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RANDOM DRUG TESTING OF EXTRA-CURRICULAR ACTIVITY STUDENTS

The Muskogee Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Muskogee Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Muskogee Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules and regulations of the Muskogee Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Muskogee Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drugs use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon these students project to other students and to the community on behalf of the Muskogee Public School District. For the safety, health and well being of students in extra-curricular activities the Muskogee Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

I. Definitions.

Activity Student means a member of any middle school or high school Muskogee Public School District sponsored extra-curricular organization, which participates in interscholastic competition. This includes any student that represents Muskogee Schools in any extra-curricular activity in interscholastic competitions, such as FFA, FHA, Academic Team, Band, Vocal, Pom Pom, Cheerleader and Athletics.

Drug Use Test means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

Random Selection Basis means a mechanism for selecting activity students for drug testing that:

- A. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

Muskogee Public Schools Certified Athletic Trainer will do random weekly drug screenings for both male and female athletes.

Illegal drugs means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Alllegal drugs, includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over the counter drugs being used for an abusive purpose. Alllegal drugs shall also include alcohol.

Performance-enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term performance-enhancing drugs does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over the counter transactions. Positive when referring to a drug use test administered under this policy means a

toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion means a suspicion of illegal or a performance enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech or behavior of an activity-student the reasonable inferences that are drawn from those observations and/or information of illegal or performance enhancing drugs use by an activity-student supplied to school officials by other students, staff members, or patrons.

II. Procedures

Each activity student shall be provided with a copy of the Student Drug Testing Consent Form which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is a reasonable suspicion to test for illegal or performance enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed AStudent Drug Testing Consent Form.

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas, which may help to reassure the activity student and to help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be required to provide a urine sample before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off season or in-season activities. The Muskogee Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug testing for illegal drugs or performance-enhancing drugs.

In addition to the drug test required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Muskogee Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the proceeding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by the district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To

keep the positive test results confidential, the principal/athletic director or designee will only notify the student, head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student=s opportunity to submit additional information to the principal/athletic director or to the lab. The Muskogee Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student=s other educational record, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal.

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such a request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. *For the First Offense:*

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director and principal concerning the positive drug test. In order to continue participation in the activity, the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to

participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. *For the Second Offense:*

The student will be suspended from participation in all activities covered under this policy for twenty (20) percent of the regular season. If a drug violation occurs with less than twenty (20) percent of the season remaining (including post season competition), a penalty will be imposed that includes the remaining games of the regular season. Should the student participate in another sport or interscholastic activity, the remaining percent of the penalty shall be completed based on the number of games or competitions in the new sport or activity, before participation in other sports or interscholastic activities may begin. The student must successfully complete four (4) hours of substance abuse education/counseling provided by the school. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-referral) will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test, as would a student who has tested positive.

C. *For the Third Offense:*

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the year, or eight-eight (88) school days (1 semester) whichever is longer.

VI Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Muskogee School District I-20
Student Athlete Contract & Drug Use Testing Consent

Statement of Purpose and Intent

Participation in school sponsored extra-curricular athletics in the Muskogee School District is a privilege. Such a privilege is governed by the attached Student Policy on Tobacco, Alcohol & Other Illegal Drugs. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples, of conduct, sportsmanship, and training. Accordingly, student athletics carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct which includes avoiding the use or possessions of tobacco, alcohol, or other illegal drugs.

Participation in Extra Curricular Athletics

Tobacco, alcohol, and other illegal drug possession or use of any kind is incompatible with participation in any extra-curricular athletics on behalf of the Muskogee School District. For the safety, health, and well being of the student athletes, the Muskogee School District has adopted the attached Student Athlete Policy on Tobacco, Alcohol, & Other Illegal Drugs and this Student Athlete Contract and Drug Use Testing Consent for use by all participating student athletes at the 7th - 12th grade level. Each student athlete shall be provided with a copy of the Student Athlete Policy on Tobacco, Alcohol & Other Illegal Drugs and Student Athlete Contract & Drug Use Testing Consent which shall be read, signed and dated by the student athlete, parent or custodial guardian, and coach/sponsor before such student athlete shall be eligible to practice or participate in any extra-curricular athletics.

Consent for Drug Use Testing

The consent shall be to provide a urine sample: a) as part of their annual physical; b) as chosen by the random selection basis, and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular athletics unless the student has returned the properly signed Student Athlete Contract & Drug Use Testing Consent.

Student=s Last Name First Name MI Student ID# Class of (year)

Student Athlete: I understand after having read the AStudent Athlete Policy on Tobacco, Alcohol, and Other Illegal Drugs and Student Athlete Contract & Drug Use Testing Consent that, out of care for my safety and health, the Muskogee School District enforces the rules applying to the possession or consumption of tobacco, alcohol, and other illegal drugs. As a member of a Muskogee School District athletic team, I realize that the personal decision that I make daily in regard to the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

Signature of Student Date

Parent(s): I/We have read and understand the Muskogee School District AStudent Athlete Policy on Tobacco, Alcohol & Other Illegal Drugs and AStudent Athlete Contract & Drug Use Testing Consent. I/We desire that the student named above participate in the extra-curricular athletic programs of the Muskogee School District, and we hereby voluntarily agree to be subject to its terms. I/We accept the method of obtaining urine samples, testing, and analysis of such specimens, and all other aspects of the program. I/We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

Signature of Parent or Custodial Guardian Date

Signature of Coach Date

SPECIFIC IMMUNIZATION REQUIREMENTS

Before any child may be enrolled in Muskogee Public Schools, the parent or guardian must present adequate evidence that the child has received or is in the process of receiving immunizations required by the State Board of Health.

It is also required that any child participating in pre-kindergarten school programs must be adequately immunized, or be in the process of being immunized, prior to entry into the program.

EXEMPTIONS FROM THE LAW

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons. The following is a summary of information concerning these exemptions, including procedures for their authorization.

Medical The amended School Immunization Law of 1976 states in Section 1210.193 that any minor child, through his/her parent or guardian, may submit to the health authority charged with the enforcement of the required immunization program, a certificate signed by a licensed physician stating that the physical condition of the child is such that the immunization would endanger the life or health of the child and thus be exempted from the immunization requirements.

Religious or Other. Exemptions based on religious or other objections to immunizations are also allowed. The parent or guardian must present a signed written statement briefly summarizing his/her objections.

Personal. Exemptions may also be authorized for children whose parent or guardian objects to immunizations on philosophical grounds but is not necessarily a member of a church or group which subscribes to religious beliefs contrary to the practice of immunization. As with religious exemptions, the parent or guardian must present a Certificate of Exemption complete with a brief statement summarizing his or her objections to immunizations. Lost or unobtainable immunization records are not grounds for personal exemptions.

Revised: October 8, 2002

ADMISSION AND MANAGEMENT OF STUDENTS WITH
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the AIDS virus.

Nature of the AIDS Virus

AIDS is a disease which disables the body from fighting infection. The cause of the disease is infection by the Human T-Lymphotropic Virus (HIV). Three categories of outcomes result from infection by HIV. The first, AIDS, is the most severe form of the infection and most victims die within two years. The second form of infection is AIDS-Related Complex (ARC), a milder form with less severe symptoms. The third and most common form of infection by HIV causes the affected person to be an Asymptomatic Carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon the medical evidence presently available, it appears that each of the three levels of stages of HIV infection is contagious under certain conditions.

Transmission of AIDS

Unlike many other communicable diseases, AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth. Pending further research, however, any spill of body fluid by an AIDS infected individual should be considered as a possible source of infection.

Cleanup of Body Fluids

Since it is not always known whether a student is infected with the HIV virus, rubber gloves and a 1-to-10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. In so far as possible, paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Band instruments which are shared among students are to be thoroughly decontaminated between uses. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only AIDS but other more communicable, though less deadly, diseases.

Approved: January 4, 1988

Referral of AIDS Students

The knowledge that a student of the Muskogee School District is afflicted with AIDS may arise from different sources. If a student or the student's parents or guardian advises a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent.

If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardians have knowledge of the student's infection, and if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS, the superintendent will report the student's illness to the Oklahoma Department of Public Health.

When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of (1) the parents; (2) the student's physician; (3) public health personnel, and (4) building principal. The Health Review Committee shall make written recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting.

If an alternative educational program is required, the building principal and superintendent will establish that program in the least restrictive environment possible. At least once each semester, the principal will call a meeting of the student's parents, the family physician, and the City-County Health Department to review the case, and, if needed, make any adjustments in the student's program.

Protection of Other Students and Employees

The first consideration must be the protection of other students from infection by the AIDS student. Since the possibility of spreading the HIV virus through casual contact such as occurs in a school situation is highly unlikely according to medical researchers, most AIDS students can continue without restriction in the regular classroom, except that such students are not to be allowed to participate in contact sports or swimming. If a student is prone to biting or other similarly aggressive behavior, is incontinent, has open skin lesions, or is subject to drooling, a more restrictive environment which minimizes the exposure of other students to his/her body fluids may be prescribed by the Health Review Committee. Any employee assigned to work with this type of student must be informed of the potential contagiousness of the student.

Protection of AIDS Students

A second consideration is the physical well-being of the AIDS afflicted student. Since AIDS severely depresses the immune system, any of the minor infections or childhood diseases which are common among children could be life threatening to a student afflicted with AIDS. It may thus be advisable to recommend a restricted educational environment, either permanently or temporarily, for the protection of the AIDS student.

Confidentiality Requirements

Protection of the confidentiality of information regarding HIV infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of AIDS students. The superintendent, in consultation with building principal, will identify by name those employees who are to be given this information. This list will be given to the principal who will be responsible for ensuring that only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV student is identified, the principal is to establish a separate file on that student to which only he/she and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

- A Unless otherwise provided by law, all information and records which identify any person who has or may have any communicable or venereal disease which is required to be reported and which are held or maintained by any state agency, health care provider or facility, physician, health professional, laboratory, clinic, blood bank, funeral director, third party payer, or any other agency, person, or organization in the state shall be confidential. Any information authorized to be released shall be released in such a way that no person can be identified unless otherwise provided for by law. Such information shall not be released except under the following circumstances:
1. Release is made upon court order;
 2. Release is made in writing, by or with the written consent of the person whose information is being kept confidential or with the written consent of the legal guardian or legal custodian of such person, or if such person is a minor, with the written consent of the parent or legal guardian or such minor;

3. Release is necessary as determined by the State Department of Health to protect the health and well-being of the general public. Any such order for release by the Department and any review of such order shall be in accordance with procedures specified in Sections 309 through 323 of Title 75 of the Oklahoma Statutes. Only the initials of the person whose information is being kept confidential shall be on public record for such proceedings unless the order by the Department specifies the release of the name of such person and such order is not appealed by such person or such order is upheld by the reviewing court;
 4. Release is made of medical or epidemiological information to those persons who have had risk exposures pursuant to Section 1-502.1 of School Laws of Oklahoma;
 5. Release is made of medical or epidemiological information to health professionals, appropriate state agencies, or district courts to enforce the provisions of Sections 1-501 through 1-532.1 of School Laws of Oklahoma and related rules and regulations concerning the control and treatment of communicable or venereal diseases;
 6. Release is made of specific medical or epidemiological information for statistical purposes in such a way that no person can be identified; or
- B. For the purposes of this section only, the words "written consent" shall mean that the person whose information is required to be kept confidential by this section or the person legally authorized to consent to release by this section has been informed of all persons or organizations to whom such information may be released or disclosed by the specific release granted. Releases granted pursuant to paragraph 2 of subsection A of this section shall include a notice in bold typeface that the information authorized for release may include records which may indicate the presence of a communicable or venereal disease which may include, but are not limited to, diseases such as hepatitis, syphilis, gonorrhea and the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS). Consent obtained of release of information, pursuant to paragraph 2 of subsection A of this section, shall not be considered valid unless prior to consent, the person consenting to the release was given notice of the provisions for release of confidential information pursuant to this section.

- C. 1. The State Department of Health may convene a confidential meeting of the multidisciplinary team for recommendation on school placement of a student who is infected with the human immunodeficiency virus. The multidisciplinary team shall include, but not be limited to the following.
- a. the parent, parents, legal representative, or legal guardian or legal custodian of the student;
 - b. the physician of the student;
 - c. a representative from the superintendent's office of the affected school district;
 - d. a representative from the State Department of Education; and
 - e. a representative from the State Department of Health.

Each member of the team shall be responsible for protecting the confidentiality of the student and any information made available to such person as a member of the team. The multidisciplinary team shall be exempt from the requirements of Sections 301 through 314 of Title 25 of the Oklahoma Statutes and Sections 24A.1 through 24A.19 of Title 51 of the Oklahoma Statutes (Open Meeting Act; Open Records Act).

2. Each member of the local school board having jurisdiction over the student shall also be responsible for protection of the confidentiality of the student and any information made available to such person as a school board member.

- D. The State Department of Health may convene a confidential meeting of a multidisciplinary advisory committee to make recommendations regarding the practice of health care workers who are infected with the human immunodeficiency virus (HIV) or hepatitis B (HBV), who may be performing exposure-prone procedures. The membership of the multidisciplinary advisory committee shall include, but not be limited to, the following:
1. The Commissioner of Health or her designee;
 2. Legal counsel to the Commissioner of Health;
 3. The State epidemiologist or his designee;

4. An infectious disease specialist with expertise in HIV/HBV-infection; and
5. Two practicing health care workers from the same discipline as the HIV/HBV-infected health care worker.

In addition, the health care worker being discussed, and/or an advocate, and the personal physician of the health care worker being discussed shall be invited to the multidisciplinary advisory committee meeting. Discussion of the case shall be made without using the actual name of the health care worker. Each member of the multidisciplinary advisory committee shall be responsible for protecting the confidentiality of the HIV/HBV-infected health care worker and the confidentiality of any information made available to such person as a member of the multidisciplinary advisory committee. The multidisciplinary advisory committee shall be exempt from the requirements of the Open Meeting Act, Section 301 et seq. of Title 25 of the Oklahoma Statutes, and the Open Records Act, Section 24A.1 et seq. of Title 51 of the Oklahoma Statutes.

- E. Upon advice of the multidisciplinary advisory committee, the commissioner of Health, or her designee, may notify an appropriate official at the health care facility where the HIV/HBV-infected health care worker practices that said health care worker is seropositive for HIV and or HBV. Notification shall be made only when necessary to monitor the ability of the HIV/HBV-infected health care worker to comply with universal precautions and appropriate infection control practices, and/or to monitor the ongoing functional capacity of the health care worker to perform his or her duties. Notification shall occur through one of the following officials:
1. The facility administrator;
 2. The hospital epidemiologist;
 3. The chairman of the infection control committee of the facility; or
 4. The medical chief of staff of the facility.
- F. If the HIV/HBV-infected health care worker fails or refuses to comply with the recommendation of the multidisciplinary advisory committee, the Commissioner of Health, or her designee, may advise the appropriate licensing board.

IN ACCORDANCE WITH THE LAWS OF THE STATE OF OKLAHOMA:

- G. Any person who negligently, knowingly or intentionally discloses or fails to protect medical or epidemiological information classified as confidential pursuant to this section, upon conviction, shall be guilty of a misdemeanor punishable by the imposition of a fine of not less than one thousand dollars (\$1,000.00) or by imprisonment in the county jail for not more than thirty (30) days, or by both such fine and imprisonment.

- H. Any person who negligently, knowingly or intentionally discloses or fails to protect medical or epidemiological information classified as confidential pursuant to this section shall be civilly liable to the person who is the subject of the disclosure for court costs, attorneys fees, exemplary damages and all actual damages, including damages for economic, bodily or psychological harm which is proximately caused by the disclosure.

Revised: May, 1993

JHCD

EMERGENCY MEDICAL/DENTAL TREATMENT

The contents of this policy are consistent with Title 10, Section 170.1 and 170.2 of the Oklahoma Statutes. The text of these statutes is herein stated:

Title 10, Section 170.1 - Authorization to Consent to Medical or Dental Care

"Either parent, if both parents have legal custody, or the parent or person having legal custody or the legal guardian of a minor may authorize in writing any adult person into whose care the minor has been entrusted to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed under the laws of the state of Oklahoma, or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered to said minor by a dentist licensed under the laws of the State of Oklahoma.

Title 10, Section 170.2 - Emergency Treatment

"In case of an accident requiring emergency treatment, nothing in this act shall be construed so as to prohibit any person having custody or control of a minor child from taking such steps as are necessary to ensure such emergency treatment."

In the public school situation, there will likely be occasions when students require emergency medical or dental treatment and the school is unable to contact the parent or guardian. On such occasions, when such treatment is advised by a licensed physician or dentist, and when such treatment would be in the best interest of the student, the parent or legal guardian is required to have given prior approval to such treatment by executing the attached "Parental Consent for Medical/Dental Treatment" form. (See exception cited in Title 10, 170.2 above)

I. Consent To Medical Treatment

Muskogee Public Schools may consent to medical treatment of a student provided:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Written authorization to consent has been received from that person.

Revised: November 5, 1984

3. That there is an emergency situation in which prompt action is deemed necessary or a non-emergency situation in which prompt medical or dental treatment, as advised by a licensed physician or dentist, would be in the best interest of the student.

(It should be understood that in an emergency situation no parent or guardian consent is necessary - Title 10, Section 170.2)

II. Form of Consent

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, or appointed guardian.
3. The name of the school official giving consent and his or her relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

Revised: November 5, 1984

ADMINISTERING MEDICATION TO STUDENTS

Section A. Staff Administration of Medication to Students

1. The term medication as used in this policy includes filled prescription medication and over the counter medication prescribed by a physician. Filled prescription medication is a prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, name of medication, prescription number, and directions for administering the medication. Over the counter medication must be in its original container accompanied by a physicians written instructions.
2. Only the school principal or school employee(s) who has been designated by the school principal as authorized to do so may administer medication to students.
3. No medication shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medication. The parent or guardian of any student requiring medication while at school shall bring the medication to the building principal and complete and sign the AParental Authorization/Administration of Medication form attached to this policy. Each school shall keep on file the written authorization(s) for each student to whom they will administer medication.
4. Filled prescription medication shall be administered pursuant to the directions listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions of the students physician. All medication shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.
5. Each building principal must keep a current master list of all students who are administered medication at school. This list must remain in the principals office at all times for confidentiality purposes and systematic review. The list must include each student name, their homeroom teacher, the name of medication, and the dosage. The Confidential Medication Record attached to this policy shall be used by each school for this purpose.
6. Each school in which any medication is administered shall keep a record of the name of the student to whom the medication was administered, the date and time the medication was administered, the signature of the person who administered the medication, and the type or name of medication which was administered. This record is to be maintained by the person designated to administer the medication. The Parental Authorization/Administration of Medication attached to this policy shall be used by each school to keep the record of all medication administered during each school year.

Revised: August 12, 2003

7. Medication which is received by the school must be logged into the Receipt of Medication log. This log must reflect the date the medication was received, the name of the medication, the amount of medication received (# of pills, etc.), signature of parent/guardian delivering the medication, and the signature of staff receiving medication. No medication delivered in envelopes or unmarked containers will be accepted. All medications must be presented to the school as outlined in part 1 of this policy.
8. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, para. 1-116.2. Under this statute an administrator or designated school employee is not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school administrator, or designated school employees in administering any medication pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Definition:

Employees authorized by this policy to administer medication to students may include: superintendents, principals, classroom teachers, supervisors, counselors, teacher assistants, secretaries, or any other classified personnel employed by the district.

Section B. Self-Administration of Medication by Student

Pursuant to Senate Bill 343, the following procedures allow for self-administration of inhaled asthma medication by students:

6. Parent or guardian of the student must authorize in writing the student's self-administration of medication, utilizing the district's form, A Parent Consent for Student Self-Administration of Medication.
7. Parent or guardian of the student must provide the district with a written statement from the treating physician which states that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. District's form, Treating Physicians Statement for Student Self-Administration of Medication will be utilized.
8. Parent or guardian of the student will provide the school with an emergency supply of the student's medication to be administered. This emergency supply of medication and its use must meet the requirements of Section A of this policy, items 1-8.
9. Utilizing the district's form, A Non-Liability Statement, the school district will provide, in writing, to parent or guardian, a statement informing them that the school district shall incur no liability as a result of any injury arising from the self-administration by the student.

10. The parent or guardian of the student will sign the district's Non-Liability Statement form acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
11. There are circumstances which will result in the loss of the student's right to self-administration of medication. Loss of this right will result if the student abuses their right by creating an unnecessary disruption or unsafe situation in the school environment.

Muskogee Public Schools, District I-20

Treating Physician's Statement
For
Student Self Administration of Inhaled Asthma Medication

Student's Name: _____ DOB: _____

Treating Physician's Name: _____

Address: _____

Phone: _____

The above named student has been instructed in the proper method of self-administration of the following prescribed inhaled asthma medication(s) and is capable of such self-administration:

Medication Name	Dose
_____	_____
_____	_____

Treating Physician's Signature: _____

Date: _____

TO BE COMPLETED BY SCHOOL

DATE RECEIVED: _____

RECEIVED BY: _____

Muskogee Public Schools, District I-20

NON-LIABILITY STATEMENT

Name of Student:

School

Date

Parent or Guardian

The undersigned is the parent or guardian of _____ who suffers from asthma and needs to engage in self administration of medication for that condition. The school district has informed me in writing that neither the school district nor its employees and agents will incur any liability as a result of any injury arising from the self administration of medication by _____.

Parent or Guardian

PROCEDURES REGARDING THE INFESTATION OF HEAD LICE
AMONG STUDENTS

Pursuant to Section 815 of the School Laws of Oklahoma; the Muskogee Board of Education adopts the following policy:

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may enter school, certification from a designated health professional that the child is no longer infested with head lice.

Students will be removed from school when an infestation is found. (An active infestation is defined as the presence of adult lice, nymphs, or nits.)

When children are examined after first removal, they may return to school if there is:

- 1) Absence of adult lice, nymphs, and nits on both scalp and hair shafts.
- 2) Certification from a designated health professional stating that the child is no longer infested with head lice and there is an absence of all nits.
- 3) A maximum of three (3) school days per removal will be excused. (One removal covers the amount of time it takes for students to be totally cleared of infestation and nits.)

NOTE: Nits may not be present anywhere on the scalp. Parent/Guardian will be instructed to repeat medicated shampoo in seven (7) days and given a fact sheet with instructions on how to prevent the spread of head lice.

When children are examined after second removal, they may return to school if there is:

- 1) Absence of adult lice, nymphs, or nits; and
- 2) Certification from a health care professional stating that the child is no longer infested with head lice and there is an absence of nits.

NOTE: Nits may not be present anywhere on the scalp. Parent/Guardian will be instructed to repeat medicated shampoo in seven (7) days and given a fact sheet with instructions on how to prevent the spread of head lice.

Revised: October 8, 2002

Muskogee Public Schools
District I-20

HEAD LICE READMITTANCE FORM

Date: _____ Time: _____

Student: _____

Parent/Guardian: _____

School: _____

This individual has:

_____ Completed head lice treatment and is free of head lice and nits at the current time.
Treatment must be repeated in 7 days and the individual re-examined at that time.*

_____ Has repeated treatment in seven (7) days; has been examined and is clear of head lice and nits.**

Signature of Health Care Professional

Date

*The above named student should be admitted back into school for a period of seven (7) days, at which time he/she will be re-examined by a Health Care Professional.

**The above named student has been re-examined after repeated treatment and may be readmitted back into school.

PROCEDURES FOR PREVENTING THE SPREAD OF HEAD LICE

- Designate a lice team of two-three members which will be trained by the school nurse in the identification of lice and nits (do not include your school nurse as a part of that team). These people will serve as your building's resource for routine and periodic lice checks.
- Bag all coats, hats, and backpacks (personal belongings) in white garbage bags with draw string. Only then should coat racks/ hooks be utilized.
- Vacuum carpets every day (classrooms, offices, and hallways).
- Three routine head checks of all elementary students will take place each school year.
- Wipe all computer head phones before and after each use (head phones with foam covers shall not be used)
- Make classroom teachers aware of signs indicating a possible infestation.
- Rid your building of carpet squares, stuffed animals, and other items in which lice can take over while waiting for its next host.
- Lost and found items are to be bagged separately.
- Do an initial lice check on students who are new enrollees.
- If an enrolling student has been attending one of our other schools, call that school and confirm that they had not been excluded because of head lice.
- A parent cannot exclude their child being checked for lice, it is the school's responsibility to protect the learning environment.
- Always check for lice with one other person present as a witness.
- Lice checks must be done immediately upon suspicion of an infestation. This is to be done by any authorized personnel. **Do not** wait for the school nurse's weekly visit. If head lice is confirmed, a classroom wide check must take place immediately.
- Teachers routinely reinforce to students some preventative practices such as not sharing combs & brushes, not wearing other's hats, not laying heads on the carpets, etc.
- Have your school nurse give your building staff an inservice on identification of head lice.

Approved: January 12, 1999

Resources for Obtaining Lice Treatment Shampoo

Muskogee County Health Department
530 South 34th Street
Muskogee, OK
(918) 683-0321

W.W. Hastings Indian Hospital
100 South Bliss
Tahlequah, OK
(918) 458-3100

JHD

STUDENT PSYCHOLOGICAL SERVICES

Placement Procedure/Special Education

All students will be screened by the local education agency (LEA), the Regional Service Center or other agencies.

Those children with suspected needs will be referred for testing. A State Referral Form Must be completed and parent permission obtained. Parents must be given a written statement of their rights.

A team must determine categorical eligibility. The team must consist of teacher, principal, counselor, and parent. A special team is used if the student is believed to have learning disabilities. This team includes principal, teacher, counselor, and psychometrist.

The team members then write an IEP to determine the type of program, amount of time in the program, related services, etc. It must be written during the team meeting with the parents present. The IEP must be written before physical placement and services begin.

The IEP/Placement team meeting is the responsibility of the home district. All blanks on the Categorical Eligibility Statement and IEP must be completely filled out.

At least on an annual basis, the IEP must be reviewed. However, it may be written into the IEP that the review will be done on a shorter interval of time. This review must be done by the team including the parent and a new IEP written at this time.

Approved: August 2, 1982

SCHOOL BUS SCHEDULING AND ROUTING:

INCLEMENT WEATHER PROCEDURES

Following a period of inclement weather, a majority, but not all, of streets/roadways may have been cleared sufficiently to be safe for school openings. Children who live on roads or streets in the district which have not been sufficiently cleared to provide safe travel for school buses will be expected to meet the bus at a point other than their regular bus stop. In such event, the Transportation Department will contact parents to notify them of the situation and ask for children to be picked up or dropped off at a point closest to their assigned bus stop which is deemed to be safe for bus travel.

Approved by Board of Education: January 18, 2001

Access to Students by Non-School Personnel:

In order to ensure the safety of students, to preserve the property of the School District, maintain proper security at the school facilities, and for the general welfare of the schools, the following policy regarding access to students by non-school personnel is deemed appropriate:

Non-school personnel shall be permitted to communicate at school facilities with students only in accordance with the following procedure:

- A) Non-school personnel, immediately upon arrival at a school facility, shall check in with the school office. Such non-school personnel shall provide identification and state the purpose for the visit to the school facility.
- B) The principal will determine whether access should be granted, under what conditions the visit may be made, and whether permission from the parent/guardian is needed.

Non-school personnel shall be defined, for purposes of this policy, as any person not enrolled in the Muskogee Public Schools, or not employed by an accredited educational institution.

This policy shall not be applicable to the following:

1. School Board members of Muskogee Public Schools I-20.
2. Any guest speaker/performer appearing at the school for approved school program or sponsored by a teacher for a visit.
3. Homeroom mothers.
4. School volunteers.
5. Participants in extra-curricular activities, including but not limited to, athletic events.
6. Judges of school sponsored competitive events such as debate tournaments, science fair competitions, FFA projects and activities of similar nature.

Approved: May 11, 1993

7. Representatives of local agencies as identified in Board policy #JFG-Interrogations and Searches and #JHG - Child Abuse and Neglect.

(See Hennessey vs Indep. School Dist. No. 4 of Lincoln, Col, 522 P..2d 1141, .Okl. 1976; Okl. Pub. Co. vs District Ct., 430 U.S. 308, 51 L.Ed 2d 355, 1977; Stahl vs State, 665 P.2d 839, Okl. Cr., 1983)

JHFD

STUDENT AUTOMOBILE USE

Muskogee School Regulations for Student Drivers

The Oklahoma Statutes places the student under the school's discipline from the time he or she leaves home until the time he or she returns to the home.

The distance from school requires that many students use motor propelled vehicles to go to and from school. To regulate the use of motor powered vehicles the Muskogee Board of Education adopts the policy and rules and regulations that follow:

Policy: It shall be the policy of the Muskogee Board of Education to prescribe the rules, regulations and controls to regulate the student use of motor propelled vehicles in travel to and from school for the safety of the students and the general welfare of the public and to delegate the authority for their supervision to the Superintendent of Schools and the principals and his aides at each school site.

Rules and Regulations for Student Use of Motor Propelled Vehicles To Commute To and From School

The purpose shall be to place reasonable control over and restrict the use of motor propelled vehicles to and from the school site, on and around the school site.

1. Students who operate a motor powered vehicle should comply with state laws and city ordinances regulating the use of same.
2. Students shall register their car with the school principal, secure a parking sticker which shall be placed on the lower right hand corner of the front windshield. (A fee may be charged for permit. Principal shall designate the location of decals for the two and three wheeled vehicles.) Students who might be driving different cars shall register each vehicle and secure a parking permit for each car involved.
3. Students should park their vehicles in the area assigned.
4. Students should make sure their vehicle is properly parked, set the hand brake and the vehicle locked.
5. Students are not to remove their car after parking until their scheduled time for departure from school unless they receive permission from an authorized staff member.

Approved: August 2, 1982

6. Students shall operate their vehicles within the speed limits set by the state, city and school.
7. Students shall practice courtesy, safety and consideration to and for other drivers and refrain from practices that are disturbing or hazardous.
8. Each student driven motor propelled vehicle should be covered with liability insurance.
9. Violation of school rules and regulations for the driving student could be grounds for suspension from school.
10. Students shall not loiter in or around the area where vehicles are parked.
11. Students shall accept the responsibility for the operation of their vehicle in a reasonable, safe, cautious and sane manner at all times.

Note: All Muskogee schools' sites, roads and streets are within the city limits and therefore under the jurisdiction of all city ordinances and police patrol.

REPORTS OF CHILD ABUSE

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting. The school district will offer, at least once a year, a professional development program addressing the recognition and reporting of child abuse and neglect.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form JHG-A.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Adopted: February 15, 2000
Revised: December 12, 2006
Revised: July 19, 2011

GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES
INTERVIEWING CHILDREN AT THE SCHOOL

The Muskogee Board of Education recognizes that the primary function of the Muskogee Public Schools is to educate the students in a secure, non-threatening environment. For this purpose, the Board requests that interviewing of students by any outside agency at the school be kept to a minimum. The purpose of this policy is to assist the school representatives in fostering a trusting relationship with the parents of the students. Promoting trust and open communication with the parents is essential to the student's education. The following criteria are established to minimize the disruption to the student, while still protecting the student from any abusive situations arising outside the school setting:

1. The principal/designee will inquire of the agency, representative whether it is necessary to interview the student during the school day and on school grounds, and request that the interviewing be done outside of the school day if possible.
2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.
3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification should be requested from the person seeking to interview the student at school from any person unknown to the principal/ designee. If the principal/ designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/ designee perceives that conditions or circumstances are not in the student's best interest, access to the student should be denied until further information or clarification can be obtained.
4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/ designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/ designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.
5. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

Reference: 10 O.S. § 7102-7106

NOTE: 10 O.S. §7105 states that "(a)ny person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed."

Approved: July 19, 2011

SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SCHOOL: _____

PARENT(S) / LEGAL GUARDIAN: _____

ADDRESS: _____

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools. The supervising administrator will also need to contact the DHS.

Describe the nature and extent of the suspected child abuse or neglect: _____

Describe any evidence of previous suspected child abuse or neglect: _____

Name of persons present during the interview with the child: _____

Name of investigating social worker with the Department of Human Services (if known): _____

Signature of person filing report: _____

Signature of Supervising Administrator: _____

JHH

SEXUAL HARASSMENT

Sexual Harassment is a form of sex discrimination that violates the law. Muskogee Public Schools believes that each student should attend school in an environment which provides for fair and equitable treatment and is free of discriminatory intimidation based on sex and unwelcome advances.

DEFINITION OF SEXUAL HARASSMENT: Any unwelcome sexual advances, requests for sexual favors, or verbal, physical, or other sexually offensive conduct made by anyone on district property or during any district sponsored event when:

- Submission to the conduct is either explicitly or implicitly a tremor condition of an individuals' education;
- Submission to or the rejection of such conduct by an individual is used as a basis for educational decisions affecting the student; and / or
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

- Written: Sexually suggestive or obscene letters, notes, invitations, and graffiti.
- Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing", "kidding", double meanings, demeaning comments about a person of a particular sex, solicitation of sexual favors or attention.
- Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.
- Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
- Any other action which emphasizes the vulnerability of the victim specifically because of gender.

PROHIBITION: Sexual harassment will not be permitted or tolerated. This policy is applicable to all students, employees, non-employees, and volunteers on district property or serving as a trip sponsor.

ACTION TO BE TAKEN: Students who sexually harass shall be subject to any and all disciplinary action that may be imposed by the district's policy regarding student discipline, Board Policy JG. If a member of the public is in violation of this policy, the response may include barring the person(s) from district property, termination of business relationships with individual(s) and/or prosecution of the person(s).

PROCEDURES:

- A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop.

- A student or parent of the student may bring a complaint to the building principal of the student's school or coordinator designated by the superintendent. A student or parent of the student may also bring a complaint to the assistant principal, counselor, or teacher. The coordinator, assistant principal or other staff member shall immediately notify the building principal of the complaint.
- The building principal will be responsible for notifying the Director of Human Resources of the complaint if the complaint involves an employee.
- If the complaint involves an employee, the Director of Human Resources and principal shall immediately investigate the complaint and shall, at the end of the investigation, recommend disciplinary action against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
- If the complaint does not involve an employee, the building principal shall immediately investigate the complaint and, at the end of the investigation, recommend disciplinary action to be taken against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
- Any formal grievance investigated under this policy shall be handled pursuant to Board Policy AC.

RETALIATION: Retaliation shall not be permitted against any individual who complains of sexual harassment, anyone who testifies on behalf of the complaint, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

Adopted: May, 1993

Revised: October 10, 2006

CRISIS INTERVENTION POLICY

PURPOSE:

To provide support for the students, faculty, parents, and other community members in our school district in time of a crisis. To establish procedures and provide an environment to prevent the spread of communicable diseases/infestations.

CRISIS EVENTS:

In a school setting, a situational crisis may result which endangers the **physical or emotional health of students and/or staff members**. A situational crisis can be either Primary or Secondary in nature.

The building principal/chief administrator will evaluate the crisis event and determine the severity. Based upon this determination, the Crisis Response Team may be activated.

Reference the "Crisis Manual" for procedures to be followed, including the code to be used. For counseling procedures to be used, please see next page.

COUNSELING/STUDENT INTERACTION PROCEDURES:

- 1 The following steps are implemented when informing students of the crisis.
 - a. Avoid large assemblies to announce the crisis.
 - b. Each teacher may visit with his/her class without the assistance of Crisis Intervention Team members.
 - c. Crisis Intervention Team members will be assigned to certain classes to assist teachers as needed.
 - d. When needed, Crisis Intervention Team members, as a team of two Or three, will follow the crisis victim's schedule to provide counseling.
 - e. Crisis Intervention Team members or other designated crisis resource individuals may visit individually with students or staff members most affected by the crisis.
2. The Team Leader will make a crisis room available during the crisis period and it will be staffed with Crisis Intervention Team members.
3. The immediate peer group of a deceased student or staff member should be identified and special assistance provided, if needed.

Approved: November 8, 1994

Revised: July 8, 1997

Revised: January 11, 2005

4. When needed, the Team Leader will organize support groups for those most affected by the crisis.
5. Staff members are to remain alert for students who may show vulnerability in an effort to prevent contagion-clustering effect.

JI

DISTRICT ACADEMIC HONORS BANQUET

The District Honors Banquet has been established for the purpose of encouraging and honoring those students in the District who have strived for and attained a high level of academic excellence.

The guidelines for the selection of the District's Honors Students are as follows:

1. ELEMENTARY SCHOOLS: Each elementary school will select the student(s) with the highest scholastic Grade Point Average for grades four, five and six (4,5 & 6).

To determine "highest scholastic average", only scholastic grades for the first three (3) grading periods for the year in question shall be considered. In case of a tie, each of the students is to be honored.

2. GRADES SEVEN AND EIGHT: Students will be selected with the highest scholastic Grade Point Average for each grade level in each school. Additionally, in order to qualify for this honor seventh graders must be enrolled in Algebra I and eighth graders in Geometry beginning with the 2013 School Year. To determine "highest scholastic grade point average", schools serving seventh and eighth grade students are to consider all scholastic grades earned, beginning with grade seven (7) and extending through the first semester of the current year.
3. HIGH SCHOOL: The senior high school will select the student(s) with a scholastic Grade Point Average of 4.4 or higher for each grade level. To determine "scholastic grade point average", the high school is to consider all scholastic grades earned, beginning with grade nine (9) and extending through the first semester of the current year.
4. Honorees at each site are to be listed on the Academic Honors Banquet Form and the form submitted to the B.E.S.T. Center by April 20th.

FURTHER CONSIDERATIONS:

- (1) Only full-time students are eligible for selection to the District Academic Honors Banquet List.
- (2) Each school (principal and/or staff) reserves the right to eliminate students with serious or chronic disciplinary or attendance problems.

Revised: April 9, 2002
December 13, 2011

JI

ACADEMIC HONORS BANQUET

TOP SCHOLARS FROM _____ SCHOOL
No. Yrs

Grade _____: Student's Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Grade _____: Students Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Students Name _____
Parents Names
Address & Phone

Reader for Your School Attending Honors Banquet:

Principals Signature/ Date

JN-A

REQUESTS FOR TRANSCRIPTS

Students currently enrolled in the Muskogee Public Schools District I-20 are entitled to receive a maximum of five (5) copies of their transcript without charge; a fee of two dollars (\$2.00) will be charged for each additional copy.

After termination of enrollment in the Muskogee Public Schools, because of graduation or for any other reason, an individual will be charged two dollars (\$2.00) for each copy of his/her transcript regardless of the number of transcripts ordered while enrolled in school.

All monies collected from this source will be deposited in District I-20's General Fund.

Legal reference cited: 62 O.S. 1971, 355.

Approved by the Board of Education: May 7, 1984

JO

COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS
AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

Definitions

For the purpose of this regulation, the school district has used the following definitions of terms:

Student - any person who attends or has attended a program of instruction sponsored by the Board of Education of this school district.

Eligible Student - a student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent - either natural parent of a student unless his or her rights under the Family Education Rights to Privacy Act (FERPA) have been removed by a court order; an adopted parent, a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records – any item of information or record (in handwriting, print, tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member which meets the following tests:
 - a. It was made as a personal memory aid;
 - b. It is in the sole possession of the individual who made it; or
 - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Approved: June 6, 1988

Revised: July 1, 1991

Revised: January 14, 1997

Revised: December 12, 2006

Personal Identifier - any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information which would make the student's identity known.

Annual Notification

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student; (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Health, Education, and Welfare if the school district violates the FERPA; and,
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Statement of Rights

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

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 Health, Education, and Welfare; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

Locations of Education Records

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	School Office	Principal
Cumulative School Records	School Office	Principal
Health Records	School Office	Principal
School Transportation Records	School Office	Principal
Speech Therapy Records	School Office	Principal
Psychological Records	School Office	Principal

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. (See the schedule of fees for copies below).

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 parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

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 (copies, at the exact location, or records brought to a single site).

The principal 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. See below for information regarding fees for copies of records.

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.

Fees for Copies of Records

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school;
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying costs less hardship factor)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying costs) plus postage, if incurred.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent:

1. The student's name, address and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team.
8. The student's photograph;
9. The student's dates of attendance; and
10. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

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.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - a. establish the student's eligibility for the aid;
 - b. determine the amount of financial aid;
 - c. establish the conditions for the receipt of the financial aid, or;
 - d. enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests to administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least;

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

Records of Requests for Access and Disclosures
Made From Education Records

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records of information it

discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest of the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted, and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosure of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student, or for;
5. Requests for, or disclosure of information contained in the student's education record if request is in response to an ex parte order of the attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

Procedure 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 shall 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.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and,
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the principal receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the principal custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of

any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advice that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
 - a. the school district's decision that the record is correct and will not be changed;
 - b. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - c. advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Procedure to Release Information, Interview, Photograph, or Tape Students

In accordance with this policy all attempts will be made to minimize the loss of instructional time for interviews, photographing, or taping students. All guidelines contained in the Family Education Rights to Privacy Act (FERPA) and Individuals with Disabilities Act (IDEA) P.L. 101-476, will govern the release of information by staff. All interviews, photographs or taping of students will be supervised by Muskogee Public School personnel. The procedures employed by district personnel or news media to release student information, to interview, photograph, or tape students shall be developed by the Office of the Superintendent.

Muskogee Public Schools
Parental Release
For Interviewing, Audio-taping, Video-taping, and Broadcasting School Activities,
News, Activity Programs, and Performances.

As part of the district's promotion of school activities or recognition of student achievement, district staff members or the news media may interview, photograph or film students while they are engaged in school activities not normally open to the public or individual students or groups of students honored for special achievement. Your child's picture may thereafter appear in district publications, newspapers, or newscasts. Please circle your preference in the following applicable statement:

I, the parent / guardian of the student identified below, (consent) (do not consent) to the release of interviews, photographs or videos of this student by district staff or by news media to publicize district activities not normally open to the public or to recognize student achievement.

I, the student identified below am 18 years of age or older, and (consent) (do not consent) to the release of interviews, photographs or films of me by district staff or the news media to publicize district activities not normally open to the public or to recognize student achievement.

Name of the Student: _____

Name of the Parent / Guardian: _____

Signature: _____

Date: _____

JO-A

MAINTENANCE OF STUDENT RECORDS
Cumulative Folders (Use and Maintenance)

Procedure: All new students in Muskogee schools will have a folder prepared for them at the school site in which the student first enrolls. This folder will accompany the student to the Muskogee school to which he promotes or transfers.

Requirements:

- a. Name of Student on Form A9 (Type or Print Clearly)
- b. Sex Indicated
- c. Birthdates (Abbreviate the month; e.g. Jan. and Feb.)
- d. Race
- e. Place of Birth

Restrictions

Do not fill out economic status

Suggestion:

Guardian or foster parent information should be placed on the line entitled "Change in Residence or Additional Data".

Contents: The contents of the cumulative folder should reflect the pertinent information relative to the student's academic progress, and general student status.

Requirements:Health Record

A separate folder will be maintained for each student to include Oklahoma Department of Health Form 216 (bright pink) "Cumulative Health Record" filled out at time of enrollment.

1. Primary Immunization Dates Given
2. Booster Immunization Dates Given
3. Vision Testing when done by the school
4. Hearing Testing when done by the school
5. Dental Screening when done by the school
6. Health History when any condition exists that affects the students participation in school, such as allergies, asthma, loss of hearing, heart trouble, polio or any other health impairment.

Copy of the Pupil Enrollment Form for the current year.

Copy of the Special Education Placement Form when applicable to the student.

Revised: November 13, 1995

Copy of the Individual Education Plan (IEP) when applicable to student. (Each class in which the student is mainstreamed may require an IEP).

Copy of the Title I Entitlement Card when applicable.

All standardized Test Results applicable to the student.

Copy of any legal document entrusted to the school, such as birth certificate, court order, or guarantees of guardianship.

Copy of checklist type report form for preschool, Kindergarten and first grade.

Records from previous schools attended other than Muskogee Public Schools.

Maintenance: The responsibility to maintain up-to-date cumulative records and health records lies with the building principal. The principal may assign this task to the counselors, secretaries and registrar for implementation. Careful conformity to the articles of this document will ease the burden of record maintenance in coming years as well as provide accurate and useful information to the schools which receive each record.

Requirements:

Item 1, Form A9 Elementary School Record. Complete the scholastic record each semester to include grade enrolled (K-8), building, school year, grade in each subject (2-5) or level of progression toward mastery (P,K,1), and attendance information.

Item 2, Aptitude or Special Interest. Complete when information is available.

Item 3, Transfer Withdrawal, Re-entry Record. Complete when applicable.

Item 4, Standardized Educational Test.

1. Affix stick-on labels when available, beginning immediately under Item 4 and progressing down the page through Item 9. (The health Items 6-10 may be covered by the labels as ODH form 216, the pink health form, is sufficient for the health information.)
2. DO NOT place labels on the outside of the folder. It is for the secondary school use only.

Item 11, High School Record. Grade labels may be affixed to Item 11 when available.

Omit Items 12-17

Revision approved: November 13, 1995

Restriction:

Do not place labels or other information in an area of the folder to be used by subsequent units of Muskogee schools.

Maintain in the folder copies of Special Services rendered to child; e.g., Green Country testing dates, authorization for speech therapy, and related testing information.

Color Code

1. Health Problem-Red Band. Place a red band, approximately one inch long on the upper right hand corner of the folder, (magic marker will do fine) to indicate a student has a serious health problem in need of attention by the school receiving the record. Name the illness in the Red Band.
2. Title IV-Indian Student-Green Band. Place a green band, approximately one inch long on the upper right hand corner above "State or Country" (magic marker will do fine) to indicate a student is entitled to Title IV services.

Retirement:

Requirement: Muskogee Public Schools will maintain until one year after the normal graduation of the class in which the student is enrolled, the complete cumulative record of that student unless:

- The records have been forwarded to another institution of learning, or
- The student is deceased.

Restriction:

An inactive file will be maintained for all non-requested records, by each school until the above requirements are met.

Confidentiality of Student Records:

The school must make every effort to keep student records confidential and out of the hands of those who might use these for other than legitimate purposes. Information of a highly confidential and personal nature about students that counselors, teachers, and other school personnel acquire must be respected as confidential.

Disclosure to student himself.

A student has the right to inspect his academic record and is entitled to an explanation of any information recorded on it.

Disclosure to faculty and administrative officers of the Institution.

Faculty and administrative officers of the school who have a legitimate interest in the material and demonstrate a need to know should be permitted to look over the required records of any student.

Disclosure to parents, educational institutions and agencies.

Transcripts or grade reports may be released to parents or guardians.

A request for a transcript or other academic information from another institution of learning indicating the reason therefore may be honored as a matter of inter-institutional courtesy. There is no need to secure prior approval from the student.

Requests from research organizations making statistical studies may be honored without prior approval from the student provided no information revealing the student's name supplied.

Disclosure to Government Agencies

Properly identified representatives from federal, state or local government agencies may be given the following information if expressly requested:

1. verification of date and place of birth;
2. school or division of enrollment and class;
3. dates of enrollment;
4. home and local addresses and telephone numbers
5. name and address of parent or guardian.

Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right access to student files and records. When additional information is requested, it should be released only on written authorization from the student. If such authorization is not given, the information should be released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and the subpoena should be referred to the school's legal counsel.

Disclosure to other individuals and organizations.

Information furnished to other individuals and organizations should be limited to the items listed below under "Telephone Inquiries" unless the request is accompanied by an information or transcript release signed by the student.

Disclosure in response to telephone inquiries.

Extreme caution must be used when any information is released in response to telephone inquiries and should be limited to:

1. whether or not the student is currently enrolled;
2. the school or division in which the student is or was enrolled and the class;
3. dates of enrollment

Release of addresses or telephone numbers should be consistent with school policy governing distribution of students' directories.

Urgent requests for student information e.g., address, telephone number, or immediate whereabouts, based upon an apparent emergency, should be handled by the principal, including reference to other appropriate officer or individual.

Does a Noncustodial Parent Have the Right To Request Information About or Review the Records of a Child? (Also refer to policy #JEDB)

Yes, any parent, whether divorced or not, may request information about or review the records of his or her child under 70.0 S. Sec. 6-115. The divorce severs the husband/wife relationship, but does not affect that of parent/child. However, if the child has been legally adopted, the natural parental rights are gained by adopting parent. (See also policy #JEDB)

Revised: May 11, 1993

The primary communication goal should be to keep the public informed about the crisis while maintaining student privacy and as little interruption to the educational process as possible. Reporters monitor police, fire and ambulance radio-dispatch scanners and usually arrive at the crisis scene very quickly. Because most of the community finds out what has happened through the media, and because the media can assist in dispelling rumors, it is essential that we give reporters accurate and prompt information.

Steps of action:

1. Notify the Superintendent's office (684-3700 Ext. 1633) and the Communications / Public Relations Staff Assistant (348-6942).
2. If necessary, refer media inquiries to the Communications / Public Relations Department. (684-3700 Ext. 1642).

Often, the principal or designated building-level spokesperson must respond immediately to media inquiries. In dealing with the media during or after a crisis:

1. Be accessible. Designate an area for the media either inside and/or outside the building.
2. Be prepared. Know the answers to the basic questions: Who, What, When, Where, and How. Know what is being done to help staff and students cope with the situation and include that in your responses.
3. Be open, concerned, and not defensive. Be honest, brief and stick to the facts: don't speculate. Stress student safety.
4. If you don't know the answer, say so. Offer to find out, and share the information when you can. Often, confidentiality must be maintained to protect students' or employees' rights and the integrity of any possible investigation. If you are unable to give details or certain information explain why rather than unintentionally raising suspicions by saying, "No comment."
5. Remember that nothing is ever "off the record," and the interview is not over until the reporter leaves. Assume the microphone is always on.

Sample statement that can be faxed or read to the media:

"We understand that your need for information and appreciate your concern. At this time our staff is in the process of assessing and dealing with the situation. We are keeping the Communications/Public Relations Department apprised of everything that is taking place, so we ask that you contact our Communications / Public Relations staff assistant, Cindy Heupel, for information and any arrangements you might need for your coverage. I hope you understand our need to protect the privacy and welfare of our students, so we also ask that you contact the Communications/Public Relations Department before you attempt to take pictures or conduct interviews. You can reach Communications/Public Relations at 918-684-3700 Ext. 1642 or 918-348-6942."

Approved: July 12, 2005