

**Oklahoma City Public Schools**  
**Expectations and Student Code of Conduct**  
**2018-2019 / 2019-2020**

The **Oklahoma City Public Schools Board of Education** believes that the schools' primary goal is to provide a safe environment for learning for all members of the school community. Students are expected to practice academic and personal integrity as they **respect** the rights of others, are **responsible** for promoting behavior to support a **safe** school, free of threatening, intimidating, or harassing behavior as well as behavior that is harmful to themselves, other persons, or property.

The District expects *adults* and *students* to relate in a manner that is **respectful, responsible, and safe**. When adults teach and model these choices, the result is a positive environment for teaching, studying, and learning.

**RESPECTFUL**

Each student in the school:

- Knows and acts as if personal rights are balanced by the rights of others
- Accepts through words and actions that others have different ideas and opinions
- Understands and allows for others' and their own mistakes to be a part of learning

**RESPONSIBLE**

Each student in the school:

- Acts in ways that indicate school attendance and learning are a priority
- Knows and acts as if his or her choices affect everyone
- Makes choices that support learning for all

**SAFE**

Each student in the school:

- Takes steps to ensure that physical safety for all is a priority
- Understands social safety is free of put downs or sarcasm
- Knows that what happens in and out of school impacts learning

Students and their parents have the right to expect schools will be an orderly, safe and supportive learning environment. Students will be taught, guided, directed, and provided with opportunities to learn what is expected as a part of their daily practice of making safe and responsible choices. Four Practices of Oklahoma City Public Schools faculty and staff are key to providing students a school culture in which all students can be successful:

1. Challenging all students through rigorous curriculum and effective teaching responsive to students' learning styles, prior knowledge and cultural background
2. Supporting the personal safety of students, teachers, and families and sustaining trusting relationships and shared responsibility for student success
3. Supporting growth and effectiveness of faculty and staff by continuous professional learning, evidence-based collaboration, and improvement of practices
4. Making decisions based on evidence and modeling equality, flexibility, and transparency to provide each student a fair chance for success

In addition to the commitment of teaching and modeling expectations to support school success, the **Student Code of Conduct** demonstrates to students that situations which threaten safety and learning will be addressed according to a plan which treats every student **fairly and equitably**.

To carry out the District's primary goal of discipline, faculty and staff members are committed to modeling, teaching, and re-teaching school-wide expectations. For most inappropriate choices students make, this process of modeling, teaching, and re-teaching or a conference between teacher and student will eliminate most issues. Students and their parents must also recognize that certain behaviors must have consequences that allow them an opportunity to understand and learn from their decisions. Collaboration among students, school personnel, parents, and community is essential to maintaining a safe learning environment for all students.

## **STUDENT RIGHTS**

Whenever a student faces disciplinary action for disruption of the learning environment or safety for themselves or others, they will be afforded due process. Before an administrator assigns a consequence or suspension, the student will be afforded due process rights with a discussion immediately following the misconduct. The student will be told and shown in writing, what he or she is accused of doing, given the opportunity to write or tell his or her side of the story, and be provided the factual basis of the accusations.

- Students will be given an opportunity to write or tell their side of the story any time they are sent to an administrator for a disciplinary issue
- Students are entitled to a conference with a school staff member when they are removed from the classroom or school for disciplinary reasons
- Parents and students must be provided written notification of the student's violations and the details of the disciplinary consequences, particularly when the student is removed from the classroom or school for disciplinary reasons

Schools must provide parents with a list of community resources every time students are suspended from school. Students are entitled to make up work when they are excluded from school. It is a student's responsibility to complete make-up work in a timely manner.

## **DISCIPLINE**

After interventions have been exhausted or when students make choices that threaten or cause physical harm to others, suspensions may be necessary. Repeated or increased severity of misconduct will also result in increasingly serious disciplinary action. All disciplinary actions will take into consideration:

- Seriousness of the offense
- Effect of the offense on other students
- Physical or mental impact on other people
- Incident being either isolated or habitual behavior
- Incident being a manifestation of disability or circumstances that need to be considered

**Students cannot be suspended for more than ten (10) consecutive or cumulative days without approval by the Office of School Climate and Student Discipline.**

Students violating the Student Code of Conduct by possessing or being under the influence of drugs or other illegal substances will be referred to a partner agency for program participation. Partner agencies include the Adolescent Recovery Collaboration (ARC,) which includes S.O.S. or the Latino Community Development Agency.

Discipline of students covered by the Individuals with Disabilities Education Act (IDEA) will follow the rules of IDEA. More information on IDEA can be found at <http://idea.ed.gov/> .

For students and families of limited English proficiency, discipline records and meeting conversations will be translated into the student's native language. [www.okcps.org](http://www.okcps.org)

As outlined in State and Federal law, the following two types of suspensions are subject to the identified consequences, an Evidentiary Hearing, and may be appealed as a long-term suspension:

1. **Any student in grades six through twelve** whose actions result in severe bodily injury to a school employee or volunteer will be suspended for the remainder of the current semester and the next consecutive semester. *Consult the Office of School Climate and Student Discipline for determination.*
  2. **Any student in possession of a firearm** while on public school property or while in any school bus or vehicle will be suspended out-of-school for a period of not less than one calendar year.
- Similar incidents involving Pre-K to 5<sup>th</sup> grade students: Principal should contact the Office of School Climate and Student Discipline for direction.

## **APPEALING A SUSPENSION**

If a student is suspended from school, the student and the student's parents have a right to appeal a suspension. An appeal is to ask that the disciplinary action be reversed or the length of the suspension reduced.

**Short-Term Suspension** – For suspensions of ten (10) days or less, the parent/student may appeal the suspension within five (5) days of receiving notification from the school by calling (405)587-STOP or by going to <https://goo.gl/LGp2U0> to submit a Suspension Appeal on-line. The Office of School Climate and Student Discipline will review the appeal and will render a decision.

**Long-Term Suspension** – All long-term suspensions, eleven (11) days or longer, will be approved by the Office of School Climate and Student Discipline.

- The Evidentiary Hearing is the first level of appeal for long-term suspensions. The hearing is scheduled through the Office of School Climate and Student Discipline within three (3) days of the disciplinary event for a date and time not longer than five (5) days after the event. The hearing is led by an impartial administrator who will consider the appropriateness of the suspension in consideration of the evidence provided by the school and the student/parent, as well as any circumstances or additional information provided.
- If the student and parent are dissatisfied with the Evidentiary Hearing results, the parent/student may appeal the suspension within five (5) days of receiving the notification of the hearing results by calling (405)587-STOP or by going to <https://goo.gl/LGp2U0> to submit a Suspension Appeal on-line. The Office of Student Services, representing the Superintendent, will complete an investigation or schedule a hearing before an impartial District Hearing Panel. The result of the investigation or the District Hearing Panel will be final and may not be appealed any further.

The **Student Code of Conduct** outlines behaviors and a continuum of consequences for such behaviors. The **Student Code of Conduct** is intended to focus on students exhibiting behaviors that demonstrate they have **respect** for themselves and others; are **responsible** and prepared to learn, and understand all students and adults deserve a **safe** learning environment. Following the **Student Code of Conduct** is a glossary which provides additional information defining violations of the **Student Code of Conduct**.

