN	PAYROLL ENCUMBRANCE	115,773.12	07/01/2021
70037	BARRETT, STEPHEN	PAYROLL ENCUMBRANCE	3,270.96	07/01/2021
70038	BARRETT, STEPHEN	PAYROLL ENCUMBRANCE	1,171.44	07/01/2021
70039	ROHR, JOE	PAYROLL ENCUMBRANCE	90,539.89	07/01/2021
70040	ROHR, JOE	PAYROLL ENCUMBRANCE	833.41	07/01/2021
70041	ROHR, JOE	PAYROLL ENCUMBRANCE	3,631.63	07/01/2021
70042	ROHR, JOE	PAYROLL ENCUMBRANCE	484.32	07/01/2021
70044	CRAWLEY, ALLEN R	PAYROLL ENCUMBRANCE	74,448.70	07/01/2021
70045	CRAWLEY, ALLEN R	PAYROLL ENCUMBRANCE	744.37	07/01/2021
70046	CRAWLEY, ALLEN R	PAYROLL ENCUMBRANCE	5,740.39	07/01/2021
70047	HIATT, WILLIAM	PAYROLL ENCUMBRANCE	78,051.01	07/01/2021
70048	HIATT, WILLIAM	PAYROLL ENCUMBRANCE	780.42	07/01/2021
70049	BAZE, AUSTIN	PAYROLL ENCUMBRANCE	1,793.50	07/01/2021
70050	PETERSON, CECILIA	PAYROLL ENCUMBRANCE	49,433.98	07/01/2021
70051	SHORT, SUZANNA	PAYROLL ENCUMBRANCE	34,668.99	07/01/2021
70052	STEWART, TIFFANY	PAYROLL ENCUMBRANCE	37,631.07	07/01/2021
70053	LYDAY, TERESA	PAYROLL ENCUMBRANCE	45,873.63	07/01/2021
70054	NEYMAN, JO ELLA	PAYROLL ENCUMBRANCE	43,881.62	07/01/2021
70055	NEYMAN, JESSICA	PAYROLL ENCUMBRANCE	36,020.79	07/01/2021
70056	RIGGLE JR, IVAN	PAYROLL ENCUMBRANCE	47,770.83	07/01/2021
70057	EZELL, DAVID L	PAYROLL ENCUMBRANCE	59,103.63	07/01/2021
70058	JONES, ROBERT	PAYROLL ENCUMBRANCE	41,728.82	07/01/2021
70059	BOWLES, KEVIN	PAYROLL ENCUMBRANCE	28,622.16	07/01/2021
70060	HELMS, DAVID	PAYROLL ENCUMBRANCE	16,149.84	07/01/2021
70061	ROBINETT CLARY, ROBERTA	PAYROLL ENCUMBRANCE	40,507.71	07/01/2021
70062	TRAMMELL, KAREN	PAYROLL ENCUMBRANCE	40,615.71	07/01/2021
70063	MCMILLIAN, RONALD	PAYROLL ENCUMBRANCE	42,746.72	07/01/2021
70064	WELLS, KIMBERLY	PAYROLL ENCUMBRANCE	27,123.92	07/01/2021
70065	ARMBRISTER, STEVEN	PAYROLL ENCUMBRANCE	44,334.96	07/01/2021
70066	KOEHN, BRIAN	PAYROLL ENCUMBRANCE	54,821.06	07/01/2021

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PO #	Vendor Name	General Description	Amount	Date
70067	DAVIS, MORRIS E	PAYROLL ENCUMBRANCE	39,559.94	07/01/2021
70068	EZELL, DEREK	PAYROLL ENCUMBRANCE	33,443.79	07/01/2021
70069	ARMBRISTER, SHIRLEY	PAYROLL ENCUMBRANCE	59,050.67	07/01/2021
70070	ARMBRISTER, SHIRLEY	PAYROLL ENCUMBRANCE	517.45	07/01/2021
70071	HARRIS, VICKIE L	PAYROLL ENCUMBRANCE	58,519.02	07/01/2021
70072	DAVIS, DONELLE	PAYROLL ENCUMBRANCE	47,668.82	07/01/2021
70073	DAVIS, DONELLE	PAYROLL ENCUMBRANCE	323.04	07/01/2021
70074	DILLNER, WAYNE	PAYROLL ENCUMBRANCE	70,298.93	07/01/2021
70075	DILLNER, WAYNE	PAYROLL ENCUMBRANCE	645.84	07/01/2021
70076	FORD, TERRY	PAYROLL ENCUMBRANCE	54,880.56	07/01/2021
70077	FRITH, EDWARD W	PAYROLL ENCUMBRANCE	44,737.52	07/01/2021
70078	FRITH, EDWARD W	PAYROLL ENCUMBRANCE	645.84	07/01/2021
70079	MARTIN, ANGELIA	PAYROLL ENCUMBRANCE	52,396.59	07/01/2021
70080	ROOT, KRISTINA	PAYROLL ENCUMBRANCE	51,816.84	07/01/2021
70081	TERRILL, DOROTHY	PAYROLL ENCUMBRANCE	22,941.47	07/01/2021
70082	TERRILL, DOROTHY	PAYROLL ENCUMBRANCE	30,299.41	07/01/2021
70083	TERRILL, DOROTHY	PAYROLL ENCUMBRANCE	5,857.55	07/01/2021
70084	TENER, RACHEL	PAYROLL ENCUMBRANCE	41,237.76	07/01/2021
70085	BLACK, JENNIFER	PAYROLL ENCUMBRANCE	2,343.11	07/01/2021
70086	BLACK, JENNIFER	PAYROLL ENCUMBRANCE	48,417.20	07/01/2021
70088	RAMSEY, KENNY	PAYROLL ENCUMBRANCE	43,207.70	07/01/2021
70089	LENHART, DUANE	PAYROLL ENCUMBRANCE	42,799.31	07/01/2021
70090	LENHART, DUANE	PAYROLL ENCUMBRANCE	50,237.41	07/01/2021
		<b>Current Encumbered</b>	<b>3,356,119.49</b>	

NOBLE PUBLIC SCHOOLS  
111 SOUTH 4TH STREET  
NOBLE, OK 73068

FY-2021  
00001232 to 00001234

**Transfer Register**

June 28, 2021

**For Bank Account:**  
\* \* \* \* 426

**Total register: \$680.00**

<b>Number</b>	<b>Issued</b>	<b>Source / Destination</b>	<b>Description/Remarks</b>	<b>Amount</b>	<b>Amount</b>
01232	06/15/2021	0706-883	ACTIVITY FUND TRANSFER	-480.00	
		0706-870	PO 70621131 / ATHLETICS COVERED		480.00
01233	06/17/2021	0706-870	ACTIVITY FUND TRANSFER	-100.00	
		0706-884	BEAR DOWN GOLF TOURNAMENT SPONSOR		100.00
01234	06/17/2021	0706-874	ACTIVITY FUND TRANSFER	-100.00	
		0706-884	BEAR DOWN GOLF SPONSOR		100.00

**Number Of Transfers**

**03**

## AMENDMENT BUDGET FOR ACTIVITY SUBACCOUNT

School Name NOBLE ATHLETICS Site Number 706

Account Name and Number BEAR DOWN

Assigned Project Reporting 884

For the period of July 1, 2021 through June 30, 2022

I. Beginning Cash Balance	\$ <u>32,000.00</u>	<u>\$32,000.00</u>
II. Approved budgeted receipts:		<u>\$0.00</u>
III. Proposed amended receipts:		

<u>CORNHOLE TOURNAMENT</u>		<u>\$3,000.00</u>
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

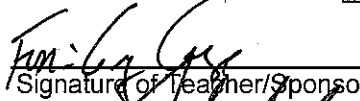
TOTAL RECEIPTS		<u>\$3,000.00</u>
----------------	--	-------------------

IV. Approved budgeted expenditure:		<u>\$0.00</u>
------------------------------------	--	---------------

V. Proposed amended expenditures:		
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL EXPENSES		<u>\$0.00</u>
----------------	--	---------------

V. Ending Cash Balance		<u>\$35,000.00</u>
------------------------	--	--------------------

 \_\_\_\_\_  
 Signature of Teacher/Sponsor Position \_\_\_\_\_

\_\_\_\_\_  
 Signature of Principal/School Activity Custodian

# NOBLE HIGH SCHOOL

Student Handbook 2021-2022



Frank Solomon  
**Superintendent**

Steve Barrett  
**Principal**

Noble High School  
4601 E. Etowah Road  
Noble, OK 73068  
[www.nobleps.com](http://www.nobleps.com)

**Main School Number: 405-872-3441**  
**Attendance Hotline: 405-239-3763**  
**FAX 405-239-3763**

### **ADMINISTRATORS**

Steve Barrett – Principal  
Joe Rohr – Assistant Principal  
Jeff Allen – Assistant Principal/Athletics  
Roger Clement – Virtual Principal

### **COUNSELORS**

Tori Christiansen (Academic)  
Kim Word (Academic/ICAP)

### **SCHOOL REGISTRAR**

Heather Dominey

### **FINANCIAL/PRINCIPAL'S SECRETARY**

Rachel Tener

### **ATHLETIC SECRETARY**

Rachel Tener

### **ATTENDANCE SECRETARY**

Tricia Lowman

### **RECEPTIONIST**

Tama Loveless

## *Our Vision...*

Not just what we think

How we think... *Excellence*

Not just what we do

How we do it... *Quality*

## *Our Mission...*

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves and our students accountable for positive actions, personal growth and caring relationships, enhanced through a strong partnership between home and school.

*We are...NOBLE PUBLIC SCHOOLS!*

# Noble Public School Calendar

## Noble Public Schools

### 2021-2022 District Calendar

July 2021							August 2021							September 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28	29	30		
25	26	27	28	29	30	31	29	30	31											

October 2021							November 2021							December 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30											
31																				

January 2022							February 2022							March 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April 2022							May 2022							June 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7	5	6	7	8	9	10	11
3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25
17	18	19	20	21	22	23	22	23	24	25	26	27	28	26	27	28	29	30		
24	25	26	27	28	29	30	29	30	31											

<p><span style="background-color: #FFC0CB; border: 1px solid black; padding: 2px;"> </span> New Teacher Orientation</p> <p><span style="background-color: #90EE90; border: 1px solid black; padding: 2px;"> </span> Professional Development</p> <p><span style="background-color: #ADD8E6; border: 1px solid black; padding: 2px;"> </span> Teacher Work Day</p>	<p><span style="background-color: #800080; border: 1px solid black; padding: 2px;"> </span> Virtual Days</p> <p><span style="background-color: #FF0000; border: 1px solid black; padding: 2px;"> </span> Holiday</p> <p><span style="background-color: #FFFF00; border: 1px solid black; padding: 2px;"> </span> Fridays - No School</p>	<p><span style="background-color: #ADD8E6; border: 1px solid black; padding: 2px;"> </span> Graduation</p> <p><span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> First and Last Day of School</p>
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<p>Aug 4      New Teacher Orientation</p> <p>Aug 5      Professional Development - No School</p> <p>Aug 9      Professional Development - No School</p> <p>Aug 10     Teacher Work Day</p> <p>Aug 11     First Day of School</p> <p>Sept 6     Labor Day - No School</p> <p>Oct 7 &amp; 8   Fall Break - No School</p> <p>Nov. 22 - 28   Thanksgiving Break - No School</p> <p>Board approved January 11, 2021</p> <p><small>*Revised Feb. 8, 2021</small></p>	<p>Dec 17 - Jan 2      Winter Break - No School</p> <p>Jan 7                  Professional Development - No School</p> <p>Jan 17                Holiday - No School</p> <p>Feb 4                  Professional Development - No School</p> <p>Mar 4                  Professional Development - No School</p> <p>Mar 14 - 18         Spring Break - No School</p> <p>May 24                Graduation</p> <p>May 25                Last Day of School</p> <p>May 26                Teacher Work Day</p>
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## ENROLLMENT

Students may be admitted to high school upon presentation of a certificate from an accredited eight-year elementary school, middle school, and junior high school or upon presentation of a transcript from another accredited high school. Students must present current health records, which will be filed in the principal's office.

Students who are under legal age and not living with parents will be required to provide proof of a **legal** guardian currently residing in the Noble Public School District. **Simple guardianship will not be adequate.** All students (9-11) will be enrolled in seven (7) periods per day, seniors will be enrolled in six (6). The only exceptions to the above regulations will be the following:

1. Concurrent enrollment at a college or university
2. A student placed in a special program by the courts
3. Special permission of the high school principal, the tech center director (principal) and the superintendent of schools due to or because of extenuating circumstances.
4. A special education student with an IEP on file requiring the student to be enrolled in a tech center for three (3) periods per day in the ninth through the twelfth grades.

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## SCHEDULE CHANGES

Students must pick up a schedule change form in Student Services. This form must be turned into Student Services before a change will be considered. Students may only drop classes with an approved and validated reason from the administration.

**Students will not be allowed to make schedule changes for teacher preference.**

**Advanced Placement Classes may not be dropped after four weeks into the semester.** If a class is dropped with a doctor's letter after the first nine weeks of a semester, a "WP" (withdrawal/passing) or a "WF" (withdrawal/failing) will be placed on the permanent transcript. The grade will be determined on the date the doctor's note is approved by an administrator.

---

## BELL SCHEDULE

Time	9th		Time	10th
8:40-9:35	1st		8:40-9:35	1st
9:40-10:35	2nd		9:40-10:35	2nd
10:40-11:05	3rd-Lunch		10:40-11:35	3rd
11:10-12:05	4th		11:40-12:05	4th-Lunch
12:10-1:05	5th		12:10-1:05	5th
1:10-2:05	6th		1:10-2:05	6th
2:10-3:05	7th		2:10-3:05	7th
3:10-4:10	8th		3:10-4:10	8th
Time	11th		Time	12th
8:40-9:35	1st		8:40-9:35	1st
9:40-10:35	2nd		9:40-10:35	2nd
10:40-11:35	3rd		10:40-12:05	3rd/4th Lunch
11:40-12:35	4th			
12:40-1:05	5th-Lunch		12:10-1:05	5th
1:10-2:05	6th		1:10-2:05	6th
2:10-3:05	7th		2:10-3:05	7th
3:10-4:10	8th		3:10-4:10	8th

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## LUNCH POLICY

9<sup>th</sup> grade, 10<sup>th</sup> grade and 11<sup>th</sup> grade students will have Closed Campus lunch. 12<sup>th</sup> grade students have the option to have lunch off campus. MATC students have 2<sup>nd</sup> lunch due to the time schedule.

---

## **VIRTUAL/ONLINE COURSEWORK**

\*For online education guidelines, please see Noble Public Schools Board Policy (EHDF) and the Noble Public Schools Virtual Student Handbook.

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## **ACADEMIC POLICY**

There will be no limit on the numbers of credits that may be awarded for Band, Vocal Music, Speech, Drama, Health/PE, and Athletics. Students may repeat courses for full credit and full GPA calculation beginning with the class of 2006.

AP courses will receive a 5.0 weight for use in GPA calculation. Students enrolled in AP level courses will be required to take the AP exam in order to have AP credit noted on their transcript and in order to have a 5.0 weighting calculated in the GPA. Financial assistance is available for those who qualify.

---

## **GRADUATION REQUIREMENTS**

### **Graduation Requirements for College Prep Curriculum**

4 units English

3 units Math (Algebra I and above)

3 units Science

1 unit U.S. History

½ unit Oklahoma History

½ unit American Government

1 unit Social Studies

1 unit Fine Art (Music, Art, Drama, Speech)

2 units of Foreign Language or Computer Technology

5 units of Elective Credit

23 Total Units

### **Graduation Requirements for Core Curriculum**

4 units English

3 units Math (Algebra I and above)

3 units Science

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1 unit U.S. History  
½ unit Oklahoma History  
½ unit American Government  
2 units Fine Art (Music, Art, Drama, Speech)  
7 units of Elective Credit  
23 Total Units

\*All students will be required to complete 23 Total Units. Personal Financial Literacy must be completed by all students beginning with the 2013-2014 school year. *Beginning with the freshman class of 2021-2022, students will be required to show proficiency on the US Citizenship Test in order to graduate high school (HB2030).*

**Junior Students wishing to graduate early must:**

- \*Be able to meet course requirements by the end of the summer semester following graduation day.
- \*If a student declares to administration and is approved to graduate early before October 1<sup>st</sup>, the student will be included on the Senior Panel and listed as a senior in the yearbook.
- \*Students graduating early are not allowed to be recognized as Valedictorian, Salutatorian, or Honors Students.
- \*Students' grade level will not be changed; they will be considered 11<sup>th</sup> graders graduating early.
- \*Students graduating early will be allowed to attend the Senior Trip if they have paid their 11<sup>th</sup> grade class dues and met all of the deadlines for Early Graduation.
- \*Students graduating early will be eligible to be included during Senior Send Off, if deadlines are met, but will not be listed as 12 year seniors.

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**NHS VALEDICTORIAN/SALUTATORIAN POLICY**

The high school principal will determine the valedictorians from members of the graduating class. The valedictorians shall be

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the graduating seniors who will receive a standard diploma, who have a cumulative grade point average of 4.0 or above and/or ranked number one (1) among the senior class. Students wishing to be considered for valedictorian, salutatorian or top ten (Honors) recognition, must have completed four advanced classes during the 9-12 grade years. Advanced Classes shall be defined as: AP or Pre-AP courses and/or any math or science that goes beyond the Oklahoma State Requirements. In determining these honors, grade point averages shall be based on grades earned during the first seven (7) semesters. Furthermore, in order for a student to be considered for valedictorian, salutatorian, or top ten (Honors), they must be enrolled at Noble High School by September 1<sup>st</sup> of their senior year.

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### **RETAKING A COURSE**

A student may retake a class in an attempt to receive a higher grade for the course if space allows. Any student who retakes a course will receive both grades on their transcript. However, only the higher grade will be used to calculate the overall GPA. Valedictorian and Salutatorian status will not be changed due to students electing to repeat a course.

---

### **CUSTODY ARRANGEMENTS/PROTECTIVE ORDERS/RESTRAINING ORDERS**

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders, changes in custody, or directives in regard to student safety or sign out procedures. The school will not be held responsible for violations if copies of court orders are not on file in the main office. It is the responsibility of the parent/guardian to provide the school with any and all court documents as they occur. The custodial parent and or official guardian have the right to information pertaining to their students.

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### **HALL PASS**

All students **must** have a hall pass provided by the teacher to leave the room during class.

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## **LEAVING SCHOOL GROUNDS/CLOSED CAMPUS**

It is the policy of the Noble Board of Education that Noble schools shall have a closed campus. Once students have arrived on campus, they shall be subject to this policy. To leave campus, students must check out through the main office prior to leaving. Parents may not check students out over the phone to leave campus for lunch without the parent/guardian transporting them.

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## **DISPLAY OF AFFECTION**

Display of affection such as kissing or excessive physical contact will not be permitted at school.

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## **STUDENT BEHAVIOR**

All students are expected to conduct themselves, at all times, in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. The following are specific examples of unacceptable behavior that are subject to disciplinary action, including corporal punishment, suspension, or expulsion from school:

1. Open or persistent defiance of authority
2. Assault (physical or verbal) upon student or school personnel
3. Creating or attempted creation of a disturbance
4. Willful disobedience, profanity, or vulgarity
5. Showing disrespect for school property or causing damage to school property
6. Possession, or use of, any dangerous or annoying instrument including, but not limited to, firearms, explosives, fireworks, knives, razors, mace, pepper spray or other weapons used for assault.
7. Selling, possession, distribution, or being under the influence of a narcotic or dangerous drug including, but not limited to, marijuana, LSD, heroin, barbiturates; or non-narcotic intoxicants such as glue, cough medicine; or any

type or form of intoxicating liquor or alcohol at school, school sponsored activities, or while truant after being at school. This includes substances that have been misrepresented as one of the above.

8. Stealing or extortion
9. Inappropriate or distracting dress, which disrupts the education process in the classroom.
10. Any violation of state, federal, or local laws or ordinances.
11. Distribution or possession of matter or literature on school property that has not been approved by the school superintendent
13. Possession or use of any form of tobacco. Smoking, dipping, or chewing will not be permitted on or near the school building or grounds.
14. Hazing or harassment by any group and/or any individual in the Noble Schools.
15. Cheating on homework or examinations.

These standards will prevail while students are on school premises, riding school buses, attending any school-sponsored activity, or while in transit to and from school. This list is not an all-inclusive list, but only an example of unacceptable behaviors for students at Noble High School. In addition, it is the responsibility of the student to return all school property (textbooks, uniforms, etc.). Students will be required to pay for any damaged items or items not returned. Privileges may be revoked for failure to comply.

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## **ELECTRONIC DEVICES AND PERSONAL PROPERTY**

Electronic devices such as iPods, cell phones, guitars, games- are the sole responsibility of the owner, if students choose to bring any of these types of items to school; Noble High School will not be responsible for any damage or theft of such items. Any use within the classroom will be left to discretion of individual teachers for instructional purposes.

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## **WIRELESS TELECOMMUNICATION DEVICES**

Telecommunication devices may be used before school, during passing periods, at lunch, after school, and at the teacher's discretion in the classroom. They may also be used at evening school sponsored events. These devices will be confiscated by school employees when they are heard or seen being used during unauthorized times. Students will be allowed to retrieve their cell phones at the end of the school day on their first offense. From that point on, parents will be required to pick up the phone in person and sign a form showing the number of times the cell phone has been confiscated. The second and third violations will result in students being assigned Saturday School or ISD for each violation. Any further violations will result in a suspension and a required parent conference. The use of cell phones for cheating or inappropriate behavior in the school, on the bus, in locker rooms, etc., will be dealt with harshly. Discipline may include up to suspension, expulsion and law enforcement being notified.

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## **HEAD LICE**

If a student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The student will not be allowed to ride the bus to or from school or be readmitted to school until the student is properly cleared to return. After the infested person(s) and the home has been properly treated as recommended, the child will be required to be checked for lice before returning to school by a health professional. The child must provide the release form with them when returning to school.

The empty treatment container should be taken to the health facility so they will know what product has been used for their records. The Cleveland County Health Department (321-4048) will check for head lice on Monday-Thursday

between 8 am and 4 pm. They reserve the right to close the clinic early based on the availability of staff to care for the number of clients reporting to the clinic. After the check, the parent will receive a completed form stating if the child is free of lice or nits which is required to return to school. The school administrator has the option to allow the child to return based on their observation when the parent proves a hardship exists. If a student has recurring lice problems, it will be up to the discretion of the office personnel to request a release from a doctor or health professional stating that the student has been treated and is free of lice. The school has the right to contact the Department of Human Services, if the problem is not solved.

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### **SEARCH AND SEIZURE**

According to the law of Oklahoma, the superintendent or school principal of any public school in the state of Oklahoma, any teacher, or security personnel, shall have the authority to detain and authorize the search of any pupil or pupils on any school premises or while in transit under the authority of the school or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the uniform controlled dangerous substances act, and hereinafter referred to as controlled substances that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Student searches may be made based on a reasonable suspicion of a violation of school rules and /or state or federal law by a student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. **Students that drive and park their vehicle on the school campus are advised that their vehicle may be searched by**

**administrators, campus security, police, law enforcement agencies and or drug-sniffing dogs or dogs searching for bombs or other contraband or illegal substances. This includes the interior and exterior of the vehicle.** Lockers are school property and are subject to a search at any time.

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### **SATURDAY SCHOOL**

A student may be placed in Saturday School for violations of the Noble High School discipline or attendance policies. This form of punishment serves as an alternative to out-of-school suspension. Saturday School will only be assigned by the principal or his designee. A student who is assigned Saturday School may be ruled ineligible to participate in school activities until the disciplinary action has been served. Saturday School will be from **8:00 a.m. to 12:00 p.m. on designated Saturdays.**

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### **SUSPENSION**

A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction, by the principal, asst. principal, or the principal's designated representative under the procedure hereinafter set forth. Upon being brought to the attention of the principal, asst. principal, or his designated representative that a student has allegedly committed certain acts, an informal conference will be held between the student and the principal, asst. principal, or his designated representative. At the conference, the student shall be informed of that which he/she is accused of violating, and they will be advised specifically of what they are accused of doing and what the basis of the accusation is. In the event the student denies these charges, they shall be explained the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the incident.

After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal and his designated representative shall determine if the student is, in his

opinion, guilty of those charges. If he so determines, the principal, asst. principal, or his designated representative shall have authority to administer a temporary suspension for whatever time period he deems is warranted, taking into consideration the severity of the violation up to a maximum of ten (10) days. The administrator will notify the parent or guardian of the punishment. Upon completion of the specified suspension time, the parent or guardian may be required to accompany the student to school to be reinstated by the principal, asst. principal or designee. The student must report to an administrator upon returning to school.

### **Statutory Reasons for Long Term Suspension**

Any act that is considered to be a threat to the Health, Safety, and Welfare of the Faculty, Staff or Student Body of Noble High School

Violations of the regulations of Noble Public Schools. Adjudication as a delinquent for an offense that is not a violent offense (note: a violent offense includes those offenses that are exceptions to the term “non-violent offenses” in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault.). Possession, selling, distribution or under the influence of an intoxicating beverage, low-point beer, device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

\*\*Possession of a dangerous weapon or a controlled dangerous substance (see: uniform controlled dangerous substances act). Possession of a firearm shall result in out-of-school suspension of not less than one year.

