

SLOAT JUNIOR HIGH

7-8 Grade

Student Handbook

2023-2024



*** By enrolling at Sloat Junior High School our students and families accept the responsibility to familiarize themselves with the Student/Parent Handbook.**

This handbook is intended to serve as a guide to help students and their families understand Sloat Junior High School's programs and opportunities as well as to set forth basic expectations and procedures. Please take the time to familiarize yourself with the contents. It is intended that the handbook will answer many questions about academics and related policies and procedures, security, discipline, school rules, athletics and safety among other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Sloat Junior High School to deviate from the normal rules and procedures set forth in this handbook, or to deal with individual circumstances as they arise in the manner deemed most appropriate by the school - taking into consideration the best interests of SJH , its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (via email) and/or on the school website.

Any student or parent with a question about anything in the handbook should feel free to speak with school Administration. By enrolling at Sloat Junior High School our students and families are accepting responsibility for familiarizing themselves with the Student/Parent Handbook.

TABLE OF CONTENTS

Section One—Administration and Organization (Pages 5-9)

1-1	Introduction
1-2	School Traditions
1-3	Administration and Staff
1-4	School Calendar
1-5	Bell Schedules

Section Two—Attendance (Pages 9-13)

2-1	Attendance Policy
2-2	Powerschool Absence Codes
2-3	Absence Procedure/Truancy
2-4	Early Dismissal
2-5	Religious Holidays
2-6	Make-Up Work
2-7	Activity Absences/10 day rule
2-8	Tardies

Section Three—Standards of Behavior (Pages 13-38)

3-1	Discipline Policy
3-2	Code of Conduct
3-3	Discipline Action for Offenses
3-4	Discipline Options
3-5	Student Searches
3-6	Student Behavior/Discipline Code
3-7	Suspension
3-8	Dress Code
3-9	Threats to Students and/or Staff
3-10	Drug Free Schools
3-11	Possession/use of Tobacco Products
3-12	Hazing
3-13	Policy for Prevention of Harassment, Intimidation and Bullying
3-14	Weapons Free Schools
3-15	Driving Rules
3-16	Bus Riding Rules
3-17	Wireless Telecommunication Devices
3-18	Medical Marijuana
3-19	Outside Food Or Drink
3-20	Locker Search and Seizure

Section Four—Academics and Counseling (Pages 38-49)

4-1	Accreditation
4-2	Grading Policy
4-3	Courses Offered at SJH

4-4	Enrichment Program
4-5	Graduation Requirements
4-6	Promotion and Retention of Students
4-7	Foreign Language
4-8	8 th Grade Credit
4-9	Oklahoma Academic Standards
4-10	Enrollment
4-11	Counseling
4-12	New Students Entering SJH
4-13	Immunizations
4-14	Schedule Changes
4-15	Activity Classes
4-16	Standardized Testing
4-17	Transcripts
4-18	Summer School
4-19	Incompletes
4-20	Semester Exams
4-21	Homebound
4-22	Concurrent Enrollment
4-23	Indian Capital Technology Center
4-24	Transportation to Indian Capital Technology Center
4-25	Commencement
4-26	Valedictorian and Salutatorian
4-27	Honor Roll
4-28	Scholastic Awards
4-29	Oklahoma State Regents Standards
4-30	Early Graduation
4-31	Coweta Virtual Academy

Section Five—Athletics and Activities (Pages 49-62)

5-1	Chess Club
5-2	Cheerleaders
5-3	Student Council
5-4	Academic Team
5-5	Art Club
5-6	National Junior Honor Society
5-7	Spanish Club
5-8	Gaming Club
5-9	Family Career and Community Leaders of America
5-10	Archery
5-11	Future Farmers of America
5-12	Book Club
5-13	Yearbook
5-14	Activity Regulations
5-15	SJH Dance Guidelines

5-16	Eligibility
5-17	Extracurricular Activities Student Alcohol and Drug Testing
5-18	Quitting/Being Dismissed from a Sport

Section Six—General Procedures and Policies (Pages 62-74)

6-1	Entering the School
6-2	Daily Procedures
6-3	Identification Cards
6-4	Hall Passes
6-5	Visitors
6-6	Field Trips
6-7	Cafeteria
6-8	Closed Campus
6-9	Insurance
6-10	Medication
6-11	Student Diabetes Care and Management
6-12	First Aid
6-13	Health Program
6-14	Head Lice
6-15	Custody Arrangements/Protective Orders/Restraining Orders
6-16	School Equipment and Facilities
6-17	Office Telephones
6-18	Lockers
6-19	Assemblies
6-20	Automated Calls/School Closings/Emergencies
6-21	Technology and Internet Usage Policy
6-22	Code of Conduct for Internet and Network Access
6-23	Policy on Sexual Harassment
6-24	Equal Opportunity Act
6-25	Family Education Rights and Privacy Act
6-26	Asbestos Notification
6-27	Emergency Procedures
6-28	Parents Bill of Rights

SECTION ONE- ADMINISTRATION AND ORGANIZATION

1-1 INTRODUCTION

PHILOSOPHY

We, the administration, faculty, staff, and community of Sloat Junior High, believe in a comprehensive learning environment that provides opportunities for all students to develop to their fullest capacities and be productive members of a rapidly changing global and technological society.

Education is an ongoing process, which stimulates the acquisition of knowledge and provides students with appropriate strategies for integration into life in the twenty-first century. Therefore we expect students to be actively involved in their intellectual development with their teacher acting as an essential catalyst in the learning process. Our curriculum reflects the variety of student needs and developmental levels. We will expect excellence in all areas of learning.

MISSION

The mission of Donald P. Sloat Junior High, in partnership with the community, is to provide educational opportunities that will enable our students to reach their fullest potential as creative problem-solvers and productive citizens. We strive to create an environment that fosters self-esteem, respect for others and meets the unique needs of the early adolescent in a changing society.

GOALS

As concerned citizens and educators, our participation in the formulation and evaluation of goals is an ongoing process. Our direct responsibility is to provide leadership in defining, practicing, and developing responsible citizenship in the words, thoughts, and actions of our student body.