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**Please Note** – Students and parents sign an annual permission form each year acknowledging they have read and understand the student-parent handbook and the Student Code of Conduct procedures and expectations for Oklahoma City Public Schools. **Students should realize that their behavior must comply with District, School, and classroom policies and procedures at all times.** Students are provided a copy of the handbook and the Student Code of Conduct from the school. The handbook and the Student Code of Conduct may also be accessed online through the District website at [www.okcps.org](http://www.okcps.org)

The continuum is suggested. Administration may begin where deemed appropriate

Student Code of Conduct		Conference	Intervention	Short-Term Suspension (STS) 1-5 days	Short-Term Suspension (STS) 6-10 days	Long-Term Suspension (LTS) 11+ days	Long-Term Suspension (LTS) 12 Months
		1	2	3	4	5	6
<b>RESPECTFUL</b>							
<b>Inappropriate Words and Actions</b>							
DIS	Disrespect	•	•	•			
PRF	Abusive Language, Profanity, or behavior	•	•	•			
PRF2	Abusive Language, Profanity, or behavior, <b>Repeat Offense</b>	•	•	•	•		
<b>Ignoring Requests of Faculty and Staff</b>							
FI	Failure to identify	•	•	•			
DFA	Refusal to follow directions	•	•	•			
FTA	Refusal to serve assigned level 2 actions/repeat misconduct	•	•	•	•		
<b>Disturbing Learning Environment</b>							
DB	Disruptive behavior	•	•	•			
GNS	Gang symbols	•	•	•	•		
DOC	Disorderly Conduct*	•	•	•	•		
<b>RESPONSIBLE</b>		1	2	3	4	5	6
<b>Distractions to Education</b>		*denotes required action (see glossary)					
UDR	Health/Grooming Issues/Dress Code Violations	•	•				
FRG	Forgery, Plagiarism, or Cheating	•	•				
IPP	Inappropriate personal property	•	•				
PDA	Public display of affection	•	•				
TRD	Tardiness*	•	•				
TRU	Truancy	•	•				
SXM	Inappropriate sexual behavior	•	•	•			
PRO	Provoking/Instigating behavior	•	•	•			
AID	Aiding/Abetting	•	•	•			
WLK	Leaving assigned area or campus without permission	•	•	•			
MCR	Misuse of computing resources	•	•	•			
WTD	Wireless devices	•	•	•			
EXT	Extortion	•	•	•	•		
<b>Substances that are Harmful</b>		*denotes required action (see glossary)					
TBC	Tobacco*	•	•	•			
IP	Possession/ownership, use of other substances or material*	•	•	•	•		
IP2	Possession/ownership above, <b>Repeat Offense</b>	•	•	•	•	•	
DRG	Distribution of illegal drugs/alcohol*	•	•	•	•	•	
INF	Under the Influence*	•	•	•	•		
INF2	Under the Influence, <b>Repeat Offense*</b>	•	•	•	•	•	

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		1	2	3	4	5	6
<b>RESPONSIBLE (continued)</b>							
<b>Property</b>		*denotes required action (see glossary)					
LRC	Petty larceny theft	•	•	•			
POS	Possession of stolen property*	•	•	•			
TS	Trespassing*	•	•	•			
VA	Vandalism or destruction of property*	•	•	•	•		
GRC	Grand Larceny*			•	•		
BUR	Burglary*			•	•		
ROB	Robbery*			•	•	•	
<b>SAFE</b>		1	2	3	4	5	6
<b>Threats of Harm to Self and Others</b>		*denotes required action (see glossary)					
EXP	Fireworks - Possession or use*	•	•	•			
END	Endangerment	•	•	•	•		
RVU	Reckless vehicle use	•	•	•	•		
FAL	False alarms	•	•	•	•		
TA	Verbal or written threat	•	•	•	•		
TAS	Verbal or written threat against school personnel*	•	•	•	•	•	
OCC	Off-campus conduct (bullying, gang, threats)	•	•	•	•		
OWP	Weapon possession other than a firearm		•	•	•	•	
TGN	Firearm look-alikes		•	•	•	•	
GNG	Gang behavior	•	•	•	•	•	
RTS	Refusal to submit to a search	•	•	•	•	•	
TDW	Threat with a dangerous weapon*		•	•	•	•	
TIK	Threat of intent to kill*		•	•	•	•	
GUN	Possession of a firearm*						•
<b>Violence</b>		*denotes required action (see glossary)					
BHS	Bullying*	•	•	•	•	•	
BHT	Harassment	•	•	•	•	•	
FGT	Fighting	•	•	•	•	•	
ARS	Arson*			•	•	•	
HAZ	Hazing/Initiation		•	•	•	•	
RIO	Riotous behavior		•	•	•	•	
BS	Assault and/or battery against another student			•	•	•	
SO	Sexual offenses*			•	•	•	
BE	Assault and/or Battery against school personnel*			•	•	•	
RAP	Sexual assault*					•	

## Glossary

**Abusive Language or behavior** – Habitual and/or aggressive or demeaning language or behavior (including profanity) towards another student or school personnel.

**Aiding or Abetting** – Any two (2) or more persons mutually agreeing to commit any unlawful act.

**Arson** – Intentionally starting a fire or combustion on school property. \* Call 911 for Active Fire; notify site director; contact Fire Marshall's Office to report

**Assault and/or Battery against another student** – Any willful or unlawful use of force or violence upon the person of another student.

**Assault and/or Battery Against School Personnel** – Force or violence upon a staff member or volunteer regardless of whether the staff member or volunteer was the intended victim. \* Notify law enforcement; notify site director

**Bullying** - Bullying is defined as intentional, repeated hurtful acts, words, or other behavior, such as name calling, threatening, and or shunning, committed by one or more students against another. Bullying may be physical, verbal, emotional, or sexual. Physical bullying includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling. Verbal bullying includes hurtful name calling, teasing, and gossiping. Emotional bullying includes rejecting, terrorizing, extorting, defaming, isolating, ostracizing, and peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact, and sexual assault. \* Bullying Form must be completed

**Burglary** - Unauthorized entry for the purpose of committing a crime of theft. \* Notify law enforcement; notify site director

**Disorderly Conduct** - Behaving in a violent or seriously inappropriate manner that disrupts the educational process. \*Use only if referring to Law Enforcement

**Disrespect** – Responding in a rude and/or impertinent manner towards school personnel.

**Disruptive Behavior** – Behaving in a manner that disrupts or interferes with educational activities.

**Distribution of/or Possession with Intent to Distribute Illegal Drugs or Alcohol** – Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content. \*Notify law enforcement; notify site director

**Endangerment** – Failure to report knowledge of illegal or dangerous activities that could harm others.

**Extortion** – Obtaining property from another without his or her consent, induced by a wrongful use of force or fear.

**False Alarms** - Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher without reasonable belief that a fire exists, making false 911 or police calls.

**Fighting** – Involves the exchange of mutual, physical contact including, but not limited to, hitting with or without injury.

**Fireworks Possession or Use** – Using or possessing any explosive amusement device, smoke bomb, etc... \*Contact Fire Marshall's Office

**Forgery or Plagiarism** – Falsification of documents

**Gang Behavior** – Disruption and/or intimidation that could lead to violence, including gesturing of any signs, use of language, or confrontations identified or associated with gangs.

**Gang Symbols** – Disruption and/or intimidation caused by the wearing of any type of clothing or jewelry, or by the writing of any signs identified or associated with gangs.

**Grand Larceny** – A larceny in which property taken is of value exceeding \$500 or when such property, although not of value exceeding \$500, is taken from the person of another. \* Notify law enforcement; notify site director

**Harassment** - Pestering, bullying, intimidating, or threatening another student, even in jest, on school property or at school-sponsored events. Harassment includes, but is not limited to, name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.

**Hazing or Initiation** – Activities that endanger an individual's mental or physical health by being required or used, for initiation or entrance into any group.

**Health, Grooming Issues, and Dress Code Violations** – Unacceptable hygiene that distracts from the educational environment or failure to comply to the district dress code.

**In Possession or Under the Influence** - Attending school while in possession or under the influence of alcohol or illicit drugs. \* Notify law enforcement; notify site director

**Inappropriate Personal Property** - Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others including, but not limited to, sexually explicit material, food, beverages, electronic equipment, laser pointers, etc.

**Inappropriate Sexual Behavior** – Mutual sexual acts between students beyond the definition of Public Display of Affection.

**Leaving Assigned Area or Campus Without Permission** - Leaving the classroom or assigned area without obtaining prior approval of the teacher and/or administrator.

**Misuse of Computing Resources** - Failure to adhere to board policies.

**Off-Campus Conduct** - Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption.

**Petty Larceny Theft** - Taking of personal property accomplished by fraud or stealth with the intent to deprive another thereof (larceny where value of the property is under \$500.)

**Possession of a Firearm** - As defined by [18 U.S.C., Section 921](#): Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; or any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket, having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or any device similar to the above. \*Notify law enforcement; notify site director; weapons form must be completed

**Possession of Stolen Property** – Having in one’s possession property obtained without permission of the owner. \* May notify law enforcement

**Possession or Ownership and Use of Other Substances or Materials** - Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process including, but not limited to, non-alcoholic beer, look-alikes, etc. \*Notify law enforcement; notify site director

**Provoking or Instigating Behavior** - Encouraging or urging other students to violate school rules.

**Public Display of Affection** – Behaviors of affection which are not appropriate for public places, such as kissing, hugging, etc.

**Reckless Vehicle Use** – Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process.

**Refusal to Serve Assigned Level 2 Actions** – Failure to serve level 2 discipline options including, but not limited to, time-out, detention, in-school intervention, Saturday school, etc...

**Refusal to Submit to a Search** – Refusing to submit to a search for contraband, when reasonable suspicion exists.

**Refusal to Work or Follow Directions** – Failing to comply with proper and authorized direction or instruction from a staff member.

**Riotous Behavior** - Any use of force or violence, or threat to use force or violence if accompanied by immediate power of execution, by three or more persons acting together and without authority of law.

**Robbery** – Wrongful taking of personal property, from his or her person or immediate presence accomplished by means of force or aggression. \*Notify law enforcement; notify site director

**Sexual Assault (Rape and Attempted Rape)** – The sexual exploitation, forcible penetration or an act of sexual contact on the body of another person, male or female, without his or her consent. \*Notify law enforcement; notify site director

**Sexual Offenses** – Lewd sexual behaviors, including but not limited to, unwelcomed sexual contact, offensive touching, indecent exposure, or other sexual acts. \*Notify law enforcement; notify site director

**Tardiness** – Failure to be in the place of instruction at the assigned time without a valid excuse. \*Student/parent may be fined for truancy

**Threat with a Dangerous Weapon** – Using a sharp or dangerous weapon to threaten another person with bodily harm. \* Notify law enforcement; notify site director; weapons form required

**Threat with Intent to Kill** – Any willful or unlawful offer with force or violence to kill another. \*Notify law enforcement; notify site director

**Tobacco** – Possession or use of tobacco, tobacco products, or e-cigarettes. \*Complete ABLE Commission form for issuance of a citation

**Trespassing** – Entering school property or into any school facility without proper authority, including any entry during a period of suspension. This includes school activities and school sanctioned off-campus activities. \*Notify law enforcement; notify site director

**Truancy** – Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/guardian. \*Student/parent may be fined for truancy

**Vandalism or Destruction of Property** – Intentional or willful destruction/defacement of property including vandalism or graffiti, damage or alteration to computers, or damage or alteration to computer systems, programs, or records.

**Verbal or Written Threat** – Any willful or unlawful offer to do corporal hurt to another student using force or violence.

**Verbal or Written Threat Against School Personnel** - Threatening to harm a staff member. NOTE: If there is no actual threat to do harm, use the category of “Abusive language or behavior toward school personnel.” \*Notify law enforcement; notify site director

**Weapon Possession Other Than a Firearm Including Look-alikes** - Students possessing a dangerous weapon on their way to or from school or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckle, live ammo, or any other object intended to be used for inflicting bodily harm.

**Wireless Devices** – Use of wireless telecommunication devices during school hours for non-emergencies or failure to use as outlined for instructional purposes.