**Noble High School will consider all options, including reassignment to another setting before a student is suspended out of school. House Bill 2130 mandates that an individual educational plan is provided to all students suspended for five (5) days or more.**

## **VISS (Virtual In-School Suspension) Placement**

Students could be placed in a Virtual In-School Suspension mode depending on length of suspension. Student will be suspended, but will work from virtual setting. Students will be expected to maintain work and have work completed upon return to regular class setting.

\*\*The section of House Bill 2130 mandating an education plan states that it “shall apply to students who are suspended out-of-school for more than 5 days and who are guilty of acts listed in subparagraphs 1, 2, 3, and 4 . . .of this section.” The paragraph excludes part 5 (possession of dangerous weapon, controlled dangerous substances, and possession of a firearm). Acts falling in category E do not require an education plan.

### **Suspension Appeals/ Student Due Process**

In disciplinary cases where the building principal has determined that a student should be suspended from school, the student and/or parent/guardian has the right to request an informal due process hearing. Upon receipt of such a request, the principal will arrange a conference at a time, during which the student’s parent/guardian will be able to attend. Such hearing will be held within three (3) school days of date of punishment.

If the student and or the parent/guardian are not satisfied with the decision rendered in the hearing, he/she may request a hearing before the Superintendent of Schools and or his designee. Such hearing will be conducted within five (5) school days of the first hearing. The Superintendent will notify the parent or guardian of the decision within three (3) days of the hearing.

The Noble Board of Education appoints a standing committee to be known as the “Suspension Appeals Committee” whose responsibility is to conduct an appeal hearing of short-term suspensions of ten (10) days or less.

The Committee will conduct an appeal hearing only after students and or parents/guardians have exhausted their appeals through the Superintendent of Schools and have requested an appeal in writing. The committee shall, upon full investigation of

the matter, determine the guilt or innocence of the student and reasonableness of the suspension. The Committee may uphold, overturn or modify the decision of the building principal and Superintendent of Schools. The decision of the Committee is final and may not be appealed.

Committee members will consist of the principal or assistant principal of each building and the Superintendent of Schools. The building principal whose decision is under appeal will not vote in the hearing and the Superintendent, who will conduct the hearing, will vote only when necessary to break a tie.

Should the student and/or the parent/guardian wish to appeal the decision of the Superintendent, a request for appeal hearing must be made in writing within five (5) days of notification of the decision. Appeals will be heard by the Board of Education in cases of long-term suspensions of greater than ten (10) days duration.

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## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - Acts of immorality
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - Possession of 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
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled

Dangerous Substances Act) (See policies FNCE and FNCGA)

- Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Adjudication as a delinquent
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
  3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
  4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension.
- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

#### Appellate Procedures

#### Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of three administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

#### Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the hearing officer. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the hearing officer. The hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the hearing officer shall be final.

**NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

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### **VISITORS**

Students will not be permitted to bring guests to class or on school grounds at any time during the school day. Visitors to extracurricular events such as dances may be allowed if the sponsor and group requests permission in advance from the school administration.

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### **SCHOOL DISRUPTION**

It shall be unlawful and shall constitute incitement to riot for a person or persons, intending to cause, aid, or abet the institution or maintenance of a riot, to do an act or engage in conduct that urges other persons to commit acts of unlawful force or violence, or the unlawful burning or destroying of property, or the unlawful interference with a police officer, peace officer, fireman or a member of the Oklahoma National Guard or any unit of the armed services officially assigned to riot duty in the lawful performance of his duty.(Oklahoma State Law 1969. C.89, 2, March 25, 1969).

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### **TELEPHONE**

The telephone in the office is for school business. **Students will not be called from classes to answer a telephone call. Parents must refrain from calling and leaving messages for students that could have been taken care of at home.** In the case of an emergency, we will deliver a message to the student.

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## VEHICLES ON CAMPUS

Any student who operates a motor vehicle on campus must abide by the rules established by the high school administration for operating such vehicles. Student parking is restricted to the area south of the main entrance of the school. Students are not to leave campus during the time classes are in session, unless permission is received through the principal's office. Students who violate the campus vehicle policies are subject to disciplinary action, which may include detention, fines, suspension, or the vehicle being towed away. Students must be legally parked in order to avoid receiving a parking citation. Students must register their vehicles with the office. Proof of insurance, a copy of the driver's license, and \$10.00 will be required to obtain a parking permit. The permit must be displayed properly. Vehicles that do not have parking permits may not be parked on school property. Students involved in any vehicular misconduct may be restricted from parking on campus and prohibited from driving a vehicle on school grounds, and also subject to being cited by school personnel or law enforcement authority. **Driving a vehicle on campus is a privilege and may be revoked at any time by school administration.**

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## PARKING POLICY

The following guidelines exist to help ensure the safest and most efficient use of our parking facilities. This is not an all-inclusive list; the administration reserves the right to revoke a student's parking permit for disciplinary reasons. Student parking rules, regulations, and criteria will be reviewed/revised throughout each semester to evaluate space, safety, need, etc. Students are expected to follow all guidelines within the Noble High School Handbook for maintaining a safe and orderly environment.

1. **Driving to school is a privilege, not a right.** Buses are available for all students within the Noble High School attendance zone. To be eligible to purchase a parking permit, meet student parking guidelines

from the previous school year and return this form with the proper signatures.

2. In accordance with NHS Policy and State Law, students and visitors parking on Noble's campus have consented to a reasonable search of their vehicles. Possession of any contraband items in a vehicle will be construed as possession by the driver/owner of subject vehicle and may result in out of school suspension, loss of driving privileges, and possible referral to the Noble Police Department.

3. All parking permits will cost \$10.00 There will be no refunds.

4. **At the time of purchase** all drivers must produce:

- a. Valid driver's license
- b. Vehicle Tag#
- c. Proof of Insurance

6. If, for any reason, you must drive a vehicle to school that is different than the vehicle for which you have a permit, you must, remove your permit from registered vehicle and place in temporary vehicle. You must inform the office that a temporary vehicle is being driven. Failure to inform the office may result in disciplinary action and loss of your parking permit.

7. If you permanently change vehicles or license plates you must see the administrative immediately to have the information changed in our computer. Failure to update vehicle information may result in disciplinary action and loss of your parking permit.

8. Parking permits are labeled with a row and space number. You must park in your assigned space. The student who registered for the parking permit must be driving the car with the stickers displayed. Removal or altering of parking stickers is not allowed and may result in disciplinary action and loss of your parking permit.

**9. The parking lots are off limits to all students during the day.**

You must get a pass from a teacher or administrator prior to going to your car. If you are in the parking lot for any reason (getting books, getting your lunch, bringing something out to your car, etc.) without a

pass, you will face administrative disciplinary action for being **OUT OF AREA** which may include loss of parking privileges.

**10.** The administration has the right to search any vehicle on campus.

**11.** Students are responsible for their vehicles and their contents.

**12. Vehicles** should be kept locked at all times. Noble High School will not accept responsibility for anything stolen out of vehicles, any damage done to vehicles while parked on campus, or any vehicles stolen while parked on campus.

**13.** Any accident that takes place in the NHS parking lot needs to be reported to the office immediately.

**The following consequences will result if a student parks illegally on campus:**

**IF A STUDENT HAS A PARKING STICKER BUT PARKS IN THE WRONG SPACE:**

**FIRST OFFENSE**

- A warning notification will be placed on the driver side window indicating the violation.

**SECOND OFFENSE**

- You may lose your parking privileges for up to 30 calendar days.

**THIRD OFFENSE**

- You may lose your parking privileges for up to 60 calendar days.

**IF A STUDENT DRIVES AND PARKS ON CAMPUS WITHOUT PURCHASING A PARKING STICKER OR OBTAINING A**

## **TEMPORARY PARKING PERMIT:**

### **FIRST OFFENSE**

- You will be required to attend one day of Saturday School or one day ISD.

### **SECOND OFFENSE**

- You will be required to serve five days of ISS.
- You will lose driving privileges for 30 calendar days; after which, eligible students will be allowed to apply for a permit.

### **THIRD OFFENSE**

- Your car will be towed at your expense.
- You will lose parking privileges indefinitely.

## **OTHER VIOLATIONS WHICH MAY RESULT IN LOSS OF PARKING PRIVILEGES AND/OR OTHER DISCIPLINARY ACTION:**

- Any student who leaves campus without permission for any reason
- Aiding other students in leaving campus without permission
- Reckless and/or unsafe driving while on campus by: passing illegally, driving on the grass, not yielding to the buses, or any other type of careless driving (the speed limit for the Noble campus is 10 mph)
- Students illegally obtaining (buying or receiving stickers from another student without directly purchasing the permit from Noble), distributing, or trading parking stickers
- You may not let someone else use your parking sticker for any reason

**In accordance with the Student Handbook and/or Noble High School regulations, parking penalties may be incurred for any violations. Examples of these types of infractions are: cutting**

**school/classes, habitual tardies to class or school, disruptive behavior, etc.**

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### **WEAPONS**

**Any student found to be in possession of a weapon of any type may face a suspension of up to one calendar year or the maximum allowed by state law.**

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### **TECHNOLOGY CENTERS**

Technology center schools are extensions of the local high schools. While attending an area tech center, students earn units of credit, which count toward meeting local and state requirements for graduation. Discipline issues occurring at either the Technology Center or at Noble High School will be honored by each site.

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### **CREDIT FOR LEARNING**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Contact a school counselor for more information.

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### **GUIDANCE SERVICES**

Guidance services are offered to all of Noble High School through our guidance counselors, others of the administration, staff, and faculty. The basic goal is to assist the student to achieve to the level of his/her capacity, to meet and solve problems, and to plan actions more wisely in the full light of all the facts available. The following services and materials are available in the counselor's office: enrollment, vocational information, career guidance, and college information.

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## SCHOLARSHIPS

Institutional scholarships and grants are available at many colleges and universities. Many organizations and firms also make scholarships available to high school graduates. Information regarding all types of scholarships is available in the counselor's office. Announcements regarding scholarships are made periodically to seniors through notices in the daily bulletin.

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## ACTIVITY CALENDAR

Organizations wishing to place activities on the school calendar must have approval from the school administration.

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## PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll will include all students who maintain at least a 3.0 G.P.A.

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## SUPERINTENDENT'S HONOR ROLL

The Superintendent's Honor Roll will include all students who maintain at least a 4.0 G.P.A.

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## CLASS OFFICER REQUIREMENTS

1. Minimum 3.00 cumulative grade point average.
  2. Must not have failed any class the preceding semester.
  3. Must have 90% attendance the preceding semester.
  4. Students must not have suspensions or major disciplinary issues.
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## ACTIVITIES ABSENTEE POLICY

The Noble Board of Education recognizes the importance of activities in the education program. However, regular class attendance is a prerequisite for students to achieve the maximum educational experience. **Students may not miss a class more than ten (10) times in a school year for excused school sponsored activities. Students will only be allowed to apply for five (5) additional days of Activity Absences per school year.**

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**Activity Absence extension request forms are available in the main office.**

The attendance record of the student and the student's grade in each class will largely determine if the student should be allowed to participate in the activity. Students must also make prior arrangements with teachers for make-up work in order to attend the activity. State and nationally sponsored activities are exempt from the above regulations. The guidelines of the Oklahoma Secondary School Activities Association will determine what constitutes a state and/or national activity.

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**ACTIVITY ELIGIBILITY**

A student must pass five classes at the end of each semester to be eligible for activities. After each semester, eligibility for participation will be determined on a weekly basis. **This policy will apply to all extra curricular activities including dances, proms, etc.** Participation will be denied if he/she fails any class or combination of classes two (2) consecutive weeks.

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**ACTIVITY ATTENDANCE POLICY**

A student must be present at school for at least four periods of the school day to be eligible to participate in that day's activity. Exceptions will be evaluated on an individual basis by school administration. However, the school should be contacted if this type of situation arises prior to the student's absence.

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**ACTIVITY TRANSPORTATION POLICY**

Noble High School students must use school transportation when traveling to all practices, games, contests, etc. In some cases parents may request for their child to ride with them on the return trip. The sponsor or coach must approve exceptions.

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## **ACCIDENT INSURANCE: STUDENTS**

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students. **(Noble Board of Education, Policy FFD)**

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## **ATTENDANCE POLICY**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it is the policy of the board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

**(38 Oklahoma Statute 37; Noble Board of Education, Policy FDC-R1)**

### **NHS Attendance/Tardies**

When a student is absent from school, it is the responsibility of the parent or guardian to contact the school. If the school has not been contacted by the parent/guardian, the student will receive an unexcused absence for that day or period. All court, doctor, or dental appointments will require a note from that agency for the absence to be excused and **must be turned in within 48 hours of the absence.**

If a student has more than 10 absences per semester they will receive an "F" for the semester if that was the grade earned. If a student successfully passes the course but has more than 10 absences, the student will receive an "NC" (No Credit) on their

transcript for that course. All absences, excused or unexcused, medical, religious ceremonies, etc., count toward the 10 absences per semester limit except for school activities. Attendance is critical for students to receive the instruction they need to be successful. Please make sure your child is in school on every possible day. Attendance rates have been declining during the last few years and this has contributed to many students losing credit for a class or classes. Illness or serious illness of immediate family, death in family or close relative, doctor or dental appointments, driver's license testing, required court appearances, school sponsored activities, educational trips, religious holidays and pre-arranged family trips are the only excused absences that will be accepted and only then if your parents call the school and/or a signed note is on file in the attendance office. Your parents will be called if they do not call the school. There will be an attendance committee of five staff members to hear appeals for any student that has exceeded the (10 absence) limit.

Excused absences allow the student to make up work missed. The number of days to make up the work will coincide with the days missed plus one. **It is the responsibility of the students, not the teacher, to make arrangements for make-up work.**

Unexcused absences will be given for absences that are not listed above. **If student is absent due to unexcused absence or placed in VISS (Virtual suspension mode), student is expected to stay current with work and is to be completed upon return. Any unexcused absence may result in a truancy citation and court appearance.**

Tardies are from the last bell to 14 minutes into the period. Entering the classroom 15 minutes after the last bell will result in an unexcused absence. Every 3 unexcused tardies per class equals one unexcused absence. This is cumulative for the semester.

Once a student accumulates five tardies for a nine (9) week grading period, they will be placed on the Do Not Release List. The process of accumulating tardies for the DNR List will be reviewed at the six and twelve week marks.

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## COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

### Statement of Rights

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

### Procedures to Inspect Education Records

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed.

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be

inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.)

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

### **Use of Student Education Records**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

### **Procedures to Seek to Correct Education Records**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**(Reference: Noble Board of Education, Policy FL-R)**

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### **DISTRICT ASBESTOS STATUS**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) were found in a few locations. In its present condition, these ACBM's are non-friable. Noble Public School will continue to maintain this

material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for the Noble Public School District is available for review in the Office of the Superintendent.

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## **DRESS CODE**

The Noble Board of Education believes that the majority of the students in the public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited. **(70 Oklahoma Statute 6-114 (C); Noble Board of Education, Policy FNCA-R)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Noble Public School system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In deciding, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited.

The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be within two inches of knee length while shoulders are relaxed and must not be revealing, disruptive or distracting to

the educational process. Skirt openings must not be more than two inches above the knee. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.

2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
  - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
  - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
  - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
  - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.
3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
  - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes above mid-thigh are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are not allowed as an outer garment. They may be worn as an undergarment as long as the outer garment reaches within two inches of the knee. Pajama pants are not allowed.

- Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. Shorts: Shorts that are within two inches of the knee are acceptable for school dress.
- Shorts that are cut, slit or have holes are not allowed.
  - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
- Head coverings are permissible in common areas and teacher discretion will determine individual classroom policy. Failure to comply may result in disciplinary action. Administration reserves the right to adjust the policy based on circumstances and/or special events. (ex. Testing)
  - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
  - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, Jewelry such as earrings with loops that could pose a safety issue are prohibited.
  - Trench coats and other full length coats are prohibited.

7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, anything deemed to be insensitive in nature, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.
8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.
9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.
10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.
11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.
12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.
13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a

year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student will be sent to the ISD room or may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

1. 1<sup>st</sup> Offense – Counsel/change of attire
2. 2<sup>nd</sup> Offense – 5 days detention or Community Service
3. 3<sup>rd</sup> Offense – Possible OSS

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education. **(Noble Board of Education, Policy FNCA and FNCA-R)**

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## **DRUG-FREE SCHOOLS**

It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by

students and employees." (Federal Regulations can be examined through the school office.)

**Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.**

**("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of Education, Policy FNCF)**

**CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.**

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## **NHS DRUG-FREE SCHOOLS**

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug or alcohol related problems. The faculty is obligated to inform the principal when it is suspected that a student is either under the influence of drugs or alcohol, in possession of drugs or alcohol, or distributing drugs or alcohol. When this is reported to the principal, both the superintendent and the parents are notified of this report. When this report is made, the principal will search the student, his locker, personal property, and car. Any student who has been suspended for possession or for being under the influence of alcohol and or illegal drugs shall receive the following consequences:

First offense: Out of School Suspension for 45 school days

Second offense: Out of School Suspension for the current semester and the next semester.

The student may be given the option to enter a counseling program and if recommended by a counselor, a treatment program. The parent/guardian must provide written verification from the program before the student shall be permitted to return to classes in the district following the suspension. Upon written verification of being enrolled in family counseling or a treatment program, the

student suspension could be reduced to a minimum of ten days.

**Failure to complete the program will require the number of suspension days waived to be served.**

**Any student found to have distributed drugs or alcohol will not be allowed the opportunity to reduce their suspension by entering a drug counseling program .**

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### **FIRST AID - STUDENTS**

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property.

In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only.

**(Noble Board of Education, Policy FFAC)**

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### **GRADING**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 60	=	D
59 - Below	=	F

**(Noble Board of Education, Policy EIA-R1)**

### **NHS Progress Reports**

Each student will be graded on an 18 week grading system. Progress Reports will be issued at the end of each semester. Progress reports are also available at any time on Power School.

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## **GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT**

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board 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.

**(Noble Board of Education, Policy FBA)**

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## **GRIEVANCE PROCEDURES SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. 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 or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and 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.

2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. 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, unless it violates another student's confidentiality.
4. 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.
5. 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.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. 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 while maintaining confidentiality.
8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. 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.

**(Noble Board of Education, Policy FBA-R)**

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## HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;

3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent has developed procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**(21 Oklahoma Statute 850.0; 70 Oklahoma Statute 24-100.2; Noble Board of Education, Policy FNCD)**

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## HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating;

branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

**This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.**

**(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC)**

**CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline**

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## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Noble Public Schools district provides chrome books to students and staff, access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person’s misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“policy”) of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user’s access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ

another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

- C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the users or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only

with permission or when the user knows that the individual would have no objection.

- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

4. **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or Facebook, Instagram (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Noble Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school or the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

#### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for

access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of your age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should

never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using C.I.P.A. compliant software for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses,

damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**(21 Oklahoma Statute 1040.75, Oklahoma Statute 1040.76; Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554); Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]); Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F); Noble Board of Education, Policy EFBCA)**

## NHS Denial of Internet Access

Noble Independent School District will be operating under an “opt out” policy for students regarding Internet access. This means that students will be assumed to have parent/guardian permission to access the Internet at Noble Independent School District unless the school has received a written statement from the student’s parent(s)/guardian(s) that the student does not have Internet access permission.

Please understand that in accessing the Internet at Noble Independent School District schools, students will be expected to adhere to the Noble Independent School District Schools Internet Acceptable Use Policy.

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### **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Noble Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written

authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be

permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

**(10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)**

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### **MINUTE OF SILENCE**

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

**(70 Oklahoma Statute 11-101.2)**

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### **MULTIMEDIA RELEASE NOTIFICATION**

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement

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must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

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## **NO CHILD LEFT BEHIND ACT OF 2001 Every Student Succeeds Act of 2015**

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

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## **NONDISCRIMINATION**

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.  
**(Noble Board of Education, Policy DAA)**

### **Discrimination Complaints Procedures**

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them,

in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Mr. Frank Solomon, Superintendent, 405-872-3452.

Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### Procedure

1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.
2. If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.
3. The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:
  - a. Confirm or deny the facts,
  - b. Indicate acceptance or rejection of the grievant's requested action, or
  - c. Outline alternatives.Respondents will have 10 days to submit answers to the compliance coordinator.
4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a

- hearing with the grievant, respondent, and supervisor(s) or building principal(s).
5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.
  6. If either party is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing.
  7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested.
  8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board.
  9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

#### Provisions

1. Time limits may be extended by mutual consent of the parties involved.
2. The district will provide copies of all discrimination regulations upon request.
3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years.

**(Noble Board of Education, Policy DAA-P)**

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## SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Noble 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.

### 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. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
  - D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.
- ### 2. Specific Prohibitions
- A. Administrators and Supervisors
    - 1. 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.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  3. The school district is not concerned with the "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.
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. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
      1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, 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. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. 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 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 of 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.
  - E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

**(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)**

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## **STUDENT CLUBS AND ORGANIZATIONS**

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

**(70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)**

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## **NHS CLUBS**

**ACE, Art Club Eccentrics** - is an organization team of environmentalists. Their goal is to preserve and beautify the Noble campus by planting flowers, trees, and shrubs. Most of the landscaping materials are donated by local nurseries, but some things are bought using money from fundraisers. Sponsor – Mrs. Dressler

**BPA, Business Professionals of America** – The purpose of BPA is to develop leadership skills and knowledge. Sponsor – Ms. Wallis

**DECA, Distributive Education Clubs of America** – Students have the opportunity to attend leadership and career conferences, compete in marketing competitive events, and represent Noble High School on the local, state, and international level. Sponsor- Mrs. Owen

**FCA – Fellowship of Christian Students** – FCS is about seeing the world impacted for Jesus Christ through the influence of Christian adults and students. FCS provides a place for students with a common belief in God to come together to discuss their faith with one another.

**NFFA – National Future Farmers of America** – NFFA is a dynamic youth organization within agricultural education that changes lives and prepares students for premier leadership, personal growth, and career success. Today, nearly 500,000 student members are engaged in a wide range of agricultural education activities leading to over 300 career opportunities.

Sponsor – Mr. Lenhart

**NHS National Honor Society** – NHS is committed to academic achievement and community service. It promotes four objectives: scholarship, leadership, service, and character. Members sponsor blood drives, Christmas projects, and the Slaughterville Clean-up. Membership form and requirement lists are available in student services. Sponsor – Mrs. Crawford

**Student Council** – Stu-Co prepares the leaders of tomorrow and helps with numerous school activities including blood drives, homecoming activities, Senior Sendoff, community Christmas projects, as well as, daily announcements. Sponsor – Mrs. Tabor and Mrs. Blough

**FCCLA, Future Career and Community Leaders of America** – is a national career and technical student organization for young men and women in Family and Consumer Science classes. The club's focus is leadership, job readiness, and community service. Sponsor – Mrs. Hillis

**TSA, Technical Students Association** – Students in TSA have the opportunity for daily hands-on experiences to help them become technologically literate. TSA also promotes careers in technology options. It gives members an opportunity to participate in challenges, education, and fun activities. Sponsor – Mr. Davidson

**Environmental Club** – is an organization devoted to protecting the environment and sustainable lifestyles. Sponsor - Mrs. Musgrave

**Special Olympics** – founded in 1968 and are recognized by the International Olympic Committee. Today it is a worldwide movement which is active in more than 150 countries with more than 1.5 million athletes participating each year. Noble Special Olympics includes a variety of competitive sports and interest areas. Sponsor – Mr. Rohr

**Unified Sports** – Students are involved in an activity which is part of the Special Olympics. The sports pair a student with disabilities and one without disabilities. The athletes and their partners train and compete together in different events twice a year. Many of the partners of the Special Olympians are peer tutors. Sponsors – Mr. Rohr

**Newspaper** - Students in the newspaper class submit news articles every three weeks. They are required to do research and interview students, teachers, administrators, and other staff members for their newspaper articles. Articles are typed by the reporters and edited by the newspaper editorial staff. Students in the newspaper class are responsible for the production, sale, and distribution of the monthly newspaper, the Noble High Times. They also produce a special senior issue in May. Sponsor

**Peer Tutors** – Students earn credit as they help students with multiple disabilities succeed in school activities using a variety of compensation skills. The peer tutors work with students in Ms. Carter’s classes. Their responsibilities are reflective of students’ individual strengths and include making copies and distributing materials.

**Yearbook** – Students in the yearbook class create yearbook layouts, select and crop photos, and help editors meet their deadlines. All the yearbook pages are edited by the yearbook editorial staff. The senior, faculty, and student portraits, as well as, sports, clubs, and events are the responsibility of the editorial staff. All members of the yearbook class are responsible for the

production, sale, and distribution of the Noble High yearbook.

Sponsor – Ms. Hawkins

**Band** – Members perform at all football games and compete in numerous events across the state. Receiving many Division I Superior medals we pride ourselves with not just the ordinary but the extraordinary talents to reach this level of successes. Sponsor- Mr. Queen

**Mu Alpha Theta** – Students involved are members of an international high school math society. The club promotes interest in mathematics and mathematic activities. Students must have completed Algebra I and higher honors math courses with A's and B's to be eligible for membership. Sponsor –

**Foreign Language Club** – FLC offer students the opportunity to work together to study and learn about Spanish culture. The students participate in hands-on activities and community service. Sponsor – Mr. Finch

**Ursidae** – Latin for bears is the name for a group of Noble High School's most academically inquisitive and scholarly students. Members are given opportunities to enhance their high school experience through field trips, guest speakers, and academic meets, and Engineering Day. Sponsors – Mrs. Turner

**Choir** – Students in Choir are very busy performing and competing involving themselves in many concerts, performances at graduation, as well as, the many competitions all over the state. Sponsor is Mr. Graves

**Communication Arts** – The main goal of the communication arts department is to offer students opportunities for personal growth in their chose fine arts specialty. Students in communication arts classes participate in plays, compete in speech and drama tournaments, and attend plays. Sponsor is Mr. Hunter

**Broadcast Journalism** – Students record, edit, and produce a series of video journals and stories covering the school year. These are broadcast bi-weekly on our You tube channel Bears News Network (BNN). Sponsor is Ms. Wallis and Mr. Rowden

**PRISM** – The main goal of Prism, is to show love and acceptance to all who might be struggling with personal issues such as self-acceptance. PRISM, is a great way to explore why students feel the way they do, and talk about ways to build stronger and more resilient relationships. Sponsor is Ms. Epps.

**Bear Buddies** – The mission of the Bear Buddies Club is to help the community by participating as a group in volunteer opportunities that strengthen, beautify, and demonstrate team support for Noble citizens. Membership includes parents, students, and advocates of students with disabilities. Sponsor-Mr. Horath

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## **STUDENT DIRECTORY INFORMATION**

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student’s records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name, student’s class designation (i.e., first grade, tenth grade, etc.); student’s extracurricular participation; student’s achievement awards or honors; student’s weight and height if a member of an athletic team; student’s photograph; dates of attendance; and the school or school district the student attended before the student enrolled in this school district.

**(51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)**

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## **STUDENT DISCIPLINE**

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the

rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function.

However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision.

Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances of each infraction. The following are examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Other circumstances which may apply.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education

will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school Detention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### Rights

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### Responsibilities

1. Students will attend school daily (except when ill), attend all classes and be on time.

2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal.

**Each student is provided with a handbook and is held responsible for the information it contains.** The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

## **NPS TRANSPORTATION**

### **Bus Riders Rules and Regulations**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
4. Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

11. Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.
12. Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.
13. Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.
14. Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

### Bus Disciplinary Actions

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

- ❖ Class I            Minor Infraction
- ❖ Class II           Moderate Infraction
- ❖ Class III          Major Infraction

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below. The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

<b>Common Problems</b>	<b>Violation Class</b>	<b>Pt. Value</b>
Electronics violations	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating or drinking on bus	1	1
Horseplay	1	1
Rude or discourteous	1	1
Throwing objects on bus	2	3
Head and/or arms out the window	2	3
Vandalism	2	3
Obscenities/Inappropriate language or material	2	3
Cursing towards the driver	3	10
Tobacco use	3	10
Bullying	3	10
Hitting, Shoving, or Kicking another student	3	10
Fighting	3	10
<b>Referral Point Diagram</b>	<b>Our Action</b>	<b>Handled by:</b>
1 thru 4	Parent Phone Call	NPS

		Transportation
5 thru 9	5 day Suspension	NPS Transportation
10 thru 19	10-15 Day Suspension	Transportation Director
20 Plus	20 plus day suspension	Transportation Director

For more information pertaining to NPS Transportation policies and procedures, please contact Mr. Frank Solomon or Dr. Jon Myers at 405-872-3455 or 405-872-3495.

### **WARNING SYSTEMS/INCLEMENT WEATHER**

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken.

**(Noble Board of Education, Policy CKBB)**

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## **NHS Fire, Tornado, Disaster, and Lockdown Drill**

Every year hundreds of lives and millions of dollars worth of property are lost from natural disasters. Our state laws require that our school have a plan for evacuation; the procedures set forth below may save your life should we someday have such a disaster in our school. The most important thing to remember in the event of such an emergency is to keep quiet, calm, and move quickly to pre-arranged assembly points. Correct mistakes after each drill. Keep these procedures posted in each room.

### **Signals**

The signal for fire or for fire drills will be a repeating tone w/flashing strobes. The signal for a tornado or tornado drill will be one long continuous bell. Disaster and Lock Down Drills will be announced on an individual basis.

## NHS School/Parent Compact

To the Parent/Guardian of \_\_\_\_\_  
This School - Parent Compact is in effect for the 2021-2022 school year.

### School Responsibilities:

**The Noble High School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

#### All Teachers and staff will:

- encourage and support students' learning.
- believe that each student can learn.
- use positive actions and words.
- maintain and foster high standards of academic achievement and positive behavior.
- respectfully and accurately inform parents of their child's progress.
- have high expectations for students
- create a caring, inclusive, stimulating, and safe school/classroom setting.

### Parent Responsibilities:

**We, as parents, will support our children's learning in the following ways:**

- see that my child attends school regularly and on time.
- provide the necessary material for class participation.
- maintain and foster standards of high academic achievement and positive behavior.
- make sure **all** homework is completed and returned on time.
- promote positive use of my child's extracurricular time.
- communicate on a regular basis with my child's teachers.
- encourage my child to practice reading and math activities at home.
- show respect and support for my child, the teachers, and the school.

### Student Responsibilities:

**I, as a student, will:**

- **always do my best in my work and in my behavior.**
- work cooperatively with my classmates and teachers.
- show respect for myself, my school, teachers, and others.
- obey the school and bus rules.
- take pride in my school and school work.
- come to school prepared with my homework and my supplies.
- **believe that I can and will learn.**

## NHS School/Parent Compact

I have read the Noble High School Parent Compact and acknowledge/understand that Noble High School is a Title I school.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

**Please detach this page, sign and return to front office.**

# STUDENT HANDBOOK AGREEMENT

## Student Handbook Confirmation

I have acknowledged access and read the Noble High School Student Handbook(online) and agree to follow it as written.

[www.nobleps.com](http://www.nobleps.com) –under High School-information

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

**Please detach this page, sign and return to the student's 2<sup>nd</sup> hour teacher.**



## 2021-2022 Student Parking Agreement

**My signature indicates that I have read the Noble High School 2021-22 Student Parking Rules and Regulations and will adhere to them.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

**TO BE FILLED OUT BY NOBLE FRONT OFFICE STAFF MEMBER:**

\_\_\_\_\_  
**Parking Lot Section and Number**

\_\_\_\_\_  
**Make & Model**

\_\_\_\_\_  
**Color**

\_\_\_\_\_  
**Tag #**

\_\_\_\_\_  
**Staff Member Signature**

\_\_\_\_\_  
**Date**

# Curtis Inge Middle School

1201 N.8th Street, Noble, OK 73068

(405) 872-3495

[www.nobleps.com](http://www.nobleps.com)



## 2021-2022 Student Handbook

Superintendent: Mr. Solomon

Assistant Superintendent: Dr. Myers

Executive Director: Mr. Gray

CIMS Principal: Ms. Standridge

Assistant Principal: Mr. Hiatt

Assistant Principal: Mr. Crawley

Counselor: Ms. Gray

Counselor: Ms. Wyche

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Dear Students and Parents,

Welcome to Curtis Inge Middle School. The faculty and staff are excited to have you for the 2021-2022 school year! The student handbook serves as an accord between the school, student, and parent. Please go over this handbook with your student to assure understanding of the school's expectations and procedures. We look forward to working together this school year to make your student(s)' educational experience exceptional.

**Our Vision...**

**Not just what we think  
How we think... Excellence**

**Not just what we do**

**How we do it... Quality**

**Our Mission...**

**We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.**

**Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.**

**Each day our mission is to hold ourselves, and our students accountable for positive actions, personal growth and caring relationships, enhanced through a strong partnership between home and school.**

**We are...NOBLE PUBLIC SCHOOLS**



**Contact Information**

Office Staff: Anna Adkins and Trinity Davis

School Phone Number: (405) 872-3495

School Fax Number: (405) 872-8670

NPS Central Office: (405) 872-3452

Transportation: (405) 872-3455

Child Nutrition: (405) 872-5866



**Office Hours:** 7:15 a.m.-4:30 p.m. Monday-Thursday

**Significant Days from the Calendar**

First Day of School	August 11
Welcome Back RootBEAR Social	TBD
Labor Day Holiday	September 3
Fall Parent Teacher Conferences	TBD
Fall Break	October 7-8
Thanksgiving Holiday	November 22 - 26
1 <sup>st</sup> Semester Ends	December 16
Winter Break	Dec. 20- Dec. 31
2 <sup>nd</sup> Semester Begins	January 3
Holiday / No School	January 17
Spring Parent Teacher Conferences	TBD
Spring Break	March 14-18
CIMS Awards Assembly	TBD
Last day of Classes	May 25
Graduation	May 24

**Parent/Teacher Conferences**

Parent/Teacher Conferences will be scheduled for the fall and spring semesters to allow time for parents and teachers to meet about students' progress. Prior to conferences, notifications will be sent out on the school website, social media information pages, and through text messaging to inform parents of times and dates. Conferences will be held after school in the evening.

**Student Pick-Up and Drop-Off Procedures**

The south parking area is the drop-off and pick-up location for commuters. Drivers need to circle the lot and drop students off when they reach the south door entrance of the school. The north parking lot is for bus pick-up and drop-off. Please remember that passing a bus in the process of loading or unloading children is against the law, and is monitored by the Noble Police Department. Please do not park in any area where the curbsides are painted red for emergency vehicles. School doors open at 8:10 a.m., and students will not be supervised until that time.

## ARRIVING AT SCHOOL

**The building will be open to students at 8:10 a.m. every school day.** Once students arrive on campus, they are not allowed to leave and return unless accompanied by a parent. Students may stay in the cafeteria or in a designated area of the main building. After the first bell (8:31 a.m.), students will have access to their lockers and other parts of the building.

## ATTENDANCE POLICY

When a student is absent from school, it is the responsibility of the parent or guardian to contact the school. If the school has not been contacted by the parent/guardian, the student will receive an unexcused absence for that day or period. All court, doctor, or dental appointments will require a note from that agency for the absence to be excused and **must be turned in within 48 hours of the absence.**

**All absences, excused or unexcused, count toward the 10 absences per semester limit, except for school activities.** Illness or serious illness of immediate family, death in family or close relative, doctor or dental appointments, driver's license testing, required court appearances, school sponsored activities, educational trips, religious holidays, and pre-arranged family trips are the only excused absences that will be accepted and only then if parents call the school and/or a signed note is on file in the attendance office. The number of days to make-up the work will coincide with the days missed plus one day. **It is the responsibility of the students, not the teacher, to make arrangements for make-up work.**

## ACTIVITIES & ELIGIBILITY

The Noble Board of Education recognizes the importance of activities in the education program. However, regular class attendance is a prerequisite for students to achieve the maximum educational experience. **Students may not miss a class more than ten (10) times in a school year for excused, school-sponsored activities. Students will only be allowed to apply for five (5) additional days of Activity Absences per school year.** Activity Absence extension request forms are available in the main office. The attendance record of the student and the student's grade in each class will largely determine if the student should be allowed to participate in the activity. State and nationally-sponsored activities are exempt from the above regulations. The guidelines of the Oklahoma Secondary School Activities Association will determine what constitutes a state and/or national activity.

A student must pass five classes at the end of each semester to be eligible for activities. After each semester, eligibility for participation will be determined on a weekly basis. **This policy will apply to all extracurricular activities including dances, field trips, etc.** Participation will be denied if he/she fails/is failing any class or combination of classes two (2) consecutive weeks.

## TARDIES

Any student who is detained by the office or by a teacher should ask for a note to the next class so that he/she will not be counted tardy. Any student who arrives late to school must report to the office for an admit pass. During the school day, a student who is late to class should report directly to that class. Students who are 15 minutes late for class will be considered absent for that class period. Each teacher will make a record of all tardies. **The teacher will make parent contact on the third tardy per semester.** Discipline referrals will be sent to the office for each tardy after the third tardy.

**Tardy Referrals:**

3rd tardy = parent contacted by the teacher

4<sup>th</sup> tardy = referral to the office, result lunch detention

5<sup>th</sup> tardy and on = referral to the office, result ISD/OSS

**GRADING**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 60	=	D
59 – Below	=	F

**POWERSCHOOL**

CIMS using the grading system: Powerschool. Powerschool features a parental and student application that allows parents and students to check grades and student progress on a weekly or daily basis through a phone app or email. We encourage all parents and students to call or come by the office to get an individualized username and password for Powerschool.

**Withdrawal of Students**

If you are moving and withdrawing your student from CIMS, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Please plan to pay all breakfast and lunch charges, and remember to bring back all school materials; such as, library books and the school chromebook. Your cooperation is greatly appreciated.

**Chromebook/Device Loan**

All CIMS students will be loaned a Chromebook by Noble Public Schools. A technology agreement will be presented at the time of distribution. A list of charges that can be incurred for damaged, lost, or stolen Chromebooks can be found in the District Technology Handbook. If a Chromebook is damaged, lost, or stolen, payment may be required before a new device will be issued.

**Closing School/Inclement Weather**

An announcement will be made through Television, specific social media sites, and local news websites should school have to be canceled due to inclement weather. The school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes. Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning.

However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

### **NHS Fire, Tornado, Disaster, and Lockdown Drill**

Every year hundreds of lives and millions of dollars worth of property are lost from natural disasters. Our state laws require that our school have a plan for evacuation; the procedures set forth below may save your life should we someday have such a disaster in our school. The most important thing to remember in the event of such an emergency is to keep quiet, calm, and move quickly to pre-arranged assembly points. Correct mistakes after each drill. Keep these procedures posted in each room.

### **Signals**

The signal for fire or for fire drills will be a repeating tone w/flashing strobes. The signal for a tornado or tornado drill will be one long continuous bell. Disaster and Lock Down Drills will be announced on an individual basis.

### **Pledge of Allegiance**

CIMS honors America daily by reciting the Pledge of Allegiance. Those who do not wish to participate are not required to do so.

### **MINUTE OF SILENCE**

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (70 Oklahoma Statute 11-101.2)

### **FIRST AID - STUDENTS**

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. (Noble Board of Education, Policy FFAC)

### **Medication**

If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container. Medication brought by children must be taken to the office. The parent should send a note or call before the child is allowed to take this medication.

## HEAD LICE

If a student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The student will not be allowed to ride the bus to or from school or 15 NPS be readmitted to school until the student is properly cleared to return. After the infested person(s) and the home has been properly treated as recommended, the child will be required to be checked for lice before returning to school by a health professional. The child must provide the release form with them when returning to school. The empty treatment container should be taken to the health facility so they will know what product has been used for their records. The Cleveland County Health Department (321-4048) will check for head lice on Monday-Thursday between 8 am and 4 pm. They reserve the right to close the clinic early based on the availability of staff to care for the number of clients reporting to the clinic. After the check, the parent will receive a completed form stating if the child is free of lice or nits which is required to return to school. The school administrator has the option to allow the child to return based on their observation when the parent proves a hardship exists. If a student has recurring lice problems, it will be up to the discretion of the office personnel to request a release from a doctor or health professional stating that the student has been treated and is free of lice. The school has the right to contact the Department of Human Services, if the problem is not solved.

## LOST AND FOUND

Lost and Found will be located in the office. All lost and found items will be removed from the school every two weeks. CIMS is not responsible for lost or stolen items.

## CHILD NUTRITION

Noble Public Schools will allow students to charge up to \$30.00 in the cafeteria for lunch and breakfast meals. The district will communicate with the student and parent/guardian when a student is approaching and/or exceeds this amount. Once a student has exceeded this amount, the student may be served an alternate meal. **Applications for free or reduced lunches are available from the school office.**

## TELEPHONE

The telephone in the office is for school business. **Students will not be called from classes to answer a telephone call. Parents must refrain from calling and leaving messages for students that could have been taken care of at home.** In the case of an emergency, we will deliver a message to the student.

## WIRELESS TELECOMMUNICATION DEVICES

Curtis Inge Middle School policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, smartwatches, pagers, two-way radios, earbuds, headphones and other devices that use radio frequencies for communications. *(Including iPods, Gameboys, Kindle's and other game devices)* Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated to times not during the school day.

## **LOCKERS AND LOCKS**

Students are to use only the lockers assigned to them. Students who give out their locker combinations to other students risk having items taken from their lockers. New lockers will not be issued to students during the school year. Students are to keep lockers clean, inside and out, and are not to alter the locker in any way. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time; no reason shall be necessary for such search (Reference: O.S. 70-24-102).

## **VISITORS**

In order to ensure the safety of our students, all exterior doors to the school will remain locked throughout the school day. Students may exit these doors in case of an emergency or for outside access, but no one can come in from the outside. **When coming to school for a visit, parents must enter through the front west door, sign in at the office, and obtain a visitor's name badge which must be worn while on campus.** We welcome parents to visit us at any time; however, appointments and arrangements for meetings must be arranged prior to the visit. **Parents will not be allowed to visit with teachers during class time unless prior arrangements have been made.** During the school day, all persons not employed by the district are considered visitors to our school and must wear a visitor's badge throughout their visit to Curtis Inge Middle School. Students may be checked out to go eat lunch, but, due to safety concerns, CIMS administration does not allow parents/guardians or any other person to visit students in the school's lunchroom during lunchtime.

## **LEAVING SCHOOL GROUNDS-CHECKING STUDENTS OUT FROM SCHOOL**

Parents must check-in with the office to sign their child out of school. The sign-out sheet will include time of check-out, reason for checking out the student, and a time for check-in of the student if that student is returning to school. Students being checked-out for lunch, doctor's appointments, or other reasons must be checked out by the parent or someone who is listed on the emergency contact list. The office will not allow check-out of a student from the building with friends or relatives of that student unless they are on the emergency contact list.

The middle school is essentially a closed-campus school. Students may not leave school grounds for any reason during the school day without the express permission of the parent and the knowledge of the office. Students who leave school property without permission will be considered truant, and the appropriate consequences, according to the discipline policy, will be implemented.

## **TITLE I**

Title I is a federally funded program to assist students in achieving higher academic levels in reading and math. This school year, Noble Public School District is recognized by the State Department of Education as a school wide Title I program. Students are referred to this program based on student progress on benchmarks and cumulative exams, as well as OSTP results.

### **NOBLE PUBLIC SCHOOLS DRESS CODE (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. **Skirts and Dresses:** The skirt or dress must be a minimum of mid-thigh length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must be a minimum of mid-thigh length. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.
2. **Tops:** Any shirt, blouse, sweater or top may be worn with the following conditions:
  - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
  - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
  - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
  - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.
3. **Pants:** Pants, jeans or slacks that are neat and clean are acceptable.
  - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes above mid-thigh are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are allowed as an outer garment as long as the top outer garment reaches mid-thigh. Pajama pants are not allowed.
  - Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. **Shorts:** Shorts that are mid-thigh length or longer are acceptable for school dress.
  - Shorts that are cut, slit or have holes above mid-thigh are not allowed.
  - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. **Shoes:** Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. **Accessories:** Accessories which are not acceptable include the following:
  - Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
  - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
  - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, Jewelry such as earrings with loops that could pose a safety issue are prohibited.
  - Trench coats and other full length coats are prohibited.
7. **Insignias, Monograms, Prints or Patches:** Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.

8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.
9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.
10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.
11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.
12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.
13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

- 1<sup>st</sup> offense- Counsel
- 2<sup>nd</sup> offense- Lunch Detention
- 3<sup>rd</sup> offense- ISD
- 4<sup>th</sup> offense- ISD or OSS

## **STUDENT DISCIPLINE**

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting or instigating a fight
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Drugs, OTC, and prescription, possession, distribution and under the influence of controlled substances.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student(s) to appropriate social agency
13. Alternate Academic Placement within Noble Virtual Academy
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights to school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

**(10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)**

## **DISPLAY OF AFFECTION**

Display of affection such as kissing or excessive physical contact will not be permitted at school

## **SEARCH AND SEIZURE**

According to the law of Oklahoma, the superintendent or school principal of any public school in the state of Oklahoma, any teacher, or security personnel, shall have the authority to detain and authorize the search of any pupil or pupils on any school premises or while in transit under the authority of the school or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the uniform controlled dangerous substances act, and hereinafter referred to as controlled substances that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Student searches may be made based on a reasonable suspicion of a violation of school rules and /or state or federal law by a student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

## **CONSEQUENCES**

Consequences may vary depending on the behavior/action. Disciplinary infractions are classified by their severity.

Consequences are defined as follows:

- **Detention** - Detention may be before school, after school, or at lunch. A student may be assigned detention for minor violations.
- **In School Detention** - A student assigned to In School Detention spends the day assigned to a specific detention room where work is sent by his/her teachers. A student assigned to In School Detention after the first ISD offense, will not participate in school sponsored activities, including sports, on the day(s) he/she is assigned. If a student is suspended while in ISD, he/she may be required to finish ISD days on return from OSS.
- **Suspension** –A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction, by the principal, asst. principal, or the principal's designated representative under the procedure hereinafter set forth. Upon being brought to the attention of the principal, asst. principal, or his designated representative that a student has allegedly committed certain acts, an informal conference will be held between the student and the principal, asst. principal, or his designated representative. At the conference, the student shall be informed of that which he/she is accused of violating, and they will be advised specifically of what they are accused of doing and what the basis of the accusation is. In the event the student denies these charges, they shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the incident.
- **Citations** – A student may receive a citation for an infraction to school policy.

After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal and his designated representative shall determine if the student is, in his opinion, guilty of those charges. If he so determines, the principal, asst. principal, or his designated representative shall have authority to administer a temporary suspension for whatever time period he deems is warranted, taking into

consideration the severity of the violation. The administrator will notify the parent or guardian of the punishment. Upon completion of the specified suspension time, the parent or guardian may be required to accompany the student to school to be reinstated by the principal, asst. principal or designee. Continuation of the student's academic progress will be served by CIMS either sending homework home in packets or enrolling the student in the Noble Virtual Academy.

### **WEAPONS**

**ANY STUDENT FOUND TO BE IN POSSESSION OF A WEAPON OF ANY TYPE MAY FACE A SUSPENSION OF UP TO ONE CALENDAR YEAR OR THE MAXIMUM ALLOWED BY STATE LAW.**

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Noble Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. In order for the school district to ensure the continued accessibility of its computer network and Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district.

Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian. Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action. Personal Responsibility By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property. Term of the Permitted Use A student or staff member who submits to the school, as directed, a properly signed policy and follows to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account. Acceptable Uses 1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is

educational, the user may consult with the person(s) designated by the school to help you decide if a use is appropriate. 2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following: A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them. B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user. D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the users or others, including credit card numbers and social security numbers. 3. Netiquette. All users must abide by rules of network etiquette, which include the following: A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. B. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection. D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open. 4.

**Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following: • Sending mean or threatening messages via email, IM (instant messaging), or text messages. • Spreading rumors about others through email, IM, or text messages. • Creating a website or social-networking account that targets another student or other person(s). • Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web. • Stealing another person's login and password to send mean or embarrassing messages from his or her account. It shall be the policy of Noble Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school or the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. Internet Safety 1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and

stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of your age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using C.I.P.A. compliant software for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

## **Privacy**

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

**Failure To Follow Policy** The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**Warranties/Indemnification** The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

**Updates** Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information. (21 Oklahoma Statute 1040.75, Oklahoma Statute 1040.76; Children's Internet Protection Act of 2000 (HR 4577, P.L. 106554); Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]); Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F); Noble Board of Education, Policy EFBCA)

## **CIMS Denial of Internet Access**

Noble Independent School District will be operating under an "opt out" policy for students regarding Internet access. This means that students will be assumed to have parent/guardian permission to access the Internet at Noble Independent School District unless the school has received a written statement from the student's parent(s)/guardian(s) that the student does not have Internet access permission.

Please understand that in accessing the Internet at Noble Independent School District schools, students will be expected to adhere to the Noble Independent School District Schools Internet Acceptable Use Policy.

### **ADDITIONAL SCHOOL PROCEDURES**

Sharpies and Sunflower Seeds are not permitted inside the building at any time. Backpacks and bags are not permitted the last two days of school. Additional items may be included throughout the year if they become a distraction or a safety issue.

### **MULTIMEDIA RELEASE NOTIFICATION**

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

### **DISTRICT ASBESTOS STATUS**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) were found in a few locations. In its present condition, these ACBM's are non-friable. Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.

### **NO CHILD LEFT BEHIND ACT OF 2001/EVERY STUDENT SUCCEEDS ACT 2015**

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications. 29 In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **NONDISCRIMINATION**

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. (Noble Board of Education, Policy DAA)

### **DISCRIMINATION COMPLAINTS PROCEDURES**

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices. In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Ms. Ronda Bass, Superintendent, 405-872-3452. o designate persons with responsibility for a 30 particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint. 7. Day: Day means a working

*Definitions* 1. *Discrimination Complaint*: A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination. 2. *Student Grievant*: A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap. 3. *Employee Grievant*: An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status. 4. *Public Grievant*: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status. 5. *Title IX, 504 and ADA Coordinator (Coordinator)*: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings. 6. *Respondent*: The person alleged to be responsible for the violation alleged in a complaint. The term may be used today. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

*Procedure* 1. *Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.* 2. *If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.* 3. *The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to: a. Confirm or deny the facts, b. Indicate acceptance or rejection of the grievant's requested action, or c. Outline alternatives. Respondents will have 10 days to submit answers to the compliance coordinator.* 4. *If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s).* 5. *Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.* 6. *If either party*

*is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing. 7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested. 8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board. 9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.*

*Provisions 1. Time limits may be extended by mutual consent of the parties involved. 2. The district will provide copies of all discrimination regulations upon request. 3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years. (Noble Board of Education, Policy DAA-P)*

### **Accident Insurance**

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students. (Noble Board of Education, Policy FFD)

## **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974** **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act: 1. The right to inspect and review the student's education record. 2. The right to exercise a limited control over other people's access to the student's education record; 3. The right to seek to correct the student's education record, in a hearing, if necessary; 4. The right to report violations of the FERPA to the Department of Education; and 5. The right to be informed about FERPA rights. **PROCEDURE TO INSPECT EDUCATION RECORDS** The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.) Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. 16 The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed. The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.) When a record contains information about students other than a parent's

child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. **USE OF STUDENT EDUCATION RECORDS** To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is: 1. A person duly elected to the school board; 2. A person certified by the state and appointed by the school board to an administrative or supervisory position; 3. A person certified by the state and under contract to the school board as an instructor; 4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or 5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to: 1. Perform an administrative task required in the school employee's position description approved by the school board; 2. Perform a supervisory or instructional task directly related to the student's education; or 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid. **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS** The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.) For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record. To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure. (Reference: Noble Board of Education, Policy FL-R)

### **GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT**

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures. The board 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. (Noble Board of Education, Policy FBA)

### **GRIEVANCE PROCEDURES: SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. 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 or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and 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.

2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. 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, unless it violates another student's confidentiality. 19
4. 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.
5. 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.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. 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 while maintaining confidentiality.
8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. 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. (Noble Board of Education, Policy FBA-R)

## **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents

3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

*REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2 CROSS-REFERENCE: Policy CK, Safety Program Policy DAA-R, Racial Harassment Policy FB, Sexual Harassment of Students Policy FBA, Grievance Procedure, Sex Discrimination/Harassment Policy FBB, Student Complaints and Grievances Policy FNCC, Hazing Policy FO-R4, Student Discipline, Threatening Behavior, Regulation*

## **HAZING**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or 22 indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. *(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC) CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline*

## **NPS TRANSPORTATION**

### **Bus Riders Rules and Regulations**

- Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:
- The bus driver is in charge of students on the bus. Students shall follow the driver’s directions at all times.
- Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
- Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
- Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
- Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
- Students must keep their hands, head, feet and personal objects inside the bus at all times.
- Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.
- Littering or throwing items inside or from the bus is prohibited. Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
- Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.
- Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.
- Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.
- Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.
- Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

### **Bus Disciplinary Actions**

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

Class I Minor Infraction

Class II Moderate Infraction

Class III Major Infraction

Common Bus Problems	Violation Class	Pt. Value
Electronics Violation	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating/Drinking on bus	1	1
Horseplay	1	1
Rude/Discourteous	1	1
Throwing Objects on Bus	2	3
Head and/or arms out of window	2	3
Vandalism	2	3

For more information pertaining to NPS Transportation policies and procedures, please contact Mr. Frank Solomon at 405-872-3455 or 405-872-3441

## **NPS 2021-2022 Return-to-Learn Plan**

### **School Calendar**

Noble Public Schools will be in session on our traditional four (4) day week for the School Year 2021-2022, **with 12 virtual Fridays in the first semester**. We also provide a full Virtual Option for students and their families that choose that model of instruction. Students will remain on the option they choose until the end of the semester. We will not allow changes to the instructional model chosen at any other time, unless approved by administration

### **Cleaning**

Cleaning and maintaining healthy facilities, including improving ventilation is ongoing. Our staff will continue the constant process of cleaning, sanitizing, and disinfecting all facilities. We are using laser cleaning, electrostatic cleaning, as well as our normal process. Buses are being cleaned and disinfected after every route

### **Hand Sanitizer & Hand Washing**

We will continue to provide instruction on the importance of hand washing and will also make hand sanitizer available in all classrooms and facilities.

### **Social Distancing**

We will continue to teach the practice of Social Distancing and appropriate spacing will be utilized as possible. Some areas such as school buses and cafeterias are more difficult to distance and often times not achievable.

### **Masks**

Students and Staff are all instructed on the proper way to wear a mask. Masks will be available in all classrooms, facilities, and on all school buses. Masking will only be required if ordered by the Cleveland County Health Department and/or the Oklahoma State Departments of Health.

### **Students with Disabilities**

All IEP decisions concerning the safety of our students with disabilities and their appropriate accommodations will be made jointly between the Noble Public Schools' Special Education Director, the IEP teacher, the parent, and if applicable, the student.

### **Contact Tracing**

Contact tracing will be in combination with isolation and quarantine, and in collaboration with the Cleveland County Health Department, State Health Department, Norman Regional Hospital System, and our School Nurses. Students and staff fully vaccinated will not be required to quarantine.

### **Vaccinations & Testing**

Noble Public Schools has partnered with Classen Urgent Care of Norman to provide vaccines to eligible students and employees. Noble Public Schools is an approved Binax Testing Center for Covid-19. Our nurses can assist you with questions. Vaccines are recommended but not required. Students and staff have the option to turn in vaccination cards to school nurse to clear them from any quarantine situation regarding Covid-19.

### **Virtual Meetings**

Virtual Parent/Teacher conferences will be offered to parents who cannot or do not want to attend in person. Virtual IEP/504 meetings will be offered to parents who cannot attend in person.

**Parents, Guests, & Visitors**

Visitors and guests will be allowed in the building for programs, concerts, and other special events, unless restrictions added by Cleveland County Health Department or Oklahoma State Health Department.. All other visitors will require prior approval from administration. Our schools will remain locked for the security of our students and staff.

**Field Trips & Travel**

Field trips and travel will be considered and approved by administration as conditions allow.

**Diagnostic & Screening Testing**

In order to protect the health of our students and staff, everyone should self-diagnose before arriving at school. If in the last 48 hours: • Have had fever, chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea: • Been in close contact with anyone confirmed with COVID-19 or anyone having symptoms of COVID-19: In isolation or quarantine because you may have been exposed to a person with COVID-19 or worried that you may be sick with COVID-19, are waiting on tests results from a COVID-19 test or traveled in the last 10 days: \*You must remain at home.

**Remote Learning**

If any school or the district is closed due to positive Covid-19 cases, weather conditions, or other extraordinary circumstances, remote learning will be instituted.

**Breakfast/Lunches**

Students will eat in the cafeteria and resume meals as they did prior to Covid-19. Guests at lunch will be limited to special occasions as approved by the school administration. Breakfasts, lunches, and 3rd Meals are free for all students for the 2021-22 school year. Meals will also be made available for virtual students on a Grab & Go basis at select locations. We will provide meals using our summer delivery models should we be required to move to virtual instruction at any time.

Curtis Inge Middle School is promoting home- school partnerships to help meet a full range of student experiences with effective learning. It is our desire that we work together with families so students have the best opportunity for success, not only in school, but throughout life.

It is the responsibility of CIMS to provide high- quality learning experiences and instruction for each student. It is also the mandate of the school to create a supportive and effective learning environment that enables students to meet the state's challenging student performance standards.

Research has shown that parental involvement and participation in their student's school improves student learning. The benefits of parent participation in the student's school life are not confined to early childhood or elementary school years. Parental involvement also provides strong benefits to students who are in the secondary school levels.

This compact is an agreement among those who sign it that the three groups represented have specific responsibilities.

**PARENTS WILL:**

- monitor student attendance. Students who are absent for more than 10 days in a semester will be declared truant and will be turned over to the District Attorney's office for truancy. In addition, he/she may not receive full credit for the class
- assure students arrive at school on time in order to have the best start possible
- work to establish on- going communications with the child's teachers
- attend parent/teacher conferences and other meetings designed to help parents be aware of school events
- monitor the completion of assignments by their student
- Encourage their child to organize his/her assignments so that work gets to school and can be turned in when due
- Be aware of the annual Title I meeting to participate in planning the program for the up- coming school year

**STUDENTS WILL:**

- bring needed materials/ supplies to class
- arrive to class before the tardy bell rings
- complete assignments and turn them in when due
- share with parents when an assignment needs to be completed
- show respect for all others in the school each day
- strive to have a positive attitude each and every day
- follow all school rules.

**CURTIS INGE MIDDLE SCHOOL WILL:**

- provide opportunities for regular parent/teacher meetings
- provide progress reports in addition to the regular nine week grading periods
- provide each student and parent with an outline of the content of each class
- work to establish continuing communication with parents regarding their child's progress
- provide Title I funded opportunities for students such as the Reading/Math Skills classes and tutoring services in the mornings before school begins

Parents are asked to discuss this compact with their child so that everyone knows what is expected of them.

**Curtis Inge Middle School Agreement**

My child and I have received and read the 2021-2022 policies and Title I information of Curtis Inge Middle School. We are aware district policies are on the Noble Public School website. We understand and will abide by all policies.

---

Parent/Guardian signature

---

CIMS Student signature

Student Name (print)

\*Please detach this page and return to Curtis Inge Middle School.

Or, click on the below link to fill out and return the page digitally.

<https://docs.google.com/forms/d/1zKDU8uPbqILC3rG7kh8oGKHmyZZ7wKxWLY6apAXdMwo/edit>

# **2021-2022**

## **Pioneer Elementary School**



## **Student Handbook**

**Superintendent – Mr. Solomon**  
**Assistant Superintendent – Dr. Myers**  
**Executive Director – Mr. Gray**  
**Principal – Mr. Barefoot**  
**Counselor – Mrs. Mehl**

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**Pioneer Elementary**  
611 Ash  
Noble, Oklahoma 73068  
**[www.nobleps.com](http://www.nobleps.com)**

Dear Parents,

Welcome to Pioneer Elementary! The faculty and staff are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and the parent. Working together as a team, we can provide your child with the best educational experience possible. Please take the time to read this handbook thoroughly.

We invite you to visit our school, volunteer for activities, and become an active member of PTO. Through embracing the philosophy of work hard-play hard, we truly feel your child will have an enjoyable and memorable experience at Pioneer Elementary.

***Our Vision...***

Not just what we think  
How we think... ***Excellence***

Not just what we do  
How we do it... ***Quality***

***Our Mission...***

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves, and our students accountable for positive actions, personal growth and caring relationships, enhanced through a strong partnership between home and school.

**We are...NOBLE PUBLIC SCHOOLS!**

## Contact Information

### Important Office Information:

Office Staff: Jennifer Rogers and April Dismuke

School Phone Number: 405-872-3472

**Please use this number to notify the school if your child will be absent.**

Office Hours: 7:15 a.m. — 3:15 p.m. Monday—Thursday

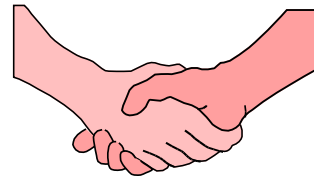
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## Noble Public Schools return to learn plan:

**<https://5il.co/txhv>**

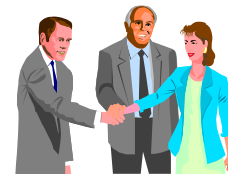
### Helpful Hints for Parents

- ~ Does your child have the needed school supplies?
- ~ Is your child's name on his or her supplies?
- ~ Does your child know how he or she is to get home?
- ~ Does the school know how your child is to get home?
- ~ Do you know names of the teachers who work with your child?
- ~ Does your child know the school rules?
- ~ Do you know the days your child will be in and out of school?
- ~ Do you know the school schedule and bus schedule?
- ~ Do you read the information in Pioneer Press?
- ~ Have you checked your child's Wednesday folder for information?



### Building Access

Visitors and guests will be allowed in the building for programs, concerts, and other special events, unless restrictions added by Cleveland County Health Department or Oklahoma State Health Department. All other visitors will require prior approval from administration. Our schools will remain locked for the security of our students and staff.



**Visitors, Parents, and School Volunteers must stop in the school office, sign in, and pick up a visitor's sticker to wear during school hours.**

## Parent/Teacher Conferences

Parent/Teacher Conference days are provided once each semester to allow time for parents and teachers to meet together about students' progress. Please work with teachers to schedule conference times that you can attend. If you have a need for more frequent visits, please contact your child's teacher **before or after** school hours, or call the office to leave a message.

*Parents now have the capability to keep up with their child's grades at <https://powerschool.nobleps.com>*

## Student pick-up and drop-off procedures

Pioneer will be unloading and loading buses south of the school on Ash Street. Parent pick-up will enter from the west on Pecan Street for pick up and drop off. Pecan street is one-way during parent pick up and drop off times.



### How will your child go home?

**Please note:** We cannot change children's regular going home plans without a note or a phone call from a parent. Children will be sent home as directed by **PARENT NOTE** or **DIRECT COMMUNICATION** with the teacher or the office.

**Parents must call the office by 1:00 p.m. for changes to be made in how children are going home.**

All children leaving the building during the school day must be checked-out through the office. Please have identification ready to be checked when picking children up at school.



### School Attendance

Good attendance is critical to your child's success in school. Many important concepts are covered as a whole group in fourth and fifth grade each day. These are concepts that cannot be made-up with pencil and paper homework. Student success and grades are dependent upon attending school on a regular basis.

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it is the policy of the board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities. (38 Oklahoma Statute 37; Noble Board of Education, Policy FDC-R1)

### **When your child is absent:**

~ Please call the school attendance line at 872-3472 by 9:00 a.m.

~ Your child's homework will be available upon the second consecutive day of absence. **Please notify the school before you come to pick-up homework so your child's teacher can prepare.**

## **Truancy and Tardies**

Following the fifth (5<sup>th</sup>) absence within a **nine weeks period**, a review of the student's performance is conducted by an administrator and the classroom teacher. Parents will be informed of the results of that review. **Continued absences** or tardies will result in a Truancy warrant. Excessive tardies or absences will also lead to loss of certain school and class privileges. Three tardies equals 1 day's absence.

## **School Arrival and Dismissal**

**Please do not drop off your child before supervision begins.** Supervision begins 20 minutes before the start of each school day. The time of day will be announced each school year at our back-to-school open house. It is unsafe to leave your child at school unsupervised; therefore, our building will remain locked until supervision is on hand.

Students who arrive late to school must stop in the office to get a **tardy slip** before going to class. An absence will be recorded for each **three tardies**. Checking your child out of school during instructional time is treated the same as tardy or absence depending on the amount of time out of the classroom.

## **Withdrawal of Students**

If you are moving and withdrawing your child from Pioneer, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Please plan to pay all breakfast and lunch charges, and remember to bring back all library books. Your cooperation with this is greatly appreciated.

## **Closing School / Inclement Weather**

An announcement will be made through:

Television, social media, and local news websites should school have to be canceled due to inclement weather. The school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes.



## Pledge of Allegiance

Pioneer Elementary honors America daily by reciting the Pledge of Allegiance. Those who do not wish to participate are not required to do so.



## School/Home Communications

Communication between the home and school is a critical part of your child's education. Your child will normally bring a **Wednesday Folder** home each week. This folder contains all the important information you will need to keep up-to-date on school issues. It also contains much of your child's schoolwork. It is important that you look through your child's folder each week and return it to school.

Our school tries to send home the *Pioneer Press* about every other week in the Wednesday Folder. This newsletter contains information about upcoming school events. This is an important way that Pioneer Elementary communicates school information to parents.

A monthly calendar is also sent home with every child in school. All events happening for the month are scheduled on the calendar. Please post it somewhere at home so you can stay current on school events. On the back of the calendar is our monthly lunch and breakfast menu. Children are encouraged to check the menu daily to be sure the food being served is something they can or will eat.

You can also find various school updates on our district webpage ([www.nobleps.com](http://www.nobleps.com)), Twitter or Facebook account.

## School Pictures

Pioneer Elementary offers several opportunities for parents to have student pictures taken during the school year:

- ~individual student pictures in fall
- ~classroom group pictures in spring

## Lunch and Breakfast

Pioneer serves breakfast and lunch each school day. Students may pay for lunches by the day or the week. We encourage students to not charge their breakfast or lunches for more than five days. **Applications for free or reduced lunches are available from the school office.** The school cafeteria maintains all children's cafeteria accounts. Questions about your child's account should be directed to their office at **872-9706**.

~Please send all money to school in an envelope with your child's name, the teacher's name, and what the money is for written on the front of the envelope.

~If your child brings a lunch, please be sure his or her name is on the lunch box or sack. We do not have a microwave for heating used for heating items due to safety reasons. Please do not send glass containers to school.

~Students may visit quietly in the lunchroom while they eat. They are required to pick-up after themselves and return their trays when leaving the cafeteria. Good manners are also practiced.  
~If your child plans on eating breakfast, and is dropped off by a parent, please make sure you have them here **no later than 10** minutes before the bell rings. This will ensure that they do not miss any instructional time.

## **Sending Money to School**

When sending money to school for any reason, please put it in a sealed envelope with your child's name, the teacher's name, and what the money is for (breakfast, lunch, books, pictures, field trips, etc.) written on the outside of the envelope.

## **Bringing "Treasures" to School**

Students are encouraged to leave toys and other valuable items at home. We encourage parents to monitor their student's backpacks to help us prevent the student from misusing or misplacing items that are better left at home. The classroom teacher must be contacted when a child wants to bring a live animal to the classroom. Items taken away from students can be picked up from the classroom or office.

***Oklahoma State Law prohibits the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, firearms and knives of any kind, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, hand chains, mace or pepper spray or any manufactured or homemade objects intended to cause bodily injury, intimidation or threats. Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.***

**It is not uncommon for children to bring pocket knives or fake weapons to school without parent knowledge. Please talk to your child about the importance of leaving these at home.**

## **School Parties**

Class parties include Fall, Christmas, and Valentine's. To keep class interruptions to a minimum, the classroom teacher and principal must approve class parties other than those listed. **Academics will be the first priority in approving parties because parties are a privilege. Class parties are a privilege, and thus can be taken away for academic, behavioral, or attendance reasons.**

## **Field Trips**

Field trips are an important part of our curriculum. We select field trips that will provide both learning experiences, as well as lifelong experiences for our students based upon what is being studied in the classroom.



Students must ride the bus to a field trip. Permission is granted for the student to ride the bus on their enrollment form. We encourage students to return on the bus also. **However, if it is absolutely necessary for parents to take their student home in a car following a field trip, the parent must sign-out their child at school prior to the field trip.**

Students who have a failing grade, poor attendance, or poor behavior **MAY** be held ineligible for class field trips, due to the fact they are a privilege

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## Lost and Found

Clothing should be identified with your child's name. Many coats, hats, mittens, etc. are lost each year. We go through the lost and found on a monthly basis and return items that are identified by name to their owners.

Unclaimed clothing will be donated to charity.

## School Fundraisers

Priorities for school fundraisers are carefully planned with input from parents and teachers each spring. Information with what each fundraiser is for and how money will be spent will be sent home with fund-raiser packets. Pioneer plans to conduct the following school-wide fundraisers this year.

- **Fundraisers**

Bingo Mania, which is one of our major fundraisers, is done in the fall of most school years to help purchase the "extras" for our school.

Other minor fundraisers benefiting Pioneer and various Noble Public Schools organizations will take place throughout the school year as well.

- **School Book Fair**

A School Book Fair will be held in January. A traveling bookstore comes to the school library. Parents and children may select books to purchase. The money earned through this fund-raiser will be used to purchase materials for our school library program.



## Head Lice

If the student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up their student. The student will not be allowed to ride the bus to or from school and be remitted to school until the student has been properly cleared to return.

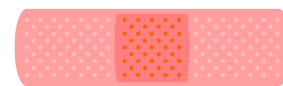
## Late work

Every Student is given one day for each day absent from school to turn in assignments. Work turned in after due dates could result in a loss of points thus potentially receiving a lower grade.

## Bus Riders

Each child will be required to have a parent sign a separate Rules and Regulations form for the Noble Public School Bus Barn in order to ride the bus at any time, field trips included.

## Accident – Illness



**If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container.**

Medication brought by children must be taken to the office. The parent should send a note or call before the child is allowed to take this medication.

Students will not be kept inside during recess unless we receive a note or call from their parent.

Students who have a note to stay inside will be assigned a room in which to stay. Those students may continue to work on school activities or read a story

If your child is injured or becomes seriously ill at school, we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number

that you gave us. It is critical that this information be kept up-to-date. ***For your child's benefit, phone numbers that change must be communicated to the school office.***

Parents who do not carry insurance on their child are given the opportunity to purchase insurance through the school. School insurance packets are available in the Curriculum Night packet or office. Purchase of this insurance by parents is optional.

## Appropriate Dress for Pioneer

The responsibility for proper dress and grooming is that of students and parents. Students should wear clothing that follows our board approved dress code. A copy is sent home with every child at the beginning of the year.

As cold weather approaches, please stress the importance of your child wearing a coat, hat, and gloves. As the weather often changes during the day and we cannot predict when we will be outside, **it is important that you dress your child as if we were going outside each day.** To help your child avoid injuries, students **must** wear tennis shoes on the days they have P.E.

Students who do not have appropriate footwear may be asked to sit out an activity to ensure their safety.

## NOBLE PUBLIC SCHOOLS DRESS CODE (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be within two inches of knee length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must not be

more than two inches above the knee. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.

2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
  - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
  - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
  - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
  - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.
3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
  - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are not allowed as an outer garment. They may be worn as an undergarment as long as the outer garment reaches within two inches of the knee. Pajama pants are not allowed.
  - Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. Shorts: Shorts that are within two inches of the knee are acceptable for school dress.
  - Shorts that are cut, slit or have holes are not allowed.
  - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
  - Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
  - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
  - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, Jewelry such as earrings with loops that could pose a safety issue are prohibited.
  - Trench coats and other full length coats are prohibited.
7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.
8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.
9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.
10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.
11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.
12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.
13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

## Homework

Homework is designed to help your student be the best that he or she can be. Because reading is extremely important, students should read every night. In addition, it is important to practice math facts and/or spelling. Homework may be required in addition to any “make-up work” and/or “unfinished work” that the students do not complete in the time allotted during the school day. Failure to complete homework could result in the loss of an extracurricular privilege such as recess (walking laps), field trips, assemblies, etc...



Please become familiar with your teacher’s homework procedures by attending Pioneer’s **Back to School Night** in August. Back to School Night gives you the chance to become familiar with the school, to meet your child’s teacher, and to learn the rules and procedures for your child’s classroom.

## Curriculum Materials

All curriculum materials are available for inspection by patrons, parents, students, and the public. Individuals who wish to inspect materials should contact the building principal.

Pioneer Elementary has an extensive curriculum guide at each grade level that was developed by classroom teachers in accordance with the Oklahoma Academic Standards, and is reviewed annually and revised as needed.

## Textbooks, Library books, and Miscellaneous Items

Throughout the school year, materials are checked out to students. It is the responsibility of the student to keep up with, and maintain their working order. Damages or loss is the responsibility of the student or parent.

## Screenings

Pioneer Elementary will provide Healthy Youth Screenings, free of charge, at the beginning of the school year. Included in the screenings will be hearing and vision. A follow-up letter will be sent to parents with the information gathered about their child and, if necessary,

recommendations for further evaluation. Speech and Language evaluations are conducted by the School Speech Pathologist upon teacher referral.

## **School-wide Programs**

### **Title I School-Wide Program**

Noble Public Schools has a Title I school wide program at all sites. This is a federal comprehensive reform strategy which emphasizes serving and improving all students by combining resources to achieve the goal of academic success. Each site has different programs to meet their students' needs. The involvement of parents is essential to the success of their students. Each parent/ guardian will be asked to sign a school compact which states the responsibilities of the student, parent, and school. The three core elements of a school wide program are comprehensive needs assessment, written school wide plan, and annual review and plan update.

### **Indian Education Program**

Our students who are enrolled in a tribal membership may qualify for additional assistance through our Indian Education Program. Parents of students who qualify need to complete an eligibility certification form, which requires the tribal membership number along with registry information. Please contact the school office with your questions.

## **Assemblies**

Assemblies are a time to celebrate accomplishments, and be together as a school family. These assemblies are seen as a privilege for students, and can be taken away for academic, behavioral, or attendance reasons.

## **CELL PHONES and SMART DEVICES**

Students who bring cell phones or smart devices to school will need to sign a device contract. This contract will spell out guidelines for acceptable use as well as consequences at school.

## **BOARD POLICIES**

### **Accident Insurance: Student**

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students. (**Noble Board of Education, Policy FFD**)

### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

#### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's

- education record.
- 2. The right to exercise a limited control over other people's access to the student's education record;
- 3. The right to seek to correct the student's education record, in a hearing, if necessary;
- 4. The right to report violations of the FERPA to the Department of Education; and
- 5. The right to be informed about FERPA rights.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed.

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.)

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

- 1. A person duly elected to the school board;
- 2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
- 3. A person certified by the state and under contract to the school board as an instructor;
- 4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
- 5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

- 1. Perform an administrative task required in the school employee's position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's education; or
- 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure. **(Reference: Noble Board of Education, Policy FL-R)**

## **DISTRICT ASBESTOS STATUS**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) was found in a few locations. In its present condition, these ACBM's are non-friable. Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.

## **DRUG-FREE SCHOOLS**

It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

**("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of Education, Policy FNCF) CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.**

## **FIRST AID - STUDENTS**

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property.

In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. **(Noble Board of Education, Policy FFAC)**

## **GRADING**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 60	=	D
59 – Below	=	F

**(Noble Board of Education, Policy EIA-R1)**

## **GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT**

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board 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. **(Noble Board of Education, Policy FBA)**

## **GRIEVANCE PROCEDURES: SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. 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 or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and 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.
2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. 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, unless it violates another student's confidentiality.

4. 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.
5. 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.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. 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 while maintaining confidentiality.
8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. 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. (Noble Board of Education, Policy FBA-R)

## **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.



## **HAZING**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC)

CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline

## **INTERNET AND OTHER COMPUTER NETWORKS**

### **STUDENT ACCEPTABLE USE, INTERNET SAFETY, and C.I.P.A. POLICY**

Noble Public Schools provides students access to information, instructional materials and educational opportunities via interconnected computer systems within the district and to the Internet.

Students using electronic media including computers, electronic devices, software and the internet are responsible for appropriate and lawful use of these systems.

Use of computers and other electronic devices as well as internet access is provided upon successful completion of Internet Safety Instruction provided by the District and

reviewing and signing The Acceptable Use and Internet Safety Policy of the school district. This policy is detailed below. Students under the age of 18 must have parental or guardian review and signature to use these systems.

Students found to have violated The Acceptable Use and Internet Safety Policy may forfeit the use of computer systems and internet access. Additional disciplinary action may be taken up to and including dismissal from school and notification of legal authorities.

### **Personal Responsibility**

By signing this policy, the student agrees to follow the rules in this policy and to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Acceptable Uses**

1. **Educational Purpose.** The school district provides student access to its computer networks and the Internet for educational purposes.
2. **Unacceptable Uses of Network.**  
Uses that violate the law or encourage others to violate the law.  
Transmission of offensive or harassing messages.

Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy.

Viewing, transmitting or downloading pornographic materials.

Downloading or transmitting confidential information regarding any person.

### **Violation of copyright**

Use, transmission or disclosure of another users username or password to the network.

Uses that cause harm to others or damage to their property.

Unauthorized attempts to access the network, computers or related systems including attempts to "hack" or sabotage the system by uploading harmful software such as viruses or trojans or attempting to acquire data in any form is prohibited.

Connecting or attempting to circumvent the CIPA compliant internet filter to access sites prohibited by the district including social networking sites.

### **Cyber Bullying and Social Networking.**

When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

### **Responsible Use.**

Students will receive instruction on the responsible and appropriate use of social networks including acceptable on-line conduct.

## **Internet Safety**

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and avoid these sites. If a student has knowledge that other users are visiting offensive or harmful sites, he or she should report such use to an administrator at the school.

2. **Social Networking and Personal Safety.** When using the computer network and Internet, do not reveal personal information such as home address, telephone number or last name. Do not use any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, privacy, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet including but not limited to credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Monitoring/Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a district administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

6. **Cyber Bullying and Social Networking.** When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student’s ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

7. **Violation of Policy.** Any student found to have violated any provision in this policy may be subject to disciplinary action up to and including dismissal from school and notification of legal authorities.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy may have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or staff member's tenure in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Oklahoma School Security Act 2008

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Noble Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be

administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

(10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)

## **MINUTE OF SILENCE**

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (70 Oklahoma Statute 11-101.2)

## **MULTIMEDIA RELEASE NOTIFICATION**

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

## **NO CHILD LEFT BEHIND ACT OF 2001/Every Student Succeeds Act 2015**

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been

assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **NONDISCRIMINATION**

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. (Noble Board of Education, Policy DAA)

### **DISCRIMINATION COMPLAINTS PROCEDURES**

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Ms. Ronda Bass, Superintendent, 405-872-3452.

### **Definitions**

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## **Procedure**

1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.
2. If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.
3. The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:
  - a. Confirm or deny the facts,
  - b. Indicate acceptance or rejection of the grievant's requested action, or
  - c. Outline alternatives.Respondents will have 10 days to submit answers to the compliance coordinator.
4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s).
5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.
6. If either party is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing.
7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested.
8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board.
9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

## **Provisions**

1. Time limits may be extended by mutual consent of the parties involved.
2. The district will provide copies of all discrimination regulations upon request.
3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years.

(Noble Board of Education, Policy DAA-P)

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Noble 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.

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. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
  - D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.
2. Specific Prohibitions
  - A. Administrators and Supervisors
    1. 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.
    2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
    3. The school district is not concerned with the "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.
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. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
  - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, 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. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. 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 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 of 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.
- E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)

## **STUDENT CLUBS AND ORGANIZATIONS**

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or

organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld. (70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)

## **STUDENT DIRECTORY INFORMATION**

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student's records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name; student's class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph. (51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)

## **STUDENT DISCIPLINE**

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student

Is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract

7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances
15. Corporal Punishment may be used with prior consent of parents/guardians.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions. (10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### **Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own

personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district. (Noble Board of Education, Policy FN)

## **SUPPLEMENTAL ONLINE LEARNING**

Supplemental online learning is available for students wishing to supplement their education by enrolling part time in online courses. This learning opportunity must be supplemental in nature, deemed educationally appropriate by the school and district, and approved by the principal. Enrollment in supplemental online learning is available at the start of each semester. If you would like additional information regarding supplemental online learning, please visit with the school counselor.

## **WARNING SYSTEMS/INCLEMENT WEATHER**

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

## **NPS TRANSPORTATION**

### **Bus Riders Rules and Regulations**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.

Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.

Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.

Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.

Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.

Students must keep their hands, head, feet and personal objects inside the bus at all times.

Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.

Littering or throwing items inside or from the bus is prohibited.

Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.

Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.

Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.

Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.

Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

### **Bus Disciplinary Actions**

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

Class I	Minor Infraction
Class II	Moderate Infraction
Class III	Major Infraction

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below. The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

Common Problems	Violation Class	Pt. Value
Electronics violations	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating or drinking on bus	1	1
Horseplay	1	1
Rude or discourteous	1	1
Throwing objects on bus	2	3
Head and/or arms out the window	2	3
Vandalism	2	3
Obscenities/Inappropriate language or material	2	3
Cursing towards the driver	3	10
Tobacco use	3	10
Bullying	3	10
Hitting, Shoving, or Kicking another student	3	10
Fighting	3	10
Referral Point Diagram	Our Action	Handled by:
1 thru 4	Parent Phone Call	NPS Administration
5 thru 9	5 day Suspension	NPS Transportation
10 thru 19	10-15 Day Suspension	Transportation Director
20 Plus	20 plus day suspension	Transportation Director

For more information pertaining to NPS Transportation policies and procedures, please contact Shirley Armbrister at 405-872-3455

**STUDENT HANDBOOK AGREEMENT**

My child and I have received and read the 2021-2022 Student Handbook. We understand and will abide by all items stated in the handbook.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Teacher \_\_\_\_\_

# **2021-2022**

## **John K. Hubbard Elementary School**



## **Student Handbook**

**Superintendent – Mr. Solomon**  
**Assistant Superintendent – Dr. Myers**  
**Executive Director – Mr. Gray**  
**Principal – Mrs. Curry**  
**Assistant Principal – Mr. George**  
**Counselor – Mrs. Tindell**

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**John K. Hubbard Elementary**  
1104 Maguire Road  
Noble, Oklahoma 73068  
**[www.nobleps.com](http://www.nobleps.com)**

Dear Parents,

Welcome to John K. Hubbard Elementary! The faculty and staff are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and the parent. Working together as a team, we can provide your child with the best educational experience possible. Please take the time to read this handbook thoroughly.

Through embracing the philosophy of work hard-play hard, we truly feel your child will have an enjoyable and memorable experience at Hubbard Elementary.

***Our Vision...***

Not just what we think  
How we think... ***Excellence***

Not just what we do  
How we do it... ***Quality***

***Our Mission...***

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves, and our students accountable for positive actions, personal growth and caring relationships, enhanced through a strong partnership between home and school.

**We are...NOBLE PUBLIC SCHOOLS!**

## Contact Information

### Important Office Information:

Office Staff: Brenda Fox and Donna Hardridge

School Phone Number: 405-872-9201

**Please use this number to notify the school if your child will be absent.**

Office Hours: 7:15 a.m. — 3:15 p.m. Monday—Thursday

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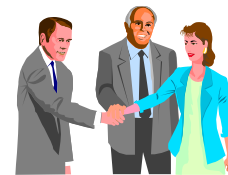
## Helpful Hints for Parents

- ~ Does your child have the needed school supplies?
- ~ Is your child's name on his or her supplies?
- ~ Does your child know how he or she is to get home?
- ~ Does the school know how your child is to get home?
- ~ Do you know names of the teachers who work with your child?
- ~ Does your child know the school rules?
- ~ Do you know the days your child will be in and out of school?
- ~ Do you know the school schedule and bus schedule?
- ~ Do you read the information in Hubbard newsletter – The HUB?
- ~ Have you checked your child's Thursday folder for information?



## Building Access

Visitors and guests will be allowed in the building for programs, concerts, and other special events, unless restrictions added by Cleveland County Health Department or Oklahoma State Health Department. All other visitors will require prior approval from administration. Our schools will remain locked for the security of our students and staff.





## Parent/Teacher Conferences

Parent/Teacher Conference days are provided once each semester to allow time for parents and teachers to meet together about students' progress. Please work with teachers to schedule conference times that you can attend. If you have a need for more frequent visits, please contact your child's teacher **before or after** school hours, or call the office to leave a message.

***Parents now have the capability to keep up with their child's grades at <https://powerschool.nobleps.com>***

## Student pick-up and drop-off procedures

Hubbard has only one entrance/exit into the main parking lot (Ken King Drive). The gate to the north entrance of the school will be locked during drop-off and pick-up times. The circle drive at the end of the building is also not to be used for student pick up or drop off, only for buses. The doors at that end of the building remain locked at all times. **Please use Ken King Drive to pick-up and drop-off your child.**

For the safety of the students, cars are to enter Ken King Drive west of the softball field and start a double file line at the stop sign near the school. We ask that students enter and exit cars from the curbside to avoid traffic. Cars should not pass other cars in the grass that have been waiting in line unless it is an emergency. **For safety reasons, parents are asked to remain in their vehicles, and not walk with students across traffic.**

School buses use the same procedures to pick-up and drop-off students. Please remember that passing a bus in the process of loading or unloading children is against the law, and is monitored by the Noble Police Department. School start and end times can be found in your child's back to school packet.



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## How will your child go home?

**Please note:** We cannot change children's regular going home plans without a note or a phone call from a parent. Children will be sent home as directed by **PARENT NOTE** or **DIRECT COMMUNICATION** with the teacher or the office.

**Parents must call the office by 1:00 p.m. for changes to be made in how children are going home.**

All children leaving the building during the school day must be checked-out through the office. Please have identification ready to be checked when picking children up at school.



## School Attendance

Good attendance is critical to your child's success in school. Many important concepts are covered as a whole group in first, second and third grade each day. These are concepts that cannot be made-up with pencil and paper homework. Student success and grades are dependent upon attending school on a regular basis.

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it is the policy of the board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities. (38 Oklahoma Statute 37; Noble Board of Education, Policy FDC-R1)

### **When your child is absent:**

~ Please call the school attendance line at 872-9201 by 9:00 a.m.

~ Your child's homework will be available upon the second consecutive day of absence. **Please notify the school before you come to pick-up homework so your child's teacher can prepare.**

## Truancy and Tardies

Following the fifth (5<sup>th</sup>) absence within a **nine weeks period**, a review of the student's performance is conducted by an administrator and the classroom teacher. Parents will be informed of the results of that review. **Continued absences** or tardies will result in a Truancy warrant. Excessive tardies or absences will also lead to loss of certain school and class privileges. Three tardies equals 1 day's absence.

## School Arrival and Dismissal

**Please do not drop off your child before supervision begins.** Supervision begins 20 minutes before the start of each school day. The time of day will be announced each school year at our back-to-school night. It is unsafe to leave your child at school unsupervised; therefore, our building will remain locked until supervision is on hand.

Students who arrive late to school must stop in the office to get a **tardy slip** before going to class. An absence will be recorded for each **three tardies**. Checking your child out of school during instructional time is treated the same as tardy or absence depending on the amount of time out of the classroom.

## Withdrawal of Students

If you are moving and withdrawing your child from Hubbard, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the

necessary paperwork. Please plan to pay all breakfast and lunch charges, and remember to bring back all library books. Your cooperation with this is greatly appreciated.

## Closing School / Inclement Weather

An announcement will be made through:

Television, specific social media sites, and local news websites should school have to be canceled due to inclement weather. The

school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes.



## Pledge of Allegiance

Hubbard Elementary honors America daily by reciting the Pledge of Allegiance. Those who do not wish to participate are not required to do so.



## School/Home Communications

Communication between the home and school is a critical part of your child's education. Your child will normally bring a **Wednesday Folder** home each week. This folder contains all the important information you will need to keep up-to-date on school issues. It also contains much of your child's schoolwork. It is important that you look through your child's folder each week and return it to school.

Our school tries to send home the **Hubbard Star** about every other week in the Thursday Folder. This newsletter contains information about upcoming school events. This is an important way that Hubbard Elementary communicates school information to parents.

A monthly calendar is also sent home with every child in school. All events happening for the month are scheduled on the calendar. Please post it somewhere at home so you can stay current on school events.

A monthly lunch and breakfast menu is sent home with every child in school. Children are encouraged to check the menu daily to be sure the food being served is something they can or will eat.

You can also find various school updates on our district webpage ([www.nobleps.com](http://www.nobleps.com)), Twitter or Facebook account.

## School Pictures

John K. Hubbard Elementary offers several opportunities for parents to have student pictures taken during the school year:

~individual student pictures in fall

~classroom group pictures in spring

## Lunch and Breakfast

Hubbard serves breakfast and lunch each school day. Students may pay for lunches by the day or the week. Students are encouraged to not charge their breakfast or lunches for more than five days. **Applications for free or reduced lunches are available from the school office.** The school cafeteria maintains all children's cafeteria accounts. Questions about your child's account should be directed to their office at **872-9706**.

~Please send all money to school in an envelope with your child's name, the teacher's name, and what the money is for written on the front of the envelope.

~If your child brings a lunch, please be sure his or her name is on the lunch box or sack. We do not have a microwave for heating used for heating items due to safety reasons. Please do not send glass containers to school.

~Students may visit quietly in the lunchroom while they eat. They are required to pick-up after themselves and return their trays when leaving the cafeteria. Good manners are also practiced.

~If your child plans on eating breakfast, and is dropped off by a parent, please make sure you have them here **no later than 10** minutes before the bell rings. This will ensure that they do not miss any instructional time.

## Sending Money to School

When sending money to school for any reason, please put it in a sealed envelope with your child's name, the teacher's name, and what the money is for (breakfast, lunch, books, pictures, field trips, etc.) written on the outside of the envelope.

## Bringing "Treasures" to School

Students are encouraged to leave toys and other valuable items at home. We encourage parents to monitor their student's backpacks to help us prevent the student from misusing or misplacing items that are better left at home. The classroom teacher must be contacted when a child wants to bring a live animal to the classroom. Items taken away from students can be picked up from the classroom or office.

***Oklahoma State Law prohibits the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, firearms and knives of any kind, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, hand chains, mace or pepper spray or any manufactured or homemade objects intended to cause bodily injury, intimidation or threats. Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.***

**It is not uncommon for children to bring pocket knives or fake weapons to school without parent knowledge. Please talk to your child about the importance of leaving these at home.**



## **School Parties**

Class parties include Fall, Christmas, and Valentine's. To keep class interruptions to a minimum, the classroom teacher and principal must approve class parties other than those listed. Academics will be the first priority in approving parties because parties are a privilege. Class parties are a privilege, and thus can be taken away for academic, behavioral, or attendance reasons.



## **Lost and Found**

Clothing should be identified with your child's name. Many coats, hats, mittens, etc. are lost each year. We go through the lost and found on a monthly basis and return items that are identified by name to their owners.

Unclaimed clothing will be donated to charity.

## **School Fundraisers**

Priorities for school fundraisers are carefully planned with input from parents and teachers each spring. Information with what each fundraiser is for and how money will be spent will be sent home with fund-raiser packets. Hubbard plans to conduct the following school-wide fundraisers this year.

### **Fundraisers**

A Jog-A-Thon, which is our major fundraiser, is done in the fall of most school years to help purchase the "extras" for our school.

There is also a Fall Carnival each October which helps benefit your child's classroom teacher and Hubbard's Adopt-A-Child Program.

Other minor fundraisers benefiting Hubbard and various Noble Public Schools organizations will take place throughout the school year as well.

### **School Book Fair**

A School Book Fair will be held in December. A traveling bookstore comes to the school library. Parents and children may select books to purchase. The money earned through this fund-raiser will be used to purchase materials for our school library program.



## Field Trips

Field trips are an important part of our curriculum. We select field trips that will provide both learning experiences, as well as life long experiences for our students based upon what is being studied in the classroom.

Students must ride the bus to a field trip. Permission is granted for the student to ride the bus on their enrollment form. We encourage students to return on the bus. **However, if it is absolutely necessary for parents to take their student home in a car following a field trip, the parent must sign-out their child at school prior to the field trip.**

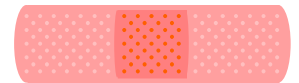


Students who have a failing grade, poor attendance, or poor behavior **MAY** be held ineligible for class field trips, due to the fact they are a privilege.

.....

## Accident – Illness

**If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container.**



Medication brought by children must be taken to the office. The parent should send a note or call before the child is allowed to take this medication.

Students will not be kept inside during recess unless we receive a note or call from their parent. Students who have a note to stay inside will be assigned a room in which to stay. Those students may continue to work on school activities or read a story

If your child is injured or becomes seriously ill at school, we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number that you gave us. It is critical that this information be kept up-to-date. **For your child's benefit, phone numbers that change must be communicated to the school office.**

## Head Lice

If the student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up their student. The student will not be allowed to ride the bus to or from school and be remitted to school until the student has been properly cleared to return.

## **Late work**

Every Student is given one day for each day absent from school to turn in assignments. Work turned in after due dates could result in a loss of points thus potentially receiving a lower grade.

## **Bus Riders**

Each child will be required to have a parent sign a separate Rules and Regulations form for the Noble Public School Bus Barn in order to ride the bus at any time, field trips included.

## **Teacher Professional Qualifications**

Parents have the right to request professional qualification of teachers and paraprofessionals that work for Noble Public Schools. If you have a request, please let your administrator know so they can provide it for you.

## **Appropriate Dress for Hubbard**

**The responsibility for proper dress and grooming is that of students and parents. Students should wear clothing that follows our board approved dress code. A copy is sent home with every child at the beginning of the year.**

As cold weather approaches, please stress the importance of your child wearing a coat, hat, and gloves. As the weather often changes during the day and we cannot predict when we will be outside, **it is important that you dress your child as if we were going outside each day.** To help your child avoid injuries, students **must** wear tennis shoes on the days they have P.E. Students who do not have appropriate footwear may be asked to sit out an activity to ensure their safety.

## **NOBLE PUBLIC SCHOOLS DRESS CODE (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be within two inches of knee length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must not be more than two inches above the knee. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.
2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
  - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
  - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
  - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
  - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.
3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
  - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are not allowed as an outer garment. They may be worn as an undergarment as long as the outer garment reaches within two inches of the knee. Pajama pants are not allowed.
  - Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. Shorts: Shorts that are within two inches of the knee are acceptable for school dress.
  - Shorts that are cut, slit or have holes are not allowed.
  - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
  - Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
  - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
  - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, Jewelry such as earrings with loops that could pose a safety issue are prohibited.
  - Trench coats and other full length coats are prohibited.
7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.
8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.
9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.

10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.
11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.
12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.
13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

## Homework

Homework is designed to help your student be the best that he or she can be. Because reading is extremely important, students should read every night. In addition, it is important to practice math facts and/or spelling. Homework may be required in addition to any “make-up work” and/or “unfinished work” that the students do not complete in the time allotted during the school day. Failure to complete homework could result in the loss of an extracurricular privilege such as recess (walking laps), field trips, assemblies, etc...



Please become familiar with your teacher’s homework procedures by attending John K. Hubbard’s **Back to School Night** in August. Back to School Night gives you the chance to become familiar with the school, to meet your child’s teacher, and to learn the rules and procedures for your child’s classroom.

## **Curriculum Materials**

All curriculum materials are available for inspection by patrons, parents, students, and the public. Individuals who wish to inspect materials should contact the building principal.

Hubbard Elementary has an extensive curriculum guide at each grade level that was developed by classroom teachers in accordance with the Oklahoma State Standards and is reviewed annually and revised as needed.

## **Textbooks, Library Books, and Miscellaneous Items**

Throughout the school year, materials are checked out to students. It is the responsibility of the student to keep up with, and maintain their working order. Damages or loss is the responsibility of the student or parent.

## **Screenings**

Hubbard Elementary will provide Healthy Youth Screenings, free of charge, at the beginning of the school year. Included in the screenings will be hearing and vision. A follow-up letter will be sent to parents with the information gathered about their child and, if necessary, recommendations for further evaluation. Speech and Language evaluations are conducted by the School Speech Pathologist upon teacher referral.

## **Parent Involvement**

A strong Parent Teacher Organization serves Hubbard Elementary. We encourage you to become involved with the PTO. Membership dues are \$5.00 per year and are collected in the Fall. Our school volunteer program is coordinated through our PTO. All parents are encouraged to join and to volunteer at school. We have many projects to do. We need parents:

- Who have time to work at school
- Who can help with special occasions
- To help with special projects at home
- To listen to our students read
- To Pop Popcorn and various other projects

A volunteer survey is included in one of the first Wednesday Folders to all parents. On this survey, you may indicate how you can volunteer to help your child's school.

## **School-wide Programs**

### **Title I Schoolwide Program**

Hubbard Elementary is a Title I school. We receive funds from the federal government to supplement our school program in order to provide the best possible education for each child. Components of our school program that are funded through Title I include: Parent

Curriculum Night, Teaching Assistants, and Student Assessment Material. We also have a Certified Reading Specialist who teaches and supervises this program. Students are referred to this program based on the results of the RSA Screening Assessment or by their classroom teacher. Each spring, teachers, staff and parents review our existing program, evaluate its effectiveness, and make plans for the next year.

### **Indian Education Program**

Our students who are enrolled in a tribal membership may qualify for additional assistance through our Indian Education Program. Parents of students who qualify need to complete an eligibility certification form, which requires the tribal membership number along with registry information. Please contact the school office with your questions.

### **Assemblies**

Thursday assemblies are a time to celebrate accomplishments, and be together as a school family. These assemblies are seen as a privilege for students, and can be taken away for academic, behavioral, or attendance reasons.

## **BOARD POLICIES**

### **Accident Insurance: Student**

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students. (**Noble Board of Education, Policy FFD**)

## **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed.

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.)

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

#### **USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

#### **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure. **(Reference: Noble Board of Education, Policy FL-R)**

## **DISTRICT ASBESTOS STATUS**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) was found in a few locations. In its present condition, these ACBM's are non-friable. Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.

## **DRUG-FREE SCHOOLS**

It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

**("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of Education, Policy FNCF) CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.**

## **FIRST AID - STUDENTS**

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property.

In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. **(Noble Board of Education, Policy FFAC)**

## **GRADING**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 60	=	D
59 – Below	=	F

**(Noble Board of Education, Policy EIA-R1)**

## **GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT**

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board 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. **(Noble Board of Education, Policy FBA)**

## **GRIEVANCE PROCEDURES: SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. 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 or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and 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.
2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. 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, unless it violates another student's confidentiality.

4. 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.
5. 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.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. 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 while maintaining confidentiality.
8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. 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. (Noble Board of Education, Policy FBA-R)

## **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;



indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC)

CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline

## **INTERNET AND OTHER COMPUTER NETWORKS**

### **STUDENT ACCEPTABLE USE, INTERNET SAFETY, and C.I.P.A. POLICY**

Noble Public Schools provides students access to information, instructional materials and educational opportunities via interconnected computer systems within the district and to the Internet.

Students using electronic media including computers, electronic devices, software and the internet are responsible for appropriate and lawful use of these systems.

Use of computers and other electronic devices as well as internet access is provided upon successful completion of Internet Safety Instruction provided by the District and reviewing and signing The Acceptable Use and Internet Safety Policy of the school district. This policy is detailed below. Students under the age of 18 must have parental or guardian review and signature to use these systems.

Students found to have violated The Acceptable Use and Internet Safety Policy may forfeit the use of computer systems and internet access. Additional disciplinary action may be taken up to and including dismissal from school and notification of legal authorities.

### **Personal Responsibility**

By signing this policy, the student agrees to follow the rules in this policy and to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Acceptable Uses**

1. **Educational Purpose.** The school district provides student access to its computer networks and the Internet for educational purposes.

2. **Unacceptable Uses of Network.**

Uses that violate the law or encourage others to violate the law.  
Transmission of offensive or harassing messages.

Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy.

Viewing, transmitting or downloading pornographic materials.

Downloading or transmitting confidential information regarding any person.

**Violation of copyright**

Use, transmission or disclosure of another users username or password to the network.

Uses that cause harm to others or damage to their property.

Unauthorized attempts to access the network, computers or related systems including attempts to "hack" or sabotage the system by uploading harmful software such as viruses or trojans or attempting to acquire data in any form is prohibited.

Connecting or attempting to circumvent the CIPA compliant internet filter to access sites prohibited by the district including social networking sites.

**Cyber Bullying and Social Networking.**

When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

**Responsible Use.**

Students will receive instruction on the responsible and appropriate use of social networks including acceptable on-line conduct.

**Internet Safety**

1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and avoid these sites. If a student has knowledge that

other users are visiting offensive or harmful sites, he or she should report such use to an administrator at the school.

2. **Social Networking and Personal Safety.** When using the computer network and Internet, do not reveal personal information such as home address, telephone number or last name. Do not use any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, privacy, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet including but not limited to credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Monitoring/Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a district administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

6. Cyber Bullying and Social Networking. When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.
7. Violation of Policy. Any student found to have violated any provision in this policy may be subject to disciplinary action up to and including dismissal from school and notification of legal authorities.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy may have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or staff member's tenure in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Oklahoma School Security Act 2008

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

## **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Noble Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

- A. student's name,
- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffec-

tive. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. (10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)

## **MINUTE OF SILENCE**

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (70 Oklahoma Statute 11-101.2)

## **MULTIMEDIA RELEASE NOTIFICATION**

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

## **NO CHILD LEFT BEHIND ACT OF 2001/Every Student Succeeds Act 2015**

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **NONDISCRIMINATION**

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. (Noble Board of Education, Policy DAA)

### **DISCRIMINATION COMPLAINTS PROCEDURES**

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Ms. Ronda Bass, Superintendent, 405-872-3452.

### **Definitions**

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a

particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

7. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### **Procedure**

1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.
2. If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.
3. The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:
  - a. Confirm or deny the facts,
  - b. Indicate acceptance or rejection of the grievant's requested action, or
  - c. Outline alternatives.Respondents will have 10 days to submit answers to the compliance coordinator.
4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s).
5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.
6. If either party is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing.
7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested.
8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board.
9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

## Provisions

1. Time limits may be extended by mutual consent of the parties involved.
2. The district will provide copies of all discrimination regulations upon request.
3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years.

(Noble Board of Education, Policy DAA-P)

## SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Noble 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.

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. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
  - D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.
2. Specific Prohibitions
  - A. Administrators and Supervisors
    1. 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.
    2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The school district is not concerned with the "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.
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. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
      1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, 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. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. 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 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 of 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.

- E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)

## **STUDENT CLUBS AND ORGANIZATIONS**

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld. (70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)

## **STUDENT DIRECTORY INFORMATION**

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student's records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name; student's class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph. (51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)

## **STUDENT DISCIPLINE**

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's

designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension

4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
  10. Restriction of privileges
  11. Involvement of local authorities
  12. Referring student to appropriate social agency
  13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances
15. Corporal Punishment may be used with prior consent of parents/guardians.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions. (10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### **Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.

8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district. (Noble Board of Education, Policy FN)

## **SUPPLEMENTAL ONLINE LEARNING**

Supplemental online learning is available for students wishing to supplement their education by enrolling part time in online courses. This learning opportunity must be supplemental in nature, deemed educationally appropriate by the school and district, and approved by the principal. Enrollment in supplemental online learning is available at the start of each semester. If you would like additional information regarding supplemental online learning, please visit with the school counselor.

## **WARNING SYSTEMS/INCLEMENT WEATHER**

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

## **NPS TRANSPORTATION**

### **Bus Riders Rules and Regulations**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.

Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.

Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.

Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.

Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.

Students must keep their hands, head, feet and personal objects inside the bus at all times.

Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.

Littering or throwing items inside or from the bus is prohibited.

Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.

Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.

Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.

Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.

Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

### **Bus Disciplinary Actions**

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

Class I	Minor Infraction
Class II	Moderate Infraction
Class III	Major Infraction

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below. The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

Common Problems	Violation Class	Pt. Value
Electronics violations	1	1
Will not sit correctly	1	1
Will not stay in seat	1	1
Excessive noise	1	1
Eating or drinking on bus	1	1
Horseplay	1	1
Rude or discourteous	1	1
Throwing objects on bus	2	3
Head and/or arms out the window	2	3
Vandalism	2	3
Obscenities/Inappropriate language or material	2	3
Cursing towards the driver	3	10
Tobacco use	3	10
Bullying	3	10
Hitting, Shoving, or Kicking another student	3	10
Fighting	3	10
Referral Point Diagram	Our Action	Handled by:
1 thru 4	Parent Phone Call	NPS Administration
5 thru 9	5 day Suspension	NPS Transportation
10 thru 19	10-15 Day Suspension	Transportation Director
20 Plus	20 plus day suspension	Transportation Director

For more information pertaining to NPS Transportation policies and procedures, please contact Mr. Frank Solomon at 405-872-3455 or 405-872-3441

## **STUDENT HANDBOOK AGREEMENT**

My child and I have received and read the 2021-2022 Student Handbook. We understand and will abide by all items stated in the handbook.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

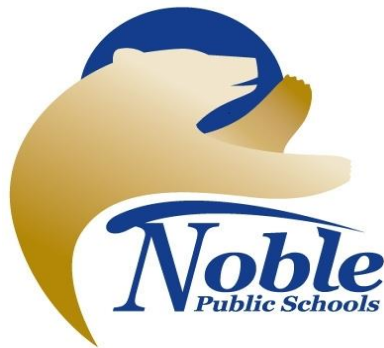
Signature of Parent \_\_\_\_\_

Teacher \_\_\_\_\_

**Please tear out this page and return it to school**

# **Katherine I. Daily Elementary Parent/Student Handbook**

**2021-2022**



**Mr. Frank Solomon  
Superintendent**

**Dr. Jon Myers  
Assistant Superintendent**

**Executive Director  
Mr. Nathan Gray**

**Principal  
Mrs. Janice Busick**

**Katherine I. Daily Elementary  
300 South Fifth Street  
Noble, OK 73068**

**405-872-3406**

**[www.nobleps.com](http://www.nobleps.com)**

**Katherine I. Daily  
School Contact Information**

Janice Busick, Principal.....872-3406  
Amy Barrett, Counselor.....872-7641  
Attendance Secretary..... 872-3406  
Cafeteria.....872-9448  
Transportation.....872-3455



**Katherine I. Daily School Hours  
Monday- Thursday 7:35 a.m. to 2:55 p.m.  
Office Hours  
7:15 a.m. – 4:00 p.m.**

**Noble Public Schools contact Information:**

John K. Hubbard.....872-9201  
Pioneer Intermediate.....872-3472  
Curtis Inge Middle School.....872-3495  
Noble High School.....872-3441  
Noble Administration Office.....872-3452



*Vision...*

Not just what we think

How we think...*Excellence*

Not just what we do

How we do it... *Quality*

*Our Mission...*

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery, and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves and our students accountable for positive actions, personal growth, and caring relationships, enhanced through a strong partnership between home and school.

*We are...NOBLE PUBLIC SCHOOLS!*

.....  
**Noble Public Schools return to learn plan:**

<https://5il.co/txhv>

.....  
**ACCREDITATION**

The Noble Public School district is accredited by the Oklahoma State Department of Education.

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Katherine I. Daily Elementary  
300 South Fifth Street  
Noble, OK 73068



Dear Parents,

Welcome to Katherine I. Daily Elementary School. We are looking forward to working with your family to ensure your child's first school years are successful. Our goal is to create lifelong learners in a positive learning environment and to build a strong foundation for academic success. We are excited that we can join with your family in your child's educational journey.

The handbook is a wonderful way to familiarize yourself with K.I.D.'s expectations for your child. Please take time to read this handbook. After you have read the handbook we ask that you sign and return both KID Student/Teacher/Parent Agreement (page 59~~58~~) and the Parent/Student Handbook Agreement (page 60) and return the pages to your child's teacher.

Sincerely,  
Mrs. Janice Busick  
K.I.D. Principal



**Katherine I. Daily Elementary School Calendar  
2021-2022**

**Watch the KID Talk for Dates  
Classes are in session Monday-Thursday**



**1<sup>st</sup> Semester**

Back to School Night- Pre-K, K, T1  
First Day of School  
Labor Day Holiday- No School  
Fall Pictures  
Read A Thon  
Parent/Teacher conferences  
Red Ribbon Week  
Fall Festival Parties  
Fall Picture Retakes  
Veteran Day Assembly  
Thanksgiving Holiday- No School  
KID Festival of Lights  
Winter Holiday Parties  
School Caroling Assembly

August 11<sup>th</sup>  
September 6<sup>th</sup>  
October 13<sup>th</sup>  
October 18<sup>th</sup>  
At the end of the 1<sup>st</sup> 9 weeks and 3<sup>rd</sup> nine weeks  
October 23-31<sup>st</sup>  
October 28  
November 16<sup>th</sup>  
November 11<sup>th</sup>  
November 22<sup>nd</sup> -25<sup>th</sup>  
December 2<sup>nd</sup>  
December 16<sup>th</sup>  
December 16<sup>th</sup>

**2<sup>nd</sup> Semester**

Martin Luther King Day  
Celebration of Dr. Seuss Week  
Music in our Schools Month  
Spring Break – No School  
Spring & Group Pictures  
Kindergarten Graduation Pictures  
Kindergarten Graduation  
Super KID's Day  
Last Day of School

January 17<sup>th</sup>  
February 28<sup>th</sup> -March 3<sup>rd</sup>  
March  
March 14<sup>th</sup>-17<sup>th</sup>  
March 22<sup>nd</sup>  
April 20<sup>th</sup>  
May 19<sup>th</sup>  
May 25<sup>th</sup>  
May 25<sup>th</sup>



**Dates are subject to change**



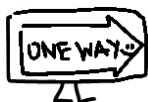
## Attendance



All children should be in attendance daily. If your student is going to be absent please notify the office at 405-872-3406. It is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student. Students who are consistently absent or tardy may have a difficult time being successful socially and academically.

Since daily attendance is expected of our students, parents of students who are chronically absent will be asked to attend an attendance review meeting. An attendance review meeting is completed with the administrator, teacher, and parent to determine a plan to improve attendance. Pre-K is an optional program therefore, pre-k students can be dismissed from our program for chronic absences.

**Continued absences or tardies will result in information regarding attendance being forwarded to the District Attorney for Cleveland County. This is required by Oklahoma State Law.**



Parents are advised that the North, East, and West sides of our school are all ONE-WAY streets. Please be aware that the block north of our school on 5<sup>th</sup> Street is one-way going south, and the block east of our school on Maple is one-way going east. Parents can request a school map listing the drop off / pick up points.

**Our buses load and unload on Maple, which is one way going east.**

**PLEASE NOTE: Passing a bus in the process of loading or unloading children is against the law and is monitored by/reported to the Noble Police Department.**



## *Morning Arrival*



Katherine I. Daily Elementary is located on a one-block area with streets on three sides. Parking and travel around the school are always a problem. Please be courteous and follow the drop-off and pick-up procedures.

While waiting in the drop-off line please have your child unbuckled, kisses and hugs completed, and back-pack, on his/her back to help keep our drop-off line moving.

At Katherine I. Daly we have 3 designated student drop-off areas.

**Pre-K East-** Mrs. Clements, Mrs. Huddleston, Mrs. Thompson, and Mrs. Scruggs is located on 5<sup>th</sup> at the south-east or second pull in area. Parents will pull up and a teacher will assist your child out of the car.

**Pre-K West-** Mrs. Basurto, Mrs. Lee, Mrs. Walters, and Mrs. Cunningham is located on 4<sup>th</sup> at the west side pull in area. Parents will pull up and a teacher will assist your child out of the car.

**Kindergarten-** All kindergarten students are dropped off at the front entrance located on 5<sup>th</sup> at the first pull in area. Parents will pull up and a teacher will assist your child out of the car.

**PLEASE DO NOT** leave children at school without teacher supervision. It is unsafe for children to be outside without supervision. The doors must be open and a teacher present before parents may leave their children. Please **only** let your children off at designated drop-off areas to ensure a safe arrival.

### **TARDY**

Students who arrive after bell must be brought into the office by an adult to get a **TARDY SLIP** before going to class.



## Afternoon Dismissal



### Pre-K

Parents will remain in the car and display the student's pick-up card (which will be given to you by your child's teacher) in the window. Your child will be called, a teacher will escort your student to the car. Please note due to time and liability teachers cannot buckle students into the car seat. **Parent are asked not to park and come to the gate to pick up Pre-K students. Only parents that have made prior arrangement with the teachers are allowed to pick up students from the gate. Students will not be released to parents without a parent pick up card.**

### Kindergarten and T1

Our teachers will walk the students to the teacher's designated gate and parents will pick up students at the gate. Parents must present the designated parent pick-up card (given to you by your child's teacher) in order for the student to be released. **Students will not be released to parents without a parent pick up card.**

### **Please note:**

Children will be sent home as directed by PARENT NOTE or DIRECT COMMUNICATION with the teacher or the office. We **DO NOT** change children's regular going home plans without a note or a phone call from a parent. ***PARENTS MUST CALL THE SCHOOL OFFICE BY 1:30 p.m. TO MAKE CHANGES IN HOW CHILDREN ARE GOING HOME.***

All children leaving the building during the school day must be checked out through the office. Please have identification ready to be checked when picking children up at school. Only those listed on the enrollment form will be allowed to pick up your child. These measures are for the safety of your child.

**Pre-K check-out:** When checking out your Pre-K student early, we ask that you come to the office first for check-out. The office will call your child's teacher to let them know you are picking up your child. Once the office has contacted the teacher, we ask you to drive to the Pre-K building to pick up your child.



## **Building Access**



For the safety of the children, the exterior doors to the school will remain locked throughout the school day. Children may exit these doors in case of an emergency, but no one can enter from the outside. Visitors and guests will be allowed in the building for programs, concerts, and other special events. All other visitors will require approval from the principal. Our schools will remain locked for the security of our staff and students.



## **Report Cards**

Report cards will be sent home at the end of each nine weeks for all grade levels.



## **Enrichment Programs**



### **Library**

At Katherine I. Daily Elementary School, we believe that being exposed to good books is vital to the success of every child. This includes looking at pictures, hearing a story read, making up their own stories, and eventually, reading it for themselves. One of our goals this year is to help each child become excited about books. Please support our school library program by encouraging your child to find a safe place at home to keep their books and reminding them to return their books on time. This is a great lifelong lesson in responsibility.



### **KID Read-at-Home Program**

Students are encouraged to read at home. Our kick off to reading will be in October. Our Read-at-Home Program is from October to April. Parents are asked to read and record the books read to their student. Students are rewarded each month based on the number of books read. Our goal is for each child to listen to at least 100 books.

## **Book Fair**

A school book fair is scheduled once a year. A traveling bookstore comes to the school library. Parents and children may select books to purchase. The money earned through this library fundraiser is used to purchase materials for our school library.

## **Guidance**

Guidance classes are provided once a week. Stories, puppets, and songs are used to teach children skills for making friends and getting along with others. Children learn how to recognize emotions in themselves and others. They learn ways to appropriately express their feelings, use self-control, and make good choices. If parents believe that a child would benefit from a small group session or individual assistance please feel free to contact our Counselor, Mrs. Barrett.



## **Physical Education**



Physical Education classes are provided once a week. Students are provided a variety of activities to help build confidence and expand their interest/abilities. Each student will be expected to participate in all activities. Students learn cooperation, teamwork, and sportsmanship. To help prevent injury, all children will be required to wear **tennis shoes** during PE class. Your child's teacher will let you know your class

schedule. If your child has medical condition that limits physical activity, please contact the PE teacher and your child's teacher.

## **Music**

In music class, pre-k and kindergarten students will be introduced to listening, moving to, feeling, and producing the beat in a variety of musical examples. Students will expand this concept of beat into the use of basic rhythm instruments. They will also participate in using correct singing voices, listening for specific musical sounds/concepts, and to pre-read symbols that represent rhythms/patterns. They will also participate in an in-depth study of the instruments of the orchestra.

**Transitional First** students will review correct singing voices, instruments of the orchestra, the rhythmic concepts of beat, and patterns, using movement, with Orff as well as basic rhythm instruments. They will be introduced to appropriate vocabulary for musical terms, begin to read musical pitches using the Kodaly philosophy of solfage/hand signs. They will also read rhythmic symbols using the Orff philosophy of rhythmic syllables.



## **Title I School-Wide Program**

Noble Public Schools has a Title I school wide program at all sites. This is a federal comprehensive reform strategy which emphasizes serving and improving all students by combining resources to achieve the goal of academic success. Each site has different programs to meet their students' needs. The involvement of parents is essential to the success of their students. Each parent/ guardian will be asked to sign a school compact which states the responsibilities of the student, parent, and school. The three core elements of a school wide program are comprehensive needs assessment, written school wide plan, and annual review and plan update.

## **Indian Education Program**

Our students who are enrolled in a tribal membership may qualify for additional assistance through our Indian Education Program. Parents of students who qualify need to complete an eligibility certification form, which requires the tribal membership number along with registry information. Please contact the school office with your questions.



## **Speech Screenings**

Speech and language evaluations are conducted by the School Speech Pathologist. Pre-K, Kindergarten, and Transitional First students are screened by teacher request.

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If you have a concern, please contact your child's teacher, our school counselor, Mrs. Barrett, or our school speech pathologist, Mrs. Sanders.



## **Parent /Teacher Conferences**

Parent/Teacher Conference days are provided during the first and third nine weeks' periods to allow time for parents and teachers to meet together to discuss your student's progress. These conferences are mandatory. **Please work with teachers to schedule conference times that you can attend.** If you have a need for more frequent visits, please contact your child's teacher during their planning period to schedule a meeting.



## **Cafeteria**



### **Sending Lunch money**

When sending lunch money to school please put it in a sealed envelope with your child's name, teacher's name, amount of money, and write lunch money on the front of the envelope. Lunches may also be paid by using My School Bucks online pay.

### **Lunch and Breakfast**

Breakfast and lunch are served each school day. Students may pay for meals by the day or week. **Applications for free or reduced lunches are available from the school office.** The cafeteria supervisor maintains all student's cafeteria accounts. Questions about your child's account should be directed to the supervisor at 872-9448.

2021-2022 School Prices: This year breakfast and lunches for students will be free.

If your child brings a lunch, please be sure his or her name is on the lunch box or sack.



## School/Home Communication

Communication between the home and school is a critical part of your child's success in school. Your child will bring a Wednesday Folder or School Planner home each week. This folder or planner contains all the important information you need to keep up to date about school activities. ***It is important that you look through your child's folder each week and return it to school.***

Katherine I. Daily Elementary sends our ***K.I.D. Newsletter*** each Wednesday. This newsletter contains all information about upcoming events. ***It is important that you read this each week.*** We communicate with parents using this newsletter as well as a monthly calendar, classroom newsletters, our website, and school messenger (must sign up for this program). Our K.I.D. newsletter is also posted on our school website. **Our school website can be accessed at [nobleps.com](http://nobleps.com).**



## Announcements



Announcements are made each morning. They provide a way to recognize birthdays, events of the day, word of the day, and quote of the week. Every morning we say the Pledge of Allegiance and observe a moment of silence.

Assemblies at school will be announced in our KID Talk newsletter. The assemblies provide students and staff with a time to celebrate accomplishments and be together as a school family.



### **Closing School / Inclement Weather**

An announcement will be made through:

Television, social media, and local news websites should school have to be canceled due to inclement weather. The school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes.



### **Fundraisers**

Priorities for school fundraisers are carefully planned with input from parents and teachers each summer. Fundraiser monies will be used to support the music program, field trips, the purchase of playground equipment, technology for classrooms, and various other special activities. Katherine I. Daily Elementary plans to conduct the following school-wide fundraisers this year.



**School Book Fair** is scheduled once a year. The money earned through this library fundraiser is used to purchase materials for our school library and to fund our home reading program.

**School T-Shirts** are sold at a lowered price so that every child might be able to afford one.

**School Pictures** are offered throughout the year. These are an optional purchase.

**Read A Thon-** Kick off in Oct on our Reading night.

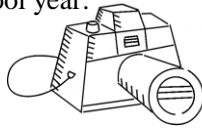
Additional Fundraisers may be added with School Board approval.





## School Pictures

Katherine I. Daily Elementary School offers several opportunities for parents to have children's pictures taken during the school year:



Fall individual/group pictures – Oct. 13<sup>th</sup>

Retakes - Nov. 16<sup>th</sup>

Group Pictures- March 22<sup>nd</sup>

Spring Pictures-March 22<sup>nd</sup>

Kindergarten graduation pictures – April 20<sup>th</sup>



## Bringing “Treasures” to School

*Children are expected to leave toys and other valuable items at home.*

*Oklahoma State Law prohibits* the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, firearms **and knives of any kind**, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, metal chains, mace or pepper spray or any manufactured or homemade objects designed or intended to cause bodily injury, intimidation or threats. Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.

*It is not uncommon for children to bring pocket knives to school without parent knowledge. Please talk to your child about the importance of leaving these at home.*



## Recess

*Students will not be kept inside during recess unless we receive a note or call from their parent.* Students who have a note to stay inside will be assigned a room in which to stay. Students may either continue schoolwork or may read/look at a book. Often children who are too ill to be outside need this time as a quiet rest time. Days that exceed two (2) will require a statement from a professional managing the diagnosis.



## Head Lice

If the student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up their student. The student will not be allowed to ride the bus to or from school and be remitted to school until the student has been properly cleared to return.



## Illness or Injury at School

If your child becomes ill (high fever, vomiting, diarrhea, etc.), or is injured at school we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number that was provided to us. Your child must be picked up promptly.

It is critical that emergency information be kept up to date. ***Phone numbers that change must be reported to the school office.***

Parents who do not carry insurance on their child are given the opportunity to purchase insurance through the school. School insurance packets are available in the first Wednesday Folder or School Planner. Purchase of this insurance by parents is optional.





### **Medication**

If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container and a medication form must be filled out and on file with the nurse.



### **Dress for School**

The responsibility for proper dress and grooming is that of the students and parents. Students should wear clothing suited to the weather and in good taste. When cold weather approaches, please stress the importance of your child wearing a coat, hat, and mittens. In winter we will go outside as long as the wind chill and temperature is above 32 degrees. As the weather often changes during the day and we cannot predict when we will be outside, it is important that you dress your child as if we were going outside each day. We encourage our students to wear safe shoes for the playground and P.E. **Flip flops, open back sandals, and dress shoes with ½ inch heel or higher are not appropriate foot wear for school for safety reasons.** Students who wear these to school maybe asked to call their parents to bring more appropriate footwear. Please help keep students safe! Students need to keep hats in their cubbies when they are inside, except on special hat days. **All Pre-K students are asked to keep a change of clothes in case of accidents in their back-pack at all times.** Kindergarteners and Transitional First are asked to keep a change of clothes in their back-pack if they are prone to accidents. Please refer to the District Student Dress Code.

### **Noble Public Schools Board Dress Code Policy**

At Noble Public Schools, we believe that good grooming and dress promote pride and positive behavior. The way a student dresses is a very important part of the school culture and process. The intent of the student dress code policy is to provide adequate information to all stakeholders and to assist in preventing extremes and indecency which would interfere with the District's educational mission and/or threaten the safety and welfare of our students. A dress code is

to provide the appropriate standards for student appearance and to assist in maintaining student behavior which is conducive to the learning environment. Disciplinary actions will be taken to enforce the dress code and promote fairness.

*Reference: 70 O.S. 6-114*

## NOBLE PUBLIC SCHOOLS DRESS CODE

### (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be a minimum of mid-thigh length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must be a minimum of mid-thigh length. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.
2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
  - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
  - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
  - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.
  - Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.

3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
  - Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes above mid-thigh are not allowed. Pants that have been patched are acceptable.
  - Form fitting pants, skin tight jeans, leggings, and jeggings are allowed as an outer garment as long as the top outer garment reaches mid-thigh. Pajama pants are not allowed.
  - Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.
4. Shorts: Shorts that are mid-thigh length or longer are acceptable for school dress.
  - Shorts that are cut, slit or have holes above mid-thigh are not allowed.
  - Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.
5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
  - Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
  - Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
  - Chains, Wallet chains, Biker chains, Collars, Fish Hooks, and Jewelry such as earrings with loops that could pose a safety issue are prohibited.
  - Trench coats and other full length coats are prohibited.
7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent,

death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.

8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.

9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.

10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.

11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.

12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.

13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option

to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

**(Noble Board of Education, Policy FNCA and FNCA-R)**



☆☆☆  
**Lost and Found**



Clothing and other personal items should be identified with your child's name. Many coats, hats, mittens, etc. are lost each year. We go through the lost and found on a regular basis and return items that are identified by name to their owners.

Parents and students should check the "lost and found" area for missing items. Unclaimed clothing is donated to a charity at the end of the school year.

☆☆☆  
**Parties**



Class parties include Fall Festival, Christmas, and Valentine's Day. Classroom teachers will send out notice of time and date.

☆☆☆  
**Field Trip**



Class Trips are scheduled at various times during the school year. All grade level will schedule a field trip during the school year. Students must ride the bus to a field trip. Permission is granted for the student to ride the bus on their enrollment form. We encourage students to return on the bus also. **However, if it is absolutely necessary for parents to take their student home in a car following a field trip, the parent must sign-out their child at school prior to the field trip.**

☆☆☆  
**K.I.D. Expectations**

Katherine I. Daily Elementary has set expectations for our students. Our goal is to insure success for all learners, to build positive self-esteem, to develop a climate of mutual respect, to have high expectations for all learners, to believe in the ability of every individual to learn, and to provide a well-rounded education for every learner.

Our teachers and the administration understand the developmental level of our student population and work to meet individual needs of each student. Positive reinforcement of appropriate behavior is encouraged and practiced at the onset of negative behaviors.

Our teachers and the administration believe in a combined effort on the part of students, parents, teachers, and the administration to provide a safe, secure, orderly environment for successful learning.

Our teachers will spend a great deal of time during the first nine weeks of school teaching appropriate school behavior and procedures to children.

We ask each parent to read this information and share it with your child. We encourage you to contact us with questions and concerns you may have.

We want the relationship we establish with parents to be positive, productive, and in the best interest of each student at Katherine I. Daily Elementary School.

We strive to provide . . .

***An atmosphere of order where many can function.***

Experiences that enable students to make appropriate choices without infringing on the rights of others.

Clearly defined school procedures and classroom limits with incentives and consequences consistently carried out to reinforce desired behaviors.

Opportunities for students to accept responsibility for their own behavior and to manage their behavior in a variety of settings.

Ways for students to effectively communicate with each other in an appropriate manner.

**At School, Students will learn to . . .**

- Walk inside the school building.
- Use quiet voices inside the school building.
- Use appropriate language in all areas of the school.
- Keep their hands, feet, and objects to themselves.
- Respect the rights of others in the classroom and on the playground.



- Refrain from interrupting teaching and classmates learning.
- Show respect for others within the school.
- Take appropriate care of school materials and equipment.
- Follow directions.
- Use words, not inappropriate actions, to solve problems.

*All children must be given the opportunity to learn in a pleasant, stress-free environment. We all belong to many kinds of communities. From our state, our town, our school, our classroom, to our family, there are laws in each community. When people live and work together, they need procedures to feel safe, to be fair to everyone, and to get their work done. The above procedures help to guide our school community.*

#### **In the Cafeteria, Students will learn to . . .**

- Use quiet voices when eating.
- Eat healthy foods for their minds and bodies to grow.
- Try new foods but will not be forced to eat anything.
- Use good table manners when eating.
- Pick up their area of the table before leaving.
- Empty their tray.
- Walk quietly to the playground area.



*Children who are hungry cannot learn. Schools must provide a time and place for children to eat lunch. This is a time for children to enjoy lunch while using quiet voices to visit with friends. We have a lot of children eating lunch in a short period of time. The procedures given above help everyone to have an enjoyable meal time. Students will have 25 minutes to eat their lunch.*

### On the Playground, Students will Learn . . .

- To ask the playground teacher before leaving the playground.
- To settle differences without hurting one another.
- To leave dirt, sand, sticks, or rocks on the ground.
- To play without hurting, tackling, kicking, or wrestling.
- To play away from classroom doors and windows.
- To climb, slide, jump appropriately on playground equipment.
- To avoid playing in water, mud, ice, or snow.
- To bounce balls on the concrete slab.
- To take care of playground toys and equipment.
- **To leave own toys, etc. at home (this includes girls' make-up).**
- To leave classroom items in the classroom.



*Recess is a privilege. It provides fresh air, exercise, and a break from classroom activities. It is a time to practice social interactions and develop friendships.*

*All children on the playground have the right to play in a safe environment. The procedures given above are provided to insure the safety of all children on the playground.*

Consequences used at Katherine I. Daily Elementary will be determined by the teacher and administration on an individual basis.



### Withdrawal of Students

**If you are moving and withdrawing your child from Katherine I. Daily Elementary, please call or come by the school a few days prior to the withdrawal date.** This will give the office time to complete the necessary paperwork. Teachers will have school supplies ready to pick up after two days notice that your child is leaving. Your cooperation with this is greatly appreciated.

Please plan to pay all breakfast and lunch charges and remember to bring back all library book.

## **Noble Public Schools Board Policies**

### **Accident Insurance: Student**

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students.

(Noble Board of Education, Policy FFD)

### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

#### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's education record.
  2. The right to exercise a limited control over other people's access to the student's education record;
  3. The right to seek to correct the student's education record, in a hearing, if necessary;
  4. The right to report violations of the FERPA to the Department of Education;
- and

5. The right to be informed about FERPA rights.

#### **PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed.

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.) When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

#### **USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or

**3. Perform a service or benefit for the student or the student's family such as health**

**care, counseling, student job placement, or student financial aid.**

#### **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

**The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)**

**For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.**

**To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.**

**(Reference: Noble Board of Education, Policy FL-R)**

#### **DISTRICT ASBESTOS STATUS**

**In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) was found in a few locations. In its present condition, these ACBM's are nonfriable.**

**Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.**

#### **DRUG-FREE SCHOOLS**

**It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).**

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office. The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L.

101-226 requires that State, as well as local educational agencies, must certify that it has Adopted and implemented a program to prevent the unlawful possession, use, or Distribution of illicit drugs and alcohol by students and employees." (Federal Regulations Can be examined through the school office.) Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and Implementation of a drug prevention program for students. ("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of Education, Policy FNCF)

CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.

#### FIRST AID - STUDENTS

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. In order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. (Noble Board of Education, Policy FFAC)

#### GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board 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.

(Noble Board of Education, Policy FBA)

#### **GRIEVANCE PROCEDURES**

#### **SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. 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 or oral (recorded, if possible) complaint with the superintendent, Principal, or counselor. The administrator taking the complaint will document The time, place, complainant, and incident and 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 involved.
2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. 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, unless it violates another Student's confidentiality.
4. 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.
5. 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.
6. Both the grievant and the person against whom the complaint was made

(Respondent) may be represented by legal counsel at the hearing.

7. 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 while maintaining confidentiality.

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

9. 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.

(Noble Board of Education, Policy FBA-R)

#### **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of

Students by other students, personnel, or the public will not be tolerated.

Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. As used in the School Bullying Prevention Act, "harassment,

intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility

to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

CROSS-REFERENCE: Policy CK, Safety Program

Policy DAA-R, Racial Harassment

Policy FB, Sexual Harassment of Students

Policy FBA, Grievance Procedure, Sex Discrimination/Harassment

Policy FBB, Student Complaints and Grievances

Policy FNCC, Hazing

Policy FO-R4, Student Discipline, Threatening Behavior, Regulation

#### HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or

affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC)

CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy

FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline

INTERNET AND OTHER COMPUTER NETWORKS

STUDENT ACCEPTABLE USE, INTERNET SAFETY,

and C.I.P.A. POLICY Noble Public Schools provides students access to

information, instructional materials and educational opportunities via

interconnected computer systems within the district and to the Internet.

Students using electronic media including computers, electronic devices, software and the internet are responsible for appropriate and lawful use of

these systems. Use of computers and other electronic devices as well as

internet access is provided upon successful

completion of Internet Safety Instruction provided by the District and reviewing and signing The Acceptable Use and Internet Safety Policy of the school district.

This policy is detailed below. Students under the age of 18 must have parental or guardian review and signature to use these systems.

Students found to have violated The Acceptable Use and Internet Safety Policy may forfeit the use of computer systems and internet access. Additional disciplinary action may be taken up to and including dismissal from school and notification of legal authorities.

#### Personal Responsibility

By signing this policy, the student agrees to follow the rules in this policy and to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

#### Acceptable Uses

1. Educational Purpose. The school district provides student access to its computer networks and the Internet for educational purposes.

#### 2. Unacceptable Uses of Network.

Uses that violate the law or encourage others to violate the law.

Transmission of offensive or harassing messages.

Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy.

Viewing, transmitting or downloading pornographic materials.

Downloading or transmitting confidential information regarding any person.

Violation of copyright.

Use, transmission or disclosure of another users username or password to the network.

Uses that cause harm to others or damage to their property.

Unauthorized attempts to access the network, computers or related systems including attempts to "hack" or sabotage the system by uploading harmful software such as viruses or trojans or attempting to acquire data in any form is prohibited.

Connecting or attempting to circumvent the CIPA compliant internet filter to access sites prohibited by the district including social networking sites.

#### Cyber Bullying and Social Networking.

When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden.

Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, and cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

#### Responsible Use.

Students will receive instruction on the responsible and appropriate use of social networks including acceptable on-line conduct.

#### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and avoid these sites. If a student has knowledge that other users are visiting offensive or harmful sites, he or she should report such use to an administrator at the school.

2. **Social Networking and Personal Safety.** When using the computer network and Internet, do not reveal personal information such as home address, telephone number or last name. Do not use any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, privacy, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student. Users should never give out private or

confidential information about themselves or others on the Internet including but not limited to credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Monitoring/Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a district administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

6. **Cyber Bullying and Social Networking.** When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

7. **Violation of Policy.** Any student found to have violated any provision in this policy may be subject to disciplinary action up to and including dismissal from school and notification of legal authorities.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently

offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy Network and Internet access is provided as a tool for your education.

The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy may have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or staff member's tenure in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the

user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Oklahoma School Security Act 2008

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

#### MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Noble Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and

F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

A. purpose of the medication,

B. time to be administered,

C. whether the medication must be retained by student for self-administration,

D. termination date for administering the medication, and

E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

#### **MEDICATION: ADMINISTERING TO STUDENTS**

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- A. student's name,
- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

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- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

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Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

(10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)

#### **MINUTE OF SILENCE**

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

(70 Oklahoma Statute 11-101.2)

#### **MULTIMEDIA RELEASE NOTIFICATION**

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

#### **NO CHILD LEFT BEHIND ACT OF 2001**

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student

attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

#### **NONDISCRIMINATION**

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

(Noble Board of Education, Policy DAA)

#### **DISCRIMINATION COMPLAINTS PROCEDURES**

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Mr., Frank Solomon, Superintendent, 405-872-3452.

#### **Definitions**

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.

**2. Student Grievant:** A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.

**3. Employee Grievant:** An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.

**4. Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.

**5. Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

**6. Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**7. Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

#### **Procedure**

**1.** Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.

**2.** If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.

**3.** The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:

- a. Confirm or deny the facts,
- b. Indicate acceptance or rejection of the grievant's requested action, or
- c. Outline alternatives.

Respondents will have 10 days to submit answers to the compliance coordinator.

4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s).

5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.

6. If either party is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing.

7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested.

8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board.

9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

#### Provisions

1. Time limits may be extended by mutual consent of the parties involved.

2. The district will provide copies of all discrimination regulations upon request.

3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years.

(Noble Board of Education, Policy DAA-P)

#### SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Noble 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.

##### 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. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.

## 2. Specific Prohibitions

### A. Administrators and Supervisors

1. 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.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The school district is not concerned with the "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.

### 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. The Office of Civil Rights

relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, 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. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. 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 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 of 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.

E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)

#### **STUDENT CLUBS AND ORGANIZATIONS**

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or

more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child (ren) from attendance at a club or organization in which participation is withheld.

(70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)

#### **STUDENT DIRECTORY INFORMATION**

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student's records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name; student's class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph.

(51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)

#### **STUDENT DISCIPLINE**

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor

**17. Sexual Harassment**

**18. Gang related activity or action**

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- 1. Conference with student**
- 2. Conference with parents**
- 3. In-school suspension**
- 4. Detention**
- 5. Referral to counselor**
- 6. Behavioral contract**
- 7. Changing student's seat assignment or class assignment**
- 8. Requiring a student to make financial restitution for damaged property**
- 9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior**
- 10. Restriction of privileges**
- 11. Involvement of local authorities**
- 12. Referring student to appropriate social agency**
- 13. Suspension**
- 14. Other appropriate disciplinary action as required and as indicated by the circumstances**
- 15. Corporal Punishment may be used with prior consent of parents/guardians. Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.**

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

(10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

##### **Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

##### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.

5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

(Noble Board of Education, Policy FN 35)

#### **SUPPLEMENTAL ONLINE LEARNING**

Supplemental online learning is available for students wishing to supplement their education by enrolling part time in online courses. This learning opportunity must be supplemental in nature, deemed educationally appropriate by the school and district, and approved by the principal. Enrollment in supplemental online learning is available at the start of each semester. If you would like additional information regarding supplemental online learning, please visit with the school counselor.

#### **WARNING SYSTEMS/INCLEMENT WEATHER**

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of

weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session. Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, and NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

#### **NPS TRANSPORTATION**

##### **Bus Riders Rules and Regulations**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.

Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.

Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.

Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.

Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.

Students must keep their hands, head, feet and personal objects inside the bus at all times.

Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.

Littering or throwing items inside or from the bus is prohibited.

Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.

Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.

Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.

Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.

Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

#### **Bus Disciplinary Actions**

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

**Class I Minor Infraction**

**Class II Moderate Infraction**

**Class III Major Infraction**

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below.

The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

#### **SCHOOLMESSENGER NOTIFICATION SYSTEM**

Our school uses the School Messenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. In order to enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using School Messenger's

**Contact Manager web site. The Contact Manager feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. Please contact the school office for instructions on how to create an account through the secure Contact Manager web site provided by School Messenger.**

**After you have read the handbook, please sign and return pages 59 & 60 to your child's teacher. Please return by AUGUST 31, 2021**



**Katherine I. Daily Elementary School**  
**Student/Teacher/Parent Agreement**

The Title I program is designed to develop each student's potential for intellectual, emotional and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process. *As children advance each grade in school, their responsibilities will increase and the type of parent/school responsibilities will change.*

**As a Student, it is important that I become the best I can be. Therefore, I will agree to**

- Follow the school rules**
  - Do all my work to the best of my ability**
  - Use good manners**
  - Handle problems in a smart way**
- 

**As a Teacher, it is important that each of my students achieve. Therefore, I will agree to:**

- Help each student grow to his or her fullest potential**
  - Provide meaningful learning activities for students**
  - Come to class prepared and ready to teach**
  - Encourage students and parents by providing clear evaluations of student progress and achievement.**
  - Provide information and opportunities for parents to assist their child (i.e., 100 Book Program, conferences, Title I Workshops, newsletters, Open House, activity nights)**
- 

**As a Parent, I want my child to succeed. Therefore, I will agree to:**

- See that my child attends school regularly and on time**

**Provide a home environment that encourages my child to learn**  
**Work with the school on discipline issues related to my child**  
**Provide needed materials for both homework and school**  
**Help my child participate in the home reading program for his/her    grade level**  
**Establish a time for homework and review homework on a regular basis with my child**  
**Attend scheduled teacher/parent conferences**  
**Review my child's Wednesday Folder or School Planner and read the weekly KID Talk**

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**As an Administrator, we are committed to the academic and social development of every child. Therefore, we will agree to . . .**

**Work with teachers to provide a safe school environment**  
**Promote positive communication between the teacher, parent and student**  
**Encourage teachers to regularly provide meaningful learning activities that**  
**Reinforce classroom instruction**  
**Assist teacher and parents with strategies for helping children choose appropriate behavior**  
**Assist teachers and parents with strategies for helping children become the best they can be**  
**Assist parents, teachers and students in learning about school resources and procedures**  
**Provide information about the total school program to parents, teachers, students and the community**

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**Student name:**

\_\_\_\_\_

**Parent Signature of Agreement:**

\_\_\_\_\_

**Teacher Signature of Agreement:**

\_\_\_\_\_



## **Parent/ Student Handbook Agreement**

I understand the handbook is available online or a hardcopy is available upon a request in person, my child and I have read/reviewed/discussed the 2021-2022 Student Handbook. We understand and will abide by all items stated in the handbook.

Name of Student

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Name of Parent

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Signature of Parent

---

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

### Miscellaneous Hourly 2021-22 School Year

Summer Student workers: \$8.00

Summer CN: Managers-\$16, Helpers-\$14

Summer Drivers: \$14

Summer Secretaries: \$14

Summer School Teachers: \$25.00

Summer School Admin: \$28

Drivers Ed Teachers: \$20.00

Summer Pride: \$10-11

Summer Computer Technicians: \$15.00

Certified Tutors/Homebound: \$20.00

Saturday School: \$18.00

Lunch Detention: (HS) \$10.00 (Certified)

Gate Workers: (All) \$16.00

Clock Workers: Cert: \$20.00

Chain Gang: \$10

Security: (Athletic Events) \$20.00-\$25.00(police officers)

EMT's: (Athletic Events) \$25

Officials : Metro Association Pay Scale

Substitute Teachers: Cert \$70.00 daily, Non cert \$60.00 daily

Hourly Substitute: \$8.00

Non-Cert long term sub: on teacher assistant scale

Cert long term sub: \$100 daily (no lesson planning) \$174 daily (with lesson planning)

Substitute Drivers: Negotiated Driver Pay, zero years

Hosted athletic event (administration of event): \$50-200 DAILY DEPENDING ON GAME

**VIRGIN LAW FIRM  
404 SOUTH PETERS  
NORMAN, OKLAHOMA 73069**

June 28, 2021

Mr. Frank Solomon  
Superintendent, Noble Public Schools  
111 S. Fourth Street  
Noble, Oklahoma 73069

Sent by email

RE: FY 21-22 Agreement for Legal Services

Dear Mr. Solomon:

Please consider the following to be the Virgin Law Firm's engagement letter for legal services, to be presented to the Noble School Board for the FY21-22 school year.

Legal services will be provided as follows:

1. For a monthly retainer of \$750.00, counsel will:
  - a. Attend regular meetings of the Noble Board of Education on an "as required" basis;
  - b. Be available by telephone, email, video call and in person to discuss relevant Board of Education matters with the Superintendent or individual Board members and building principals.
2. Other legal services not set forth in Paragraph 1 above will be supplied on an "as needed" basis as requested by the Superintendent or the Board. All legal work will be monitored by Blake Virgin, Attorney at Law, although legal services may be performed by any licensed attorney at the firm, with the following rates to apply:
  - a. Blake Virgin: \$150.00 per hour;
  - b. Michelle Birney: \$150.00 per hour;
  - c. Emily Virgin: \$90.00 per hour
3. Costs of representation: from time to time, the Law Firm may incur costs in performing its services. This may include, but is not limited to, postage fees, service fees, filing fees, copying, travel expenses, and so on. Any costs incurred by the Firm will be specified in the monthly billing statement discussed in Paragraph 4 below.
4. Invoices for services rendered: an invoice for services rendered will be provided monthly for consideration of same, to be placed on the Board's regular meeting agenda. Invoices will

be submitted by the 10<sup>th</sup> day of each month and will specify work performed and any costs incurred.

5. Termination of agreement: this agreement may be terminated at any time, without cause, by either party upon written notice to the other.

Thank you for contacting our firm about legal services. I hope this Agreement meets with your approval and that of the Board, as reflected in the attached ratification form.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Blake Virgin". The signature is written in a cursive, slightly slanted style.

Blake Virgin, Attorney at Law

RATIFICATION/APPROVAL OF LEGAL SERVICES AGREEMENT

The undersigned hereby acknowledge, agree and accept the terms of the Legal Services Agreement for the Virgin Law firm, presented at its regularly-scheduled meeting on \_\_\_\_\_, 2021.

BOARD MEMBERS:

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SUPERINTENDENT:

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# **CAMPUS POLICE JURISDICTIONAL AGREEMENT**

THIS AGREEMENT made and entered into on this 1st day of July, 2021, by and between Independent School District No. I-40 of Cleveland County, Oklahoma, also known as the Noble Public Schools and hereinafter referred to as “District”, and The City of Noble, an Oklahoma municipal corporation, hereinafter referred to as “City”.

WHEREAS, District owns, leases, and rents property within the city limits of City hereinafter referred to as “District’s property”; and,

WHEREAS, District and City have duly established and authorized police departments for the purpose of providing police protection for property and persons within each of its own jurisdictional areas; and,

WHEREAS, 74 O.S. 1991 360.15 et seq. authorizes and agreement between City and District for the purpose of delineating responsibilities between the two police departments, delineating geographical boundaries thereof, and further, for the purpose of authorizing campus police departments to exercise authority and jurisdiction within areas of municipal police jurisdiction.

NOW THEREFORE, District and City agree as follows:

1. The Noble Campus Police Department, hereinafter referred to as “Campus Police Department”, and its duly commissioned and certified officers shall have the authority to enforce criminal statutes and Noble municipal ordinances on all streets, highways, roads, alleys, easements, and other public ways or public areas which are immediately adjacent to District’s property and within the boundaries of the City of Noble necessary to control ingress and egress to District’s property.
2. The Noble Campus Police Department and its duly commissioned and certified officers are further authorized to exercise their power and authority as peace officers within the police jurisdiction of Noble in the following situations:
  - a) When necessary to complete any enforcement activities which began on District’s property or property abutting thereto; and
  - b) When reasonably related to the activities of the Campus Police Officers on District’s property or the investigation of incidents occurring on District’s property.
3. The Chief of the Noble Police Department and the Campus Police Department shall adopt such written policies as are necessary to coordinate and regulate the activities authorized pursuant to the Agreement.
4. Authority as used in this Agreement means the authority and power vested by the Oklahoma Statutes in Peace Officers, except the service and execution of civil summons, and includes, but is not limited to, making of arrests, issuing of citations, the conduction of criminal investigations, and traffic accident investigations.
5. The jurisdiction of the Campus Police Department in the situations as set forth in paragraphs one (1) and two (2) is concurrent with the jurisdiction of the Noble Police Department. As used herein, concurrent jurisdiction denotes the authority shared by the two police departments at the same time, or the same subject matter, and within the same territory.

6. The Campus Police Department will have the primary responsibility of law enforcement, patrolling, crime investigation, and traffic control on District's property.
7. In all other areas within City's police jurisdiction, including the areas wherein the Campus Police Department and the Noble Police Department have by this Agreement concurrent jurisdiction, the Police Department of the City will have the primary responsibility for law enforcement, patrolling, criminal investigation, call response, traffic accident investigation, and traffic control.
8. Each party shall be solely responsible for the acts of its own police officers, employees, and agents taken under this agreement, but not for the acts of the police officers, employees, or agents of the other party. It is expressly understood and agreed that nothing herein shall be construed as creating an employment or agency relationship between each party and the other party's Police Department, their officers, employees, or agents, nor between each party's police department and the other party's police department, officers, employees, or agents.
9. The Campus Police Department shall follow the standard operating procedures of the Noble Police Department and the Noble Municipal Court in filing and municipal charges or issuing and filing any traffic citation with the City. The Campus Police Department shall be responsible for the attendance of its officers at all Court hearings required for prosecution of offences in which the Campus Police Department was involved. The Campus Police Department shall be responsible for any compensation or witness fees for its officers.
10. This Agreement is of indefinite duration and may be terminated immediately by either party upon written notice to the other party.

IN WITNESS WHEREOF, the parties have set their hand and seals this 1<sup>st</sup> day of July, 2021.

INDEPENDENT SCHOOL DISTRICT NO. I-40 OF CLEVELAND COUNTY, OK.

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Rodney Barrett, President

ATTEST:

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Wendy Barnes, Clerk

THE CITY OF NOBLE, OKLAHOMA, a municipal corporation

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Phillip Freeman, Mayor

ATTEST:

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City Clerk

## INTERLOCAL AGREEMENT

This agreement is entered into this 1 day of July, 2021, between **BOARD OF COUNTY COMMISSIONERS, CLEVELAND COUNTY, OKLAHOMA**, (hereinafter referred to as "COUNTY") and **INDEPENDENT SCHOOL DISTRICT NO. 40 OF CLEVELAND COUNTY, OKLAHOMA** (hereinafter referred to as "DISTRICT") for FY 2021-2022.

Pursuant to 74 O.S. 1981 §1001 et seq., and 69 O.S. § 601 et seq., the governing boards of the County and the District find that it is to the mutual benefit of the citizens of both the COUNTY and the DISTRICT to enter into an Agreement for Inter-local Cooperation pertaining to the creation of, maintenance of, and surfacing/resurfacing of certain streets, parking lots, roads, and driveways associated with the DISTRICT's high school which are continuations or connecting links in the State or County highway system.

WHEREFORE, in mutual consideration, the parties hereto agree as follows:

1. If the DISTRICT determines a need for creation of, maintenance of, and surfacing/resurfacing of certain streets, parking lots, roads, and driveways associated with the DISTRICT's high school which are continuations or connecting links in the State or County highway system, the DISTRICT may make a written request for help with the labor and/or materials to accomplish the requested work from the appropriate County Commissioner.
2. The DISTRICT'S request shall be in writing and shall state the proposed work, what part is proposed to be done by the DISTRICT and what part to be done by the COUNTY, and the proposed time frame for the completion of the work.
3. Engineering for each project shall be the sole responsibility of the DISTRICT.
4. Projects where the COUNTY provides 100% of the labor will, within five (5) days of completion, be inspected by the DISTRICT or its agents/representatives. If the DISTRICT alleges any deficiencies in the manner in which the COUNTY work was performed, the DISTRICT will provide written notice specifying those deficiencies within ten (10) days of the completion of said work. COUNTY will respond to any allegations of deficiencies within ten (10) days of receiving written notice from the DISTRICT.
5. The DISTRICT and the COUNTY agree to the loan of equipment back and forth as needed to complete these projects as long as such equipment is not being utilized or is otherwise available. Parties will agree to a schedule of availability when possible. Maintenance, upkeep and repair due to normal use of the equipment will be the sole responsibility of the owner of the equipment. Damage to the equipment caused by misuse, improper operation, accident or misfortune shall be the responsibility of the party utilizing said equipment.

6. The COUNTY retains the right to perform all the work requested, part of the work requested or none of the work requested. When the COUNTY receives a written request for work, the COUNTY will respond by the next COUNTY agenda meeting or as soon as practicable.

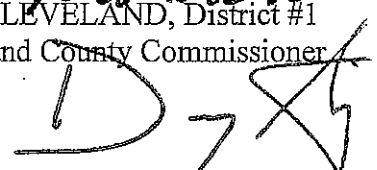
7. All materials and supplies provided by or made available pursuant to a contract executed by the COUNTY, shall be paid for by the DISTRICT at the time of delivery or other appropriate arrangements for payment.

8. This agreement shall be effective from July 1, 2021 through June 30, 2022 and may be renewed or extended annually by appropriate affirmative action of the governing bodies of both parties.

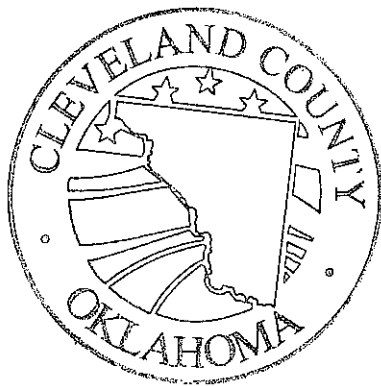
Approved this 1<sup>st</sup> day of June 2021

**BOARD OF COUNTY COMMISSIONERS  
FOR CLEVELAND COUNTY**

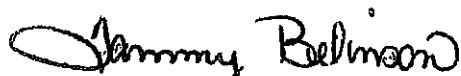
  
\_\_\_\_\_  
ROD CLEVELAND, District #1  
Cleveland County Commissioner

  
\_\_\_\_\_  
DARRY STACY, District #2  
Cleveland County Commissioner

  
\_\_\_\_\_  
HAROLD HARALSON, District #3  
Cleveland County Commissioner



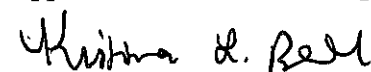
Attest:



TAMMY BELINSON

County Clerk *by Linda Atkins, Deputy*

Approved as to form and legality:



Assistant District Attorney

Approved this 1 day of July, <sup>2021</sup>~~2022~~.

**Independent School District No. 40 of Cleveland  
County, Oklahoma**

\_\_\_\_\_  
President, Board of Education

**Attest:**

\_\_\_\_\_  
Board Clerk

Approved as to form and legality:

\_\_\_\_\_  
Legal Counsel



**VIRTUAL CARE SERVICES AGREEMENT  
BY AND BETWEEN  
PUBLIC SCHOOL DISTRICT OF CLEVELAND COUNTY OKLAHOMA, NOBLE  
PUBLIC SCHOOLS AND  
NORMAN REGIONAL HOSPITAL AUTHORITY, AN OKLAHOMA PUBLIC TRUST  
FOR FISCAL YEAR 2021-2022**

This Agreement is made and entered into effective as of July 1, 2021, by and between Noble Public School District of Cleveland County, Oklahoma a/k/a the Noble Public Schools ("NPS"), and Norman Regional Hospital Authority, an Oklahoma public trust d/b/a Norman Regional Health System ("NRHA"). NPS and NRHA are collectively referred to as the "Parties".

**RECITALS**

WHEREAS, NPS, a public school district under the laws of the State of Oklahoma, provides free public education to qualified students with an enrollment in excess of 2,855 students attending schools in five (5) separate school sites; and

WHEREAS, NRHA is an Oklahoma public trust which provides health services to residents of Cleveland County and surrounding areas, and particularly residents of Noble Oklahoma, including areas encompassed within the boundaries of NPS; and

WHEREAS, NRHA employs and contracts with providers who specialize in pediatrics and family medicine who are qualified to provide virtual care services; and

WHEREAS, NPS desires to engage NRHA to provide pediatric virtual care services for the NPS School Health Nurse Program, which services are reasonable and necessary in support of NPS School Health Nurse operations.

NOW THEREFORE, in consideration of NPS agreeing to pay the sum of one dollar to NRHA and of the mutual terms, covenants and conditions specified in this Agreement, the Parties agree as follows:

- A. Engagement. NPS engages NRHA to provide pediatric virtual care services for NPS's School Health Nurse Program as set forth in this Agreement. NRHA accepts such engagement.
- B. Services. NRHA shall provide its qualified providers to provide pediatric virtual care services under this Agreement. NRHA shall provide the platform and equipment necessary to conduct the virtual care visits.
- C. NRHA Providers. NRHA represents to NPS that all providers who provide pediatric virtual care services under this Agreement: (1) meet all applicable state and federal licensing requirements to practice medicine in the State of Oklahoma and for performing the services specified in this Agreement; (2) have not been excluded from any federal or state healthcare program; and (3) no basis exists for excluding her from any such program.

D. Insurance. NRHS represents to NPS that the NRHS Medical Self-Insurance Plan for medical liability provides coverage to its employed physicians with minimum limits of \$1 Million per occurrence and \$3 Million in the aggregate throughout the terms of their employment.

E. Confidentiality

1. Students Protected Health Information - Notice of Privacy Practices. NRHA's Notice of Privacy Practices addresses how NRHA may use and disclose Protected Health Information (PHI) for payment, treatment, healthcare operations, and for other purposes allowed or required by law. For students of NPS who enroll in the Norman Regional Kids Virtual Care Program, NRHA will retain a copy of each student's Norman Regional Kids Virtual Care enrollment form. For students who are less than 18 years of age, NRHA will require the student's parent or guardian to acknowledge the receipt of NRHA's Notice of Privacy Practices when they provide NRHA with their signed consent for virtual visits. For students who are 18 years of age or older, NRHA will require the student to acknowledge the receipt of NRHA Notice of Privacy Practices when they provide NRHA with their signed consent for virtual visits. Questions or concerns regarding a student's PHI may be directed to NRHA's Privacy Officer.

F. Electronic Sharing of Medical Information. Except as otherwise required or permitted by law, for students who are less than 18 years of age, the Parties will only share the student's virtual visit summary with the parent or legal guardian of the student and, for students who are 18 years of age or older, the Parties will only share the student's virtual visit summary with the student. NRHA will retain a copy of each student's visit summary per Oklahoma law.

F. Term and Termination

1. The term of this Agreement is from July 1, 2021 to June 30, 2022.
2. Any Party may terminate this Agreement at any time with or without cause by providing ninety (90) day prior written notice of its or her decision to terminate this Agreement.
3. NPS or NRHA may terminate this Agreement by written notice to the other, and may regard the other as in default of this Agreement, if the other becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, becomes subject to any proceeding under any bankruptcy or insolvency laws, whether domestic or foreign, or has wound up or liquidated, voluntarily or otherwise.
4. The termination or expiration of this Agreement shall not relieve any Party of any obligation pursuant to this Agreement that arose on or before the date of

termination.

G. General Provisions

1. Independent Contractor. Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship between the Parties. The sole interest and responsibility of the Parties is to ensure that the services covered by this Agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.
2. Severability. If any term or provision of this Agreement is held to be invalid for any reason, the invalidity of that section shall not affect the validity of any other section of this Agreement provided that any invalid provisions are not material to the overall purpose and operation of this Agreement. The remaining provisions of this Agreement shall remain in full force and shall in no way be affected, impaired, or invalidated.
3. Notices. All notices, requests and communications required or permitted hereunder shall be in writing and shall be sufficiently given and deemed to have been received upon personal delivery or delivery by overnight courier or, if mailed, upon the first to occur of actual receipt or seventy-two (72) hours after being placed in the United States mail, postage prepaid, registered or certified mail, receipt requested, addressed to the other Parties at the appropriate addresses set forth below:

If to NPS: Noble Public School District  
of Cleveland County (Noble Public Schools)  
Attention: Frank Solomon, Superintendent  
111 South 4<sup>th</sup> Street  
Noble, Oklahoma 73068

If to NRHS: Norman Regional Hospital Authority Attention:  
Richie Splitt, President & CEO  
901 N. Porter Ave.  
Norman Oklahoma 73071

Notice of a change in address of any one of the Parties shall be given in writing by that Party to the other Parties as provided above, but shall be effective only upon actual receipt.

4. Binding Effect; No Third Party Beneficiary. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their successors and permitted assigns. Nothing in this Agreement is intended, nor shall be deemed, to confer any benefits on any third party, including, without limitation, any patients of a Party, nor shall such

person or entity have any right to seek, enforce or recover any right or remedy with respect hereto.

5. **Entire Agreement.** This Agreement contains the entire agreement of the Parties concerning the subject matter described herein and there are no other promises or conditions in any other agreement, whether oral or written, concerning the subject matter described herein. This Agreement supersedes any prior written or oral agreement between the Parties concerning the subject matter described herein.
6. **Amendment.** This Agreement and each of its provisions shall be binding upon the Parties and may not be waived, modified, amended or altered except by a writing signed by the Parties.
7. **Assignment.** No Party may assign this Agreement, in whole or in part, without the prior written consent of the other Parties.
8. **No Waiver.** Any failure of a Party to enforce that Party's rights under any provision of this Agreement shall not be construed or act as a waiver of said Party's subsequent right to enforce any of the provisions contained herein.
9. **Governing Law; Venue.** This Agreement shall be governed by and interpreted in accordance with, the laws of the State of Oklahoma, without giving effect to its conflict of laws principles. Cleveland County, Oklahoma, shall be the sole and exclusive venue for any litigation, special proceeding, or other proceeding as between the Parties that may be brought under, or arise out of, this Agreement.
10. **Use of Name.** None of the Parties to this Agreement shall use the name or indicia of any other Party, nor of any Party's employees, in any manner of publicity, advertising, or news releases without prior written approval of such Party.
11. **Warranty of Authority.** The person(s) executing this Agreement on behalf of each Party, or representing themselves as executing this Agreement on behalf of a Party, warrant and guarantee that each has been duly authorized by the appropriate Party to execute this Agreement on behalf of the Party and to validly and legally bind the Party to all of its terms, representations and provisions.

[Signature Page Follows]

NOBLE PUBLIC SCHOOLS

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Frank Solomon, Superintendent

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Date

NORMAN REGIONAL HOSPITAL AUTHORITY, D/B/A, NORMAN REGIONAL HEALTH SYSTEM

*Richie Splitt* 

05/11/2021  
05:07 PM EDT

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Richie Splitt, President & CEO

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Date

**SPORTS MEDICINE and ATHLETIC TRAINING  
SERVICES SUBSCRIPTION AGREEMENT**

**I. PARTIES TO THE AGREEMENT:**

- A. Norman Regional Hospital Authority d/b/a Norman Regional Health System  
901 N. Porter Ave.  
Norman, OK 73072**
- B. Noble Public Schools  
111 S. 4<sup>th</sup> St.  
Noble, OK. 73068**

**II. GENERAL PURPOSE OF THE ATHLETIC TRAINING EVENT COVERAGE AGREEMENT:**

NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A NORMAN REGIONAL HEALTH SYSTEM (hereinafter “NRHS”) is possessed of certain skill, experience, and expertise with regard to sports medicine care of athletic populations. NRHS desires to continue to be the provider of choice for sports medicine care.

**III. AGREEMENT:**

NRHS agrees to provide Noble Public School with unique services as outlined in this service agreement. Services provided by NRHS to Noble Public School system will be done so exclusively. No school system representative, administrator, or coach shall attempt to use, secure, or negotiate other sports medicine and/or athletic training services during the contract term. **No school system representative, administrator, or coach shall refer an athlete to any health care professional except for the one provided by NRHS.** This contract will be valid from August 1, 2021 through May 31, 2022 or until the termination of the school year, whichever comes first.

**IV. COMPENSATION FOR SERVICES:**

1. The service fee for the established term will be \$15,000.00 (fifteen thousand dollars). \$2,000.00 of this fee shall be used to purchase supplies. NRHS shall be responsible for purchasing these supplies. The service fee is an annual fee and is due and payable by Noble Public School. NRHS agrees, for the convenience of the school system, to extend the payment term to ten (10) monthly payments. The first one-tenth of the contract fee (\$1,500.00) shall be due to NRHS by August 15, 2021. Each of the subsequent payments will be due no later than the 15<sup>th</sup> of each month until the fee schedule has been retired. If the outstanding balance is 30 days or more past due, NRHS may, at its option, require the payment of the entire service agreement outstanding balance.
2. Noble Public School will also agree to advise each booster club and help secure, at no cost, available space in any football, basketball or major athletic event

program or publication for marketing, sports injury information, and educational information, as provided by NRHS representative. Size of any printed marketing or information material must be no smaller than 8 1/2" X 5 1/2".

## **V. SPORTS MEDICINE AND ATHLETIC TRAINING SERVICES:**

1. Provision of a NATABOC Certified Athletic Trainer (ATC) and licensed by the Oklahoma State Board of Medical Licensure and Supervision.
2. ATC will be on campus on a daily basis at 2:00 p.m.
3. ATC will remain on campus during the football season until the completion of football practice. Following the football season the ATC will communicate to the Athletic Director and coaching staffs training room operational hour
4. Accessibility to Junior High Facilities by cellular phone for injury assessments or consultation.
5. Taping and pre-game/ practice treatments.
6. Post-game/practice treatments.
7. Daily injury reporting and record keeping.
8. Management of training room equipment/ supplies. (Including equipment purchased by the school at start up or any equipment/ supplies donated to the school.).
9. Management of training room personnel and student athletic trainers.
10. Game coverage as follows:

### Dedicated Coverage:

Home/Away Varsity Football

Home JV Football

Home Varsity Basketball (boys, girls)

Home Varsity Soccer (boys, girls)

Home Track Meets

District Events if hosted at Noble High School

### Scheduled coverage based on priority:

Home Varsity Softball

Home Varsity Baseball

Home Cross Country Meets

- Any game coverage conflict or priority coverage will be resolved and/or scheduled by providing game coverage to the sport with a higher rate of injury or at the discretion of the ATC with the approval of the Noble High School Athletic Director.
11. NRHS will provide continuing education, informative presentations, or public speaking engagements for Noble Public School parents, faculty, staff or coaching staff upon request. Dates, times, and topics must be arranged by a school system representative.

## **VI. AVAILABILITY OF THE ATC:**

1. Athletic Training services will be provided during the operational hours. Operational hours will be established to reflect the time of the athletic season. Changes will be made at the discretion of the ATC.
2. Athletic Training services will not be provided during scheduled holidays and vacations that are recognized by Noble Public School. These include but are not limited to: Christmas Holiday, Thanksgiving Holiday, Spring Break, Labor Day, Memorial Day, etc.

## **VII. PHYSICIAN SERVICES:**

1. NRHS, at their discretion, shall designate for Noble High School, a team orthopedic physician(s), and/or primary care or general practice physician(s) for the term of this contract. No school system athlete will be required to owe the services of any such designated physician(s). Any such designated physician(s) shall assume no liability with regard to the nature and implementation of treatment.
2. Any athlete referred for a physician consultation will assume all financial responsibility for the charges incurred for their treatment and care.

## **VIII. CONDITIONS OF FEE FOR SERVICE:**

1. NRHS does not in any form, imply or infer, to have authority to discount or waive fees for NRHS, any associated physician(s) or allied medical service. Any fees charged for medical Services associated with the treatment, rehabilitation, and/or care of an athlete include, but are not limited to, rehabilitation procedures, diagnostic testing, diagnostic imaging, hospital or lab procedures, physician services, emergency room services, surgical services, related hospital services, and contract hospital services.
2. Verification of third party reimbursement or insurance coverage or questions related to coverage can be directed to the service provider business office.

## **IX. TERMINATION:**

This agreement may be terminated prior to the expiration of its established terms only under the following circumstances:

1. By either party, with or without cause, upon no less than 30 days prior written notice; provided, however, that in the event that this contract is terminated early without cause by the school system, NRHS, will not refund any portion of the contract fee, and all services to Noble Public School shall be terminated. Provided, further that in the event this agreement is terminated early with cause by NRHS, the school system shall be entitled to a prorated refund based on the remaining months of the contract term.

2. This agreement may be terminated prior to the expiration of its established term by written notice. Notice from one party to the other party in the event of a breach or default in this agreement; provided, however, that the breaching party shall first have been given at least 30 days advance written notice of the breach and an opportunity to cure the default.

**X. CONFIDENTIALITY:**

All business, medical and other records related to the operation of NRHS, including, but not limited to, general administrative records, policies and procedures, and pricing information, shall be and remain the sole property of NRHS (collectively, the “Confidential Information”). Noble Public School hereby acknowledges that the Confidential Information is competitively sensitive and agrees not to disclose Confidential Information to a third party other than Noble Public School administrators, school board members, attorneys, accountants, or other bona fide agents or representatives.

EXECUTED AND EFFECTIVE THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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Meegan M Carter, VP Population Health & Wellness  
NORMAN REGIONAL HOSPITAL AUTHORITY

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Noble Public Schools Superintendent

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Noble High School Athletic Director

2022 New Hire Board Meeting Report

July 1

<b>Position Type</b>	<b># of Positions/name</b>	<b>Site</b>	<b>Position</b>	<b>Start Date</b>
Certified	1	HS	Counselor	7/20/2021
Certified	1	CIMS	ELA	8/4/2021
Certified	2	HUB	3rd Grade	8/4/2021
Support	1	KID	Pre-K TA	8/9/2021
Support	1	HUB	Speech Path Assistant	8/9/2021
Certified	1	CIMS	Science	8/4/2021
Support	Steven Armbrister	Trans.	Driver/Maint.	7/1/2021
Certified	1	HS	ELA	8/4/2021
Support	1	HS	LPN	8/4/2021
Support	1	PIO	LPN	8/4/2021
Certified	1	CO	Psychologist	8/4/2021
Certified	1	HUB	Spec Ed	8/4/2021

2022 Coach Hire  
July

<b>Position Type</b>	<b>Employee First</b>	<b>Employee Last</b>	<b>Site</b>	<b>Position</b>	<b>Start Date</b>
Coach	Greg	George	HS	Head Football	7/1/2021
Coach	Greg	George	HS	Assistant Football	7/1/2021
Coach	Kyle	Davidson	HS	Assistant Football	7/1/2021
Coach	Ray	Crawley	HS	Assistant Football	7/1/2021
Coach	Keith	Treat	HS	Assistant Football	7/1/2021
Coach	Chris	Jones	HS	Assistant Football	7/1/2021
Coach	Aaron	Shockley	HS	Assistant Football	7/1/2021
Coach	Erik	Hughes	HS	Assistant Football	7/1/2021
Coach	Colby	Whitlock	HS	Assistant Football	7/1/2021
Coach	DeWayne	Bradley	HS	Head Boys Basketball	7/1/2021
Coach	Aaron	Shockley	HS	Assitant Boys Basketball	7/1/2021
Coach	Scott	Bradley	HS	Assitant Boys Basketball	7/1/2021
Coach	Troy	Cox	HS	Assitant Boys Basketball	7/1/2021
Coach	Lindsey	Vanderburg	HS	Head Girls Basketball	7/1/2021
Coach	Keith	Treat	HS	Assistant Girls Basketball	7/1/2021
Coach	Tiffany	Burns	HS	Assistant Girls Basketball	7/1/2021
Coach	Keith	Coombs	HS	Head Wrestling	7/1/2021
Coach	Paul	Jacobsen	HS	Assistant Wrestling	7/1/2021
Coach	Brian	Kardokus	HS	Assistant Wrestling	7/1/2021
Coach	Harold	Murphy	HS	Head Fast Pitch	7/1/2021
Coach	Don	Murphy	HS	Assistant Fast Pitch	7/1/2021
Coach	Ron	Murphy	HS	Assistant Fast Pitch	7/1/2021
Coach	Paula	Miller	HS	Head Cheerleading	7/1/2021
Coach	Peyton	Bates	HS	9th Cheerleading	7/1/2021
Coach	Peyton	Bates	HS/MS	Tumbling	7/1/2021
Coach	Chrissy	Marsee	HS	Head Volleyball	7/1/2021
Coach	Hannah	Hixon	HS	Assistant Volleyball	7/1/2021
Coach	Brooke	Page	HS	Assistant Volleyball	7/1/2021
Coach	Brad	Anglin	HS	Head Baseball	7/1/2021
Coach	Alec	Venegas	HS	Assistant Baseball	7/1/2021
Coach	Erik	Hughes	HS	Assistant Baseball	7/1/2021
Coach	Leland	Palmer	HS	Head Boys Track	7/1/2021
Coach	Keith	Treat	HS	Assistant Boys Track	7/1/2021
Coach	Kayli	Phillips	HS	Head Girls Track	7/1/2021
Coach	Jenae	Tindell	HS	Assistant Girls Track	7/1/2021
Coach	Kayli	Phillips	HS	Head Cross Country	7/1/2021
Coach	Leland	Palmer	HS	Assistant Cross Country	7/1/2021
Coach	Dustin	Johnson	HS	Head Boys Golf	7/1/2021
Coach	Lindsey	Vanderburg	HS	Head Girls Golf	7/1/2021
Coach	Dustin	Johnson	HS	Assistant Girls Golf	7/1/2021
Coach	Joe	Rohr	HS	Head Boys Soccer	7/1/2021
Coach	Keaton	Kilpatrick	HS	Assistant Boys Soccer	7/1/2021
Coach	Kassie	Byrd	HS	Head Girls Soccer	7/1/2021
Coach	Hillary	Conley	HS	Assistant Girls Soccer	7/1/2021
Coach	Austin	Krieger	MS	Head 8th Football	7/1/2021

2022 Coach Hire  
July

Coach	Austin	Krieger	MS	Head 7th Football	7/1/2021
Coach	Brian	Kardokus	MS	Assistant 8th Football	7/1/2021
Coach	Chris	Sanchez	MS	Assistant 8th Football	7/1/2021
Coach	Alec	Venegas	MS	Assistant 7th Football	7/1/2021
Coach	Diana	Irick	MS	Head 8th Girls Basketball	7/1/2021
Coach	Janelle	King	MS	Head 7th Girls Basketball	7/1/2021
Coach	Brian	Kardokus	MS	Head Wrestling	7/1/2021
Coach	Keith	Coombs	MS	Assistant Wrestling	7/1/2021
Coach	Diana	Irick	MS	Head Fast Pitch	7/1/2021
Coach	Janelle	king	MS	Assistant Fast Pitch	7/1/2021
Coach	John	Stokes	MS	Head Volleyball	7/1/2021
Coach	Rebecca	Cretsinger	MS	Head Cheerleading	7/1/2021
Coach	Peyton	Bates	MS	Assistant Cheerleading	7/1/2021
Coach	Tim	Shortes	MS	Head Cross Country	7/1/2021
Coach	Tim	Shortes	MS	Head Boys Track	7/1/2021
Coach	Chris	Sanchez	MS	Assistant Boys Track	7/1/2021
Coach	Brook	Farris	MS	Head Girls Track	7/1/2021
Coach	Chrissy	Marsee	MS	Assistant Girls Track	7/1/2021
Coach	Justin	Steely	MS	Head Baseball	7/1/2021
Coach	Troy	Cox	MS	Assistant Baseball	7/1/2021
Coach	Dustin	Johnson	MS	Head Golf(boys & girls)	7/1/2021
Coach	Scott	Bradley	MS	Head Boys Soccer	7/1/2021
Coach	Jeff	Allen	HS/MS	Assistant Athletic Director	7/1/2021
Coach	Greg	George	HS/MS	Winter Athletic Coordinator	7/1/2021
Coach	Lindsey	Vanderburg	HS/MS	Fall Athletic Coordinator	7/1/2021
Coach	Austin	Krieger	HS/MS	Spring Coordinator	7/1/2021