1. To examine and identify the needs, aptitudes, and capacities of each student as a basis for obtaining personal fulfillment and emotional stability.
2. To maintain high expectations of students in the areas of academics, citizenship, and involvement to constantly challenge students to develop their full potential in these areas.
3. To identify and select curricula that will be an asset in everyday living as well as prepare students for post-graduation employment and/or education.
4. To provide a school program that will encourage initiative and independence in thought and action while building an appreciation for learning.
5. To teach students to read comprehensively, to express ideas clearly and correctly, to listen actively, and to think critically.
6. To lead students in understanding the rights and duties of citizenship; to be diligent and competent in the performance of their obligations as family members and as citizens of their school, community, state, nation, and world.
7. To involve, through a cooperative effort, the home, school, and local community in the development of a comprehensive educational program that best serves the needs of our students.
8. To afford our students active and continuous learning experiences that emphasize varied learning techniques that will be effective in accentuating each pupil's learning style.
9. To develop an environment that encourages mutual respect, trust, and confidence between students and faculty.
10. To supply all students with frequent opportunities to succeed at given tasks or to succeed in areas of special interest.

11. To stimulate and constantly reinforce the character and moral development of each and every student.

1-2 SCHOOL TRADITIONS

MASCOT



Tiger

SCHOOL COLORS

ORANGE AND BLACK

FIGHT SONG

*Orange and Black forever, proudly we hail
Banners for our team, the one we know will never, ever fail
Orange and Black forever, shout victory,
Three cheers for our team...
That's SJH!*

1-3 ADMINISTRATION AND STAFF

Board of Education

Mr. Teddy Wyatt
 Mr. Tyler Herriman
 Mr. Kyle Blankenship
 Mr. Doyle Burress
 Mr. Ryan Fankhauser

Administration & Staff

Superintendent
 Assistant Superintendent
 Assistant Superintendent
 Chief Financial Officer
 Principal
 Assistant Principal
 Athletic Director
 Principal's Administrative Assistant
 Registrar/ Counselor Administrative Assistant

Max Myers
 Gary Ellis
 Doug Flanary
 Brad Tackett
 David Wineinger
 Danielle Moses
 Dewayne Hunter
 Marisol Hicks
 Lisa King

Counseling

7th Grade
 8th Grade

Joy Anderson
 Shelby Rowan

1-4 Coweta Public Schools

2023 – 2024

Student Calendar

August 17 First Day of Classes

September 1 No School - Professional Development Day

September 4 Labor Day – No School

September 15 Progress Report #1

October 2 PK-12 Distance Learning/Collaboration Day

October 12 & 16 Parent Teacher Conferences – School is in Session

October 17 Progress Report #2

October 18 – 20 Fall Break - No School

November 6 PK-12 Distance Learning/Collaboration Day

November 17 Progress Report #3

November 20 – 24 Thanksgiving Break – No School

December 19 Last Day of Semester

December 20 – Jan 3 Christmas Break – No School

January 3 No School – Professional Development Day

January 4 First Day of 2nd Semester

January 15 Martin Luther King, Jr. Day – No School

January 26 1 st Semester Report Cards

February 9 Progress Report #4

February 19 Presidents Day – No School

March 7 & 12 Parent Teacher Conferences – School is in Session

March 14 Progress Report #5

March 15 No School

March 18 - 22 Spring Break – No School

April 1 PK-12 Distance Learning/Collaboration Day

April 25 Progress Report #6

April 26 No School

May 6 PK-12 Distance Learning/Collaboration Day

May 23 Last Day of School

1-5 BELL SCHEDULES

TIME		MINUTES
8:25-9:15	1 Period	50
9:20-10:10	2 Period	50
10:15-11:05	3 Period	50
11:10-12:25	4 Period/Lunch	75
12:30-1:20	5 Period	50
1:25-2:15	6 Period	50
2:20-3:10	7 Period	50

***Lunches will be scheduled through 4th period teachers.*

	Lunch	4 Period
1 st Lunch	11:05 – 11:30	11:35 – 12:25
2 nd Lunch	11:30 - 11:55	11:10 – 11:30/ 12:00-12:25
3 rd Lunch	12:00-12:25	11:10-12:00

SECTION TWO-ATTENDANCE

2-1 ATTENDANCE

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible.

In accordance with this policy, students are limited to 9 absences per semester (this includes excused absences). Students who exceed 9 absences in a given semester will receive a maximum of 59% prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam. Should the final semester grade be a 59% or less the student shall receive a “NC” No Credit for the course.

Students and Parents receive letters notifying them of five (5) and nine (9) absences in any single class. Students who arrive at school after 8:30 a.m. need to check in through the attendance office before reporting to class. Any student who is more than 10 minutes late to a class is counted absent from that class.

Exceptions to this policy will be considered by the principal on an individual, case by case, basis.

SEMESTER TEST EXEMPTION POLICY

Traditional Students who meet the following criteria will qualify for the exemption:

1. Having zero IP placements or out of school suspensions.
2. Having a semester grade of “A” or “B” in **all** classes.
3. Having 4 or less absences of any kind (except for school activity absences for the purpose of determining exemptions)
4. Students who are exempt may test, but the results will only count if it improves the student’s grade.

Students enrolled in Hybrid and Virtual Classes are not exempt from finals.

2-2 POWERSCHOOL ATTENDANCE CODES

ABSENCE CODE LIST

The following absences **COUNT** towards the semester absence total (10 Day Policy):

- EA – Excused Absence (student has guardian’s permission to be absent)
- UA – Unexcused Absence(student does not have guardian’s permission to be absent)
- TRU – Truancy
- DVA – Distance Virtual Absence

The following absences **DO NOT COUNT** towards the semester absence total (10 Day Policy):

- FT – Field Trip
- IP – Intervention Program
- SUS – Suspension to the Home
- ACT – Activity Absence
- VT – Vo-Tech Activity
- CV – College Visit
- T – Tardy
- TST - Testing
- OF – Office
- AD – Administrative Request
- HOM – Homebound
- FUN – Funeral Absence
- DR – Doctor’s Note

2-3 ABSENCE PROCEDURE/TRUANCY

Students of high school age are required to attend school by State Law. In compliance with state law please use one of the three methods listed below to report your student’s absence:

1. Parents can call into an automated interactive telephone system “Safe Arrival” via a toll free number (1-833-998-2600) through which absences can be reported.
2. Parents can log into a website, coweta.schoolconnects.com to report absences. Your login information and password will come to your personal email. Please keep all demographic information updated with the school office.
3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

Please do not contact the school directly to report an absence.

Both systems are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached.

By reporting your child's absence in advance using the Safe Arrival toll free number or Safe Arrival Portal website/app BY 8:30 am, you will NOT receive a call. If you report an absence after 8:30 am, the system may still contact you even though you have verified their absence. To avoid the additional call you will need to call before 8:30 am.

Failure to get the absence cleared through the attendance office via Safe Arrival will result in truancy. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

2-4 EARLY DISMISSAL

To grant a student an early dismissal from class the attendance office must receive a call from the parent or guardian, or the parent/guardian may come to the attendance office and sign their child out. Notes are not accepted. Upon receiving either of the above, an early dismissal slip will be sent to the student in class. The student must bring this slip to the attendance office to sign out.

Any student who needs to leave the school grounds must first obtain parent permission and sign out through the main office. Failure to sign out will result in disciplinary action for truancy.

When a student returns to school he/she must 'sign in' at the attendance office. Failure to check in or out will result in the absence being classified as a 'truancy' and appropriate discipline will be administered.

2-5 RELIGIOUS HOLIDAYS

Students will be allowed to miss school for the purpose of observing religious holidays. Before the absence, the parent/guardian of the student must submit a written request for the excused absence.

2-6 MAKE-UP WORK

All work missed during a period of absence may be made up with the exception of an absence due to truancy. However, it is the student's responsibility to get the assignments from their teachers. No penalty shall be assessed against work made up for absences. Students shall be allowed the number of days absent plus one (1) day to gather and complete their assignments. Any examination or assignment announced during the student's presence in class or which is regularly scheduled (ex. semester test) which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. All work is due at the end of the allotted days.

Students absent for extended periods may be given special consideration.

2-7 ACTIVITY ABSENCES/10 DAY RULE

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.
2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.
3. Absences for the following reasons will not be charged against the ten absence limit:
Absences for the following reasons will not be charged against the ten absence limit:
 - a. Activities held on campus, sanctioned by the superintendent;
 - b. Serving as a Page in the Legislature;
 - c. On campus visits by college representatives/vocational representatives;
 - d. College entrance exams;
 - e. Field trips in conjunction with a unit being taught in an academic class;
 - f. Students excused to make appearances before local civic groups;
 - g. Grade level field trips to area technology centers.
4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

2-8 TARDIES

Being tardy to class is a disruption to the normal operation of school and is taken seriously. **A student who is more than ten (10) minutes late for class will be counted as absent for that class that day.** All work assigned during that period will be due as assigned.

Tardies may also be given for restroom breaks that occur after class begins. Tardies will continue throughout the semester (i.e. tardies will not start over each quarter).

Tardies will be addressed as follows:

- | | |
|------------------|--|
| 1st Tardy | – Verbal warning by the teacher |
| 2nd Tardy | – Parent will be contacted and student will be issued one (1) day of detention by the teacher |
| 3rd Tardy | – Parent will be contacted and student will be issued two (2) days of detention by the teacher |
| 4th Tardy | – Parent will be contacted and student will be issued three (3) days of |

detention by the teacher
5th Tardy – Referral to the Assistant Principal

Discipline for all first period tardies will be handled by the administration.

SECTION THREE- STANDARDS OF BEHAVIOR

3-1 DISCIPLINE POLICY

When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline that child while he/she is in attendance or in transit to or from school or while participating in any school function authorized by the school district.

3-2 CODE OF CONDUCT

Each student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Doing his or her best in lessons and extracurricular activities.
- Respecting school property and using materials properly.
- Being respectful to other students, school staff, and visitors.
- Using self-control at school and at all school activities.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

Parents are expected to support this code of conduct by:

- Reading the school handbook.
- Discussing their expectations with their child.
- Contacting the school when problems arise.
- Working with their child/student and school officials when disciplinary action is needed.

3-3 DISCIPLINE ACTION FOR OFFENSES

Any behavior, which interferes with a teacher's right to teach or a student's right to learn, will be addressed seriously. **Students are reminded that all teachers and staff members in the school have the right to correct students at any time and at any place during the school day or at school-sponsored events.**

The Principal is the final authority for the overall discipline of students, and reserves the right to apply judgment in the discipline of students on a case-by-case basis.

3-4 DISCIPLINE OPTIONS

DISCIPLINE OPTIONS TO BE CONSIDERED BY THE ADMINISTRATION

The following discipline options may be considered by the administration in addressing violations of the student handbook and/or school board policy:

Parent Contact: A parent may be contacted by phone or in person to discuss a disciplinary incident involving their child.

Parent Conference: The administrator may request that the parent(s) of a student come to the school for a meeting involving the student, parent, and administrator. Teachers or other school staff may be present at the meeting if deemed necessary by the principal.

Detention:

PM detention and Lunch detentions are available at Donald P. Sloat Junior High. Detention will be assigned to students by teachers. Lunch detention will be held Monday through Friday as long as school is in session. PM detentions will take place on Wednesdays after school from 3:30-4:15 in the library. Parents must be here to pick up their PM detention child by 4:30. Lunch detention will occur the twenty minutes during 1st, 2nd and 3rd lunch. Students are expected to arrive at lunch detentions within the first 5 minutes of their lunch. Students must work while they eat and remain quiet in the detention room.

Community/School Service: Students may be required to perform community service as a disciplinary consequence. The administration may determine an appropriate work detail for the student involved in the disciplinary incident. Failure to complete the community service assignment will result in further disciplinary action including possible suspension.

Counseling: A student may be referred to the counselor for counseling services.

Behavior Contract: A student may be asked to sign a behavior contract outlining specific expectations and consequences for future violations of the student handbook.

Intervention Program (IP): This is an in-school placement in which the student attends school in a self-contained classroom. Students assigned to the Intervention Program may not attend school activities or be on school grounds with the exception of the Intervention Program. All class work assigned during IP must be completed and prepared for the IP director to returned to the teacher the day the student returns to class or the date stated on the assignment. Students must follow the designated route to and from IP.

Administrative Request/Change of Placement: A student may be removed from a class for one or more periods of the school day by administrative request.

Saturday School: Students may be assigned supervised time to study and complete assignments on Saturday. Failure to attend an assigned Saturday School will result in further disciplinary action, including possible suspension.

Short Term Suspension: Consists of ten (10) school days or less; suspended students will not be allowed on school grounds or to attend school-sponsored events. An educational plan for CORE classes will be developed for suspended students. Credit will be issued for assignments completed and returned.

Long Term Suspension: Consists of eleven (11) school days or more with a maximum of the current semester and succeeding semester; suspended students will not be allowed on school grounds or to attend school-sponsored events. An educational plan for CORE classes will be developed for suspended students. Credit will be issued for assignments completed and returned.

3-5 STUDENT SEARCHES

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
 - A. A violation of the law or school rules has occurred or is occurring;
 - B. The student to be searched has committed the violation; and
 - C. Particular evidence of the violation will be discovered in the search.

2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - A. The student's age, history, and record in school;
 - B. The prevalence and seriousness of the suspected violation;
 - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - D. The need to make a search without delay and further investigation;
 - E. The specificity and source of the information used as justification for the search; and
 - F. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings,

except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

3-6 STUDENT BEHAVIOR/DISCIPLINE CODE

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior

7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school— as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.
22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
26. Possession or distribution of a caustic substance

27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.) Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, lowpoint beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession or claimed possession of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of a window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy

40. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the district's policy on Medical Marijuana, Hemp & Cannabidiol (CBD)
41. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
45. Vandalism
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Habitual offenders who continually break discipline policy are subject to out of school suspension.

**Fighting (1st offense) will result in a minimum of eight (8) day change of placement.

**Fighting (2nd offense) will result in a minimum of thirty-five (35) day change of placement.

3-7 DUE PROCESS Long-Term Suspension (More Than 10 Days)

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. Violation of a school regulation;
2. Possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during school activities;
3. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

Possession of a firearm shall result in suspension as provided in the district's policy related to firearms; Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Students may be suspended by the Principal or Assistant Principal when they feel the student's behavior warrants such action. Due process procedure will be used. Student shall have five (5) days from the date of notification of the suspension to register an appeal to the Superintendent. An educational plan will be developed for students suspended to the home. Academic credit will be given for work completed; however, it is the sole responsibility of the parent/guardian to pick up and return assignments to and from the school on a weekly basis. All assigned work must be completed and returned to the teacher within one week unless otherwise stated on the assignment.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular Activities" include, but

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

Short-Term Suspension Appeals (10 Days or less)

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

3-8 DRESS CODE

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress in a way that expresses their personality in an appropriate manner, and at the same time restrict extremes and indecency. Our primary concern is to provide for the health, safety, and welfare of all students.

Students at Coweta Public Schools are expected to dress properly and be well groomed during such a time as they are at school or representing the school. The appearance of Coweta students is a direct reflection on the school, and all students are asked to keep this utmost in mind in their selection of apparel to be worn at school and school activities.

In order to allow students to dress comfortably, tastefully, and in preparation for entering the workforce, the following guidelines are to be utilized in the student's selection of school attire. **The principal shall have the authority to determine the appropriateness of any attire not specified below:**

1. Dress as cleanly and neatly as possible.
2. Dress in clothing of proper size for you. (For example, sleeve lengths, waist size, leg lengths and widths of all trousers, jeans, etc. – No sagging.)

3. Wearing shirts as a jacket is acceptable, as long as the garment fits, are clean and neat, and shirt length is neither a distraction nor embarrassment.
4. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize embarrassment:

a. Upper Garments

Sleeveless shirts or blouses may be worn provided that the arm opening is not revealing of the student's body or undergarments. The fabric on the shoulder is to be a minimum of 4 fingers width. Tank tops, spaghetti tops, basketball jerseys, and muscle shirts are permitted only when worn in combination with another shirt such that the combination meets the original dress code. It is not permitted to wear clothing that exposes the back or shoulders. Immodestly low necklines, and/or bare midriffs (for example: a cropped top) are prohibited. Garments must be of appropriate length and fit to meet these requirements while sitting, moving, or completing normal school-related tasks.

b. Lower Garments

Pants and shorts shall be worn at the waist. Undergarments shall not be visible. Shorts, skirts, and dresses must be at or below the level of the fingertips or no shorter than six inches above the middle of the knee, whichever is longer. Holes in pants must be at or below the level of the fingertips or no shorter than six inches above the middle of the knee, whichever is longer. House shoes are prohibited. Administrators have the authority to rule on appropriateness.

c. Students must wear shoes while at school that have a hard sole that allows for safe indoor and outdoor movement.

d. No long or large coats or sunglasses will be worn inside the building.

e. Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school activities. Including shirts that advertise non protected speech: tobacco products, alcohol, controlled drugs or drug paraphernalia, or any other generally unacceptable material. Gang attire as described below will not be worn at school or school-related activities.

f. Gang attire: The wearing, possessing, using, distributing, or displaying any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang is strictly prohibited.

g. Hats are only allowed in the classroom with teacher's approval.

Enforcement of the dress code: Students who fail to comply with the dress code will not be permitted to attend class until proper dress is acquired. Guardians may be notified when a student's garment does not meet dress code requirements. Provisions of the dress code are applicable to the school day and to school-related activities. The policy is non- gender specific. Exceptions and/or modifications of the dress code may be authorized by the building Principal or Assistant Principal for a specific school-related activity. Repeated violations will be considered as a major offense.

3-9 THREATS TO STUDENTS AND/OR STAFF

Threats, threatening behavior, acts of violence and any related conduct including, but not limited to, physical violence, verbal or written threats or intimidation, intimidating gestures or actions, and violence against property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on district property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off district property but directed at students, employees or other persons on district property or during district-sponsored activities are also in violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Students found in violation of this policy may be subjected to any and all disciplinary action that may be imposed by the district policy regarding student behavior, including suspension from school.

3-10 DRUG FREE SCHOOLS

Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
4. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as

an intoxicating substance.

5. Violation of this rule will result in the imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Necessary Medications

1. Students may not retain possession of and self-administer any medication at school for any reason unless allowed by law and district policy.

2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

3. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

DRUG AWARENESS AND PREVENTION

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

2. Information about any drug and alcohol counseling and rehabilitation and re-entry program is available to students through school counseling services.

3. All parents and students are informed that compliance with the drug awareness and drug prevention standards of conduct is mandatory.

3-11 POSSESSION/USE OF TOBACCO/VAPOR PRODUCTS

Students and patrons are prohibited from possessing or using tobacco and/or vapor products while on school grounds, school vehicles, or during any school-sponsored activity at all times.

Students are reminded that this is a major offense that may result in a change of placement and a citation from the Coweta Police Department.

3-12 HAZING

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Coweta Public Schools. To that end the district adopts the following policy prohibiting hazing.

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include, but not be limited to, any activity except those authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual.

No organization having student members which is sponsored by the district or which is permitted to hold meetings or other events on district property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating these prohibitions shall be subject to disciplinary measures which may include not participating in extracurricular activities, suspension, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.

Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the district for a length of time determined by the board of education, and shall be referred to local law enforcement authorities for prosecution.

Hazing will be dealt with as outlined in the Code of Student Conduct. School employees who are linked to hazing shall be subject to discipline, including dismissal or nonrenewal.

3-13 BULLYING POLICY STUDENT BULLYING

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

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

- *Alternative In-School Placement*

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

- *Out of School Student Suspension*

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA.STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly

embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying. Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and

currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual (Assistant Principal) and an alternate (Principal/Counselor) to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, the assistant superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith. The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA.STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request.

An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that

to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA..STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Reporting

If a student has any concerns on bullying or harassment they should contact a trusted adult inside our school district immediately, they can also download the Free StopIT App from Apple or Google Play Store. Directions on how to sign up are on our school website.



STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators.

FREE STOPit mobile app, which has two simple but powerful features:

Report can be used by students to report incidents to school contacts anonymously.

Messenger can be used to engage in anonymous two-way communication with school contacts.

Both Report and Messenger empower students to stand up for themselves and for one another. Students have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use STOPit to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with STOPit is to create safer, kinder, school communities both online and off.

No student information is needed to use STOPit. The only way personally identifiable information will be accessible through STOPit is if a student voluntarily includes it within the content of a report or message.

Both our school and STOPit are committed to protecting the privacy of student data. STOPit is a signatory to the Student Privacy Pledge, spearheaded by the Future of Privacy Forum and the Software & Information Industry Association. You may review STOPit's Privacy Policy for details, including more information on how anonymous reporting works.

More information and resources can be found online at stopitsolutions.com.

3-14 WEAPONS FREE SCHOOLS POSSESSION OF DANGEROUS WEAPONS IN SCHOOL

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a

school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or principal's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or principal's designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the principal or principal's designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.
4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

3-15 DRIVING RULES

Donald P. Sloat Junior High School students are not permitted to drive motorized vehicles, whether automobiles, motorcycles, all-terrain vehicles, or other vehicles, on school property at any time without the expressed written consent of the Principal.

3-16 BUS RIDING RULES

BUS RIDER RULES AND REGULATIONS SAFETY AND BEHAVIOR CODE

Bus riding is a privilege. Privileges for students to ride a bus are conditional on his/her good behavior and observance of the rules listed below. Students should abide by their STUDENT HANDBOOK rules while on the bus or at the bus stop. All buses may be videotaped at any time. Failure to follow any of the bus rules will result in disciplinary action as listed below. All students will obey directions given by the bus driver.

1. Students must be outside waiting at the designated bus stop *5 minutes prior* to the scheduled stop time, regardless of weather conditions. Students should dress appropriately. The bus will stop only at designated stops and only if children are visible.
2. Respect people and their property while waiting on the bus. Students must receive proper school official authorization to be discharged at places other than the regular bus stop.
3. Students will sit facing forward, backs against the seat back, feet on the floor and out of the aisle. Students should never be out of their seats while the bus is moving. Drivers have the authority to assign seats.
4. Keep all body parts inside the bus at all times.
5. All food, drinks, candy and gum will not be consumed on the bus. These items must be stored in student's book bags, backpack or lunchbox.
6. Courtesy transportation will not be allowed: I.E. daycare, scouts, dance, gymnastics, etc. Bus rider guests must have approval from the Principal's office and is contingent upon available space on the bus.
7. All riders are responsible to assist in keeping the bus safe and clean at all times by picking up around their seat. All trash must be placed in the trashcan before entering or exiting the bus. Students should never open emergency doors or windows, unless directed to do so by the driver or an emergency warrants.
8. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in student's lap or between their feet on the floor in front of them will be allowed on the bus. Items cannot be stored in the aisle or in the area around the bus driver. This includes personal athletic equipment and band instruments. Skateboards will not be transported on buses.
9. Flowers, balloons, show and tell items and science projects must be transported by private vehicle.
10. Mischievous is prohibited. Remember loud talking, laughing or unnecessary noise can divert the driver's attention and may result in a serious accident. Students should be quiet at railroad crossings.

11. Any destruction of school property is a criminal act. Please treat the buses with respect. Any damage to school property will be paid for by the offenders and or their parent / guardian.
12. Help lookout for safety and comfort of younger / smaller children. Be courteous to fellow students, the bus driver and bus assistants. Students must obey all directions or suggestions from the bus driver.

The following are examples of serious misconduct that may result in immediate bus suspension:

- Fighting / Hitting / Spitting**
- Damage to bus property**
- Profanity / Pornography**
- Bullying / Threatening behavior / Teasing**
- Throwing any object on or out of the bus**
- Putting any part of the body outside the bus**

CPS BUS VIOLATION POLICY

The Transportation Director will handle all bus conduct reports. Please be aware of the violation policy. Conduct reports are cumulative from the beginning of the school year.

JH, IH, AND HIGH SCHOOL

- 1st REPORT** ... Warning / Letter and bus rules to parents.
- 2nd REPORT** ... Up to 10 days off all school transportation
- 3rd REPORT** ... Off all school transportation for as much as a school semester.

If a student loses his/her riding privilege, the suspension includes all buses, and the parent/guardian is responsible for the student's transportation.

It is sincerely hoped that parents will recognize these rules and regulations are for the safety and well-being of all students and that they will actively assist the school.

School bus transportation is the safest means of over-the-road transportation in America. Coweta Public Schools takes pride in its safety record and in the service it provides.

3-17 WIRELESS TELECOMMUNICATION/ ELECTRONIC DEVICES

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time, unless a teacher has authorized students to use a wireless device for educational purposes. No student is required to possess a wireless device and no student will be penalized for not having a wireless device for educational purposes. No student will be permitted to access his/her personal wireless device during class time except with teacher permission for educational or emergency purposes.

Students may use their personal wireless devices during breaks and lunch. Voice calls will not be allowed to be made in the hallways unless the student has permission from the administration.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action. The school will not be responsible for lost electronic devices.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

3-18 MEDICAL MARIJUANA

School Board Policy, Section 10, page 43

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

3-19 OUTSIDE FOOD AND DRINKS

If outside food or drink is brought to school, it is not guaranteed the student will get it in a timely manner. It is the student's responsibility to come get their food from the main office. No outside food or drinks may be brought into or consumed during an academic class period or outside of the designated lunch areas. This includes, but is not limited to food and drinks from restaurants and convenience stores. Only drinks with screw top lids will be allowed or reusable water bottles. If a student makes a mess, they are responsible to clean it up.

3-20 Locker Search and Seizure

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all

lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover prohibited items concealed in school property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. The Superintendent may designate school personnel to transport any seized dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

SECTION FOUR- ACADEMICS AND COUNSELING

4-1 ACCREDITATION

Sloat Junior High is accredited by the Oklahoma State Department of Education.

4-2 GRADING POLICY

Grades 7-8 Standard Grading Scale

The letter grades A, B, C, D, F, and I will be used to indicate the achievement of secondary school students in all instructional areas. The letter grades used shall indicate the following degree of achievement:

100% - 90%	A	Superior Quality of Work	(4 points)
89% - 80%	B	Good Quality of Work	(3 points)
79% - 70%	C	Satisfactory/Average Quality of Work	(2 points)
69% - 60%	D	Below Quality of Work Expected	(1 point)
Below 60%	F	Unsatisfactory Work	(Failing/No Credit issued)
	NC	No Credit	(Not used in calculating GPA)
	I	Incomplete Grade	(Student has been granted a certain period of time to complete work or receive a failing grade.)

If a class is failed and then retaken, both grades are figured in calculating G.P.A. One does not erase the other. Night school and Summer school classes are calculated as a semester credit.

4-3 COURSES OFFERED AT SJH

Course offerings are subject to change each school year. Offerings will depend on enrollment numbers, areas of teacher certification, and student interest. All needs in the core academic areas will be met first. An effort will be made to also offer courses that match the preferences of students in elective courses.

Core Subjects:

English – English 7, Honors English 7, English 8 and Honors English 8

Science – Science 7 and Science 8

Social Studies – Geography (7th) and US History (8th)

Math – Math 7, Honors Math 7, Pre-Algebra 8 and Algebra I

Electives:

Academic Achievement, Agriculture Explorations, Art, Athletics (Baseball, Basketball, Cross Country, Football, Softball-girls only, Track, Volleyball-girls only, Wrestling), Band, Character Education, Choir, Computer Applications, Computers Research & Professions, Drop Everything and Read, Health, Family Consumer Science, Physical Education, Introduction to Spanish, Spanish, Technology Education, Yearbook.

4-4 ENRICHMENT PROGRAM

Donald P. Sloat Junior High School offers an additional opportunity for excellence in education for those students who exemplify outstanding academic ability through its Enrichment Program. This program is designed to provide the exceptional student with academic challenges and experiences beyond the regular school curriculum. SJH offers several advanced classes to 7th grade students including Honors English and Honors Math 7. 8th graders are offered advanced coursework for high school credit in Spanish I and Algebra, as well as non-high school credit in Honors English.

4-5 GRADUATION REQUIREMENTS

College Preparatory/Work Ready Curriculum for High School Graduation

(Title 70 O.S. § 11-103.6)

In order to graduate from a public high school accredited by the State Board of

Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. For more information, contact your student's Counselor.

4 Units of Language Arts:

Grammar, Composition, Literature, or any English course approved for college admission.

3 Units of LABORATORY Science:

One unit must be a Life Science meeting the standards for Biology I. One unit must meet the standards of Physical Science which includes Physical Science, Chemistry, or Physics. One unit must be from the domains of Physical Science, Life Science, and/or Space Science with content and rigor above Biology I or Physical Science.

3 Units of Mathematics:

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements; *[Beginning with students entering 9th grade in the 2008-2009 school year, 3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.]*

3 Units of Social Studies: *(Sloat Junior High requires the following courses which meet and exceed the college preparatory requirements)*

1 United States History, 1/2 United States Government, 1/2 Oklahoma History, and 1 unit of the following: 1 World History, 1 AP European History, or 1/2 Geography.

2 Units of the same Foreign Language or 2 Units of Computer Technology:

to include 2 units of the same foreign or non-English language or 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics.

1 Additional Unit selected from any of the above core subjects or career and technology education courses approved for college admission requirements.

1 Unit or sets of competencies of Fine Arts,

Band, Music, Art, Drama, or Speech.

Personal Financial Literacy

Students shall complete the requirements for a personal financial literacy passport as

set forth in the Passport to Financial Literacy Act and any additional requirements or recommended elective courses as may be established by the State Board of Education and the district school board.

CPR/AED Requirement

(Title 70 O.S. § 1210.199)

Beginning with the 2015-16 school year, all students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between 9th grade and graduation.

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma.

For the 2019-2020 school year, students will take assessments in English Language Arts, Mathematics, and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school. Each student is required to take the assessments included in the state-wide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma.

The local school board's graduation requirements may exceed the state graduation requirements of 23 units. In order to graduate from Sloat Junior High, all students must have a total of 25 units.

4-6 PROMOTION AND RETENTION OF STUDENTS

In grades 7 and 8, retention decisions are made by the professional staff with the principal making the final decision on the appropriate placement. Factors such as school attendance, age, achievement test performance, specific reasons for academic failures, etc. are considered in the decision. It will be the goal of Donald P. Sloat Junior High to prepare students to be successful at the high school level, and the student's best interest will be the determining factor in retention decisions.

In this age of accountability for the educational system and in the world of work, we are obligated to determine that a student has reasonable minimum competency in the core areas of our curriculum in order to progress successfully to the next level of educational experience.

In grades 9, 10, 11, 12 (high school) students will be expected to achieve units as listed below in order to be promoted from one grade to another:

*4 units to be promoted to Grade 10
 11 units to be promoted to Grade 11
 18 units to be promoted to Grade 12
 25 Units – Graduation Requirements
 (*2 of which must be in CORE classes)

4-7 FOREIGN LANGUAGE

Students who are preparing to attend college are encouraged, but not required, to take two years of Foreign Language in High School. Spanish I is an option for well qualified 8th graders.

4-8 8TH GRADE CREDIT

Grades earned in Algebra I, Spanish I, Computer Applications I and II taken during the 8th grade year will be recorded on the high school transcript and will count toward the total number of credits needed to graduate from high school. The high school courses taken during the 8th grade will be recorded on the high school transcript and the grades earned will be used to figure class rank and grade point average.

If while in the 8th grade a student successfully completes one or more of the courses listed above and then chooses to repeat any of the courses during grades 9-12, the repeated course(s) will be posted on the student's transcript as No Credit (NC) during that respective school year. The **course that is repeated will not count** toward the total number of credits needed to graduate from high school and **will not** be calculated in the student's total GPA.

4-9 Oklahoma Academic Standards

Parents are encouraged to review the Oklahoma Academic Standards Curriculum. This information is available at <https://sde.ok.gov/oklahoma-academic-standards>.

4-10 ENROLLMENT

During the second semester of the year, students will be enrolled for the following academic year. Students may review their enrollment with a Counselor. If a change is necessary it can be made at this time. Students who do not return their enrollment card will be enrolled with a limited opportunity for change. Students planning on attending college should take additional credits in mathematics, science and advanced English. The remaining credits are chosen as electives to complete the required number of credits for graduation.

4-11 COUNSELING

Guidance and counseling services are available to students and parents to assist in decisions concerning academics, careers, and personal problems. Students needing to see a counselor should go by the counseling office to make an appointment. Your counselor will call you in as soon as possible. Parents wishing to talk with their child's counselor should call for an appointment. Requests for conferences with individual teachers should also be made through your child's counselor. Students will be assigned

a counselor by student's last name:

Mrs. Joy Anderson - A-L
Mrs. Shelby Rowan- M-Z

Students may sign up to see their counselor and counselors will send for students as time permits. The counseling services shall provide a planned sequential program of guidance activities that enhances student self-esteem and promotes the development of student competence in the academic, personal, social, and career/vocational areas.

4-12 NEW STUDENTS ENTERING SJH

Parents must provide a copy of their child's birth certificate, immunization records, proof of residency (current gas, water, or electric bill), custodial papers (if applicable), and transcripts.

4-13 IMMUNIZATIONS

Parents of students entering an Oklahoma school for the first time must show an Oklahoma Certificate of Immunization. Oklahoma law requires that all students be immunized against diphtheria, whooping cough, tetanus, polio, mumps, measles, hepatitis A/B, and rubella. Failure to comply with this may result in suspension from school.

The board of education shall require that no child be admitted to this school district unless and until the student's parent/guardian provides (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district prior to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website: <https://oklahoma.gov/health.html>.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Health for assistance.

4-14 SCHEDULE CHANGES

Students are expected to honor their enrollment schedules. **No schedule changes will be made after the first 5 days of each semester.** Exceptions to these requirements may be made only if the change is necessary to meet graduation requirements. The

principal must approve all schedule changes.

When a student is removed from a class due to medical or extenuating circumstances determined by the administration, a grade of "NC" will be recorded on the transcript for that class. No credit will be issued.

4-15 ACTIVITY CLASSES

Enrollment in activity classes will be adjusted after each major sport season. This will be done by the principal and appropriate head coaches. New class lists will be brought to the office by each head coach.

4-16 STANDARDIZED TESTING

Testing at SJH will reflect Oklahoma State Department of Education requirements for 7th and 8th graders. The current tested subjects are Math and English for 7th graders and Science, English, and Math for 8th graders.

4-17 TRANSCRIPTS

Sloat Junior High maintains a permanent record of each student's grades, GPA, class rank, standardized test scores, and pertinent information needed on student's transcripts. Sloat Junior High shall be prompt in furnishing transcripts and immunization records when requested to do so by school officials. However, the Coweta Board of Education may withhold a student's records if he/she fails to return textbooks or make payment for damaged books or other items that belong to the school district or any fees that the student may owe. Please allow 48 hours for all transcripts and school related documents to be processed once requested.

4-18 SUMMER SCHOOL

The only summer school programs recognized by Sloat Junior High shall be held in a school building by a certified teacher under a program recognized by the State Department of Education. Coweta Public Schools offers night school and summer school as long as the minimum number of students required to enroll. Check with the counseling office to see what classes are offered. All summer school courses not offered at Sloat Junior High must be approved by the principal of Sloat Junior High before the student enrolls in the course. Otherwise, the credits may not be accepted as credit at Sloat Junior High. Courses taken in summer school should be courses failed during the regular term or courses needed for enrichment of the student's education that cannot be taken at Sloat Junior High. Students should consult with their counselor before enrolling in summer school or night school courses.

4-19 INCOMPLETE GRADES

Students receiving an incomplete on their report card must make up the work within ten (10) school days. All incompletes after this time will be recorded as failures.

4-20 SEMESTER EXAMS

Semester exams are normally given on the last two days of each semester. The

semester test or project will be a comprehensive assessment and will equal 10% – 20% of a student’s final semester grade.

Grade Scale for Semester Exams

A	90% to 100%
B	89% to 80%
C	79% to 70%
D	69% to 60%
F	Below 60%

4-21 HOMEBOUND

To be eligible, a physician must certify that a student is unable to attend school for an extended period of time due to an illness, accident, or hospitalization. A student’s eligibility to receive homebound services will be at the sole discretion of the administration of Coweta Public Schools. Coweta public schools will appoint a homebound teacher to that homebound student. It is the student’s responsibility to complete and return all assignments to their homebound teacher.

4-22 CONCURRENT ENROLLMENT

Juniors and seniors enrolled in an accredited Oklahoma High School may, if he/she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State system to higher education as a special student.

The State Board of Regents has amended the Concurrent Enrollment policy to include high school juniors, but requires them to show an increased level of academic ability in order to qualify for concurrent enrollment.

1. He/she must meet the published criteria of the State Regents (other than high school graduation) for admission to the institution for which application is being made.
2. He/she must be enrolled in less than a full time load (fewer than five credit courses per semester) at the high school which he or she is attending, as attested by the high school principal.
3. He/she must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal.
4. Students may take a combination of High School and College courses totaling 19 Units. Courses will be calculated by assigning 3 units for each semester High School Course and 3 units for each semester College Course.

A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full time college workload of high school credit hours. For purposes of calculating workload, one high school credit course shall be equivalent to three semester credit hours of college work. The collegiate portion of the student’s workload must be taken on the campus of the admitting college or university under regular faculty members of the institution.

An exceptional student who is otherwise eligible under this policy may enroll in a

maximum of six (6) semester credit hours during a summer session or term at a college or university of the State System following the end of his/her junior year of high school, without the necessity of being concurrently enrolled in high school classes during the summer term. In order to be eligible for Concurrent Enrollment a student must rank among the upper one-half of the Oklahoma High School graduating class scholastically, or as defined by the Oklahoma Board of Regents after annual review.

Qualified juniors may concurrently enroll in a maximum of two college courses each semester.

Qualified seniors may concurrently enroll in a maximum of three college courses each semester.

Concurrently enrolled students are responsible for their own transportation to and from college courses and for tuition and other expenses involved in concurrent enrollment.

Students who enroll in a concurrent class are expected to complete the class with a passing grade. Students must inform the SJH counseling office before choosing to drop or withdraw from a concurrent class.

Students who drop concurrent classes after the first 10 days of a new semester:

1. Will be enrolled in either elective or core class or classes at the SJH and will be responsible for all assignments up to the day they re-enroll. Failure to complete all assignments by the end of the semester will result in a failing grade.
2. Will be enrolled in Tiger.net elective or core courses and responsible to complete all assignments by the end of the semester. Tiger.net classes may be completed at home.

If you are enrolled in one concurrent class and drop it, you will be enrolled in two classes. If you are enrolled in two concurrent classes and drop both, you will be enrolled in 3 classes.

4-23 INDIAN CAPITAL TECHNOLOGY CENTER

Coweta Public Schools students attend Indian Capital Technology Center three hours each day, either morning or afternoon, for three hours of credit. During the remaining portion of the day, each student is scheduled at his/her high school. All other subjects and extracurricular activities are provided by the home high school.

4-24 TRANSPORTATION TO INDIAN CAPITAL TECHNOLOGY CENTER

Transportation will be provided to and from Indian Capital Technology Center. A student with a valid driver's license, insurance, and vehicle registration may drive to and from Indian Capital Technology Center. A student's driving privileges may be revoked if he/she drives in a reckless manner or has chronic tardiness and/or absenteeism as a result of driving to and from Indian Capital Technology Center.

4-25 COMMENCEMENT

Commencement is a serious and solemn occasion. Inappropriate student behavior will be dealt with immediately and may result in the removal of the student or students involved. **STUDENTS MUST-HAVE PASSED ALL NECESSARY COURSES TO MEET GRADUATION REQUIREMENTS—AT THE CONCLUSION OF THE SPRING SEMESTER OF THEIR SENIOR YEAR IN ORDER TO PARTICIPATE IN COMMENCEMENT.** Seniors are required to wear the approved cap and gown in order to participate in the ceremony. Proper attire under the gown consists of clothing that meets school dress code. Proper shoes are to be worn by both male and female students.

Baccalaureate is a special service for seniors, their families, and friends. This event is not sponsored by the school but is held at the pleasure of the Senior Class.

4-26 VALEDICTORIAN AND SALUTATORIAN

1. To attain the status of Valedictorian, a student must have been in continuous enrollment in Sloat Junior High during their Sophomore, Junior, and Senior years, and have earned at least three (3) credits in AP courses.
2. Valedictorians will be those students in the top two percent (2%) of the senior class, based on grade point average. Valedictorians will be announced before Spring Break and must be in good Academic Standing.
3. All letter grades received-for High School Credit will be used in determining GPA (excluding Credits earned prior to the student's 9th grade year). This includes activity credits, local summer school, correspondence, concurrent and career-tech grades.

Selection of Salutatorian:

Based on the same criteria as the Valedictorians with the exception that Salutatorians will be those students in the top three to five percent (3 to 5%) of the senior class.

Commencement Speeches:

All Valedictorians along with the Senior Class President will be eligible to speak. They will work with the Senior AP English Teacher to author their speeches. Each speech will have a 2 minute time limit.

4-27 HONOR ROLL

Students who have no grade lower than an "A" during the semester will be named to the Superintendent's Honor Roll. Students who have no grade lower than a "B" for the semester will be named to the Principal's Honor Roll.

4-28 SCHOLASTIC AWARDS

Scholastic awards will be given in each subject area. These awards are to be based strictly upon scholarship.

**4-29 OKLAHOMA STATE REGENTS STANDARDS
POLICY STATEMENT ON ADMISSION TO, RETENTION IN, AND TRANSFER
AMONG COLLEGES AND UNIVERSITIES OF THE STATE SYSTEM**

Article XIII-A of the Constitution of Oklahoma and Title 70, Section 3206 of the Oklahoma Statutes provide that the Oklahoma State Regents for Higher Education shall prescribe standards of education for institutions in the Oklahoma State System of Higher Education, including standards for admission to, retention in, and graduation from State Educational Institutions.” In order to carry out these constitutional and statutory responsibilities, the State Regents hereby adopt this revised policy statement establishing curricular requirements, criteria and standards for admission to State System Institutions, as well as standards for retention in and transfer among institutions by type.

While students in grades 9 through 12 will normally meet these curricular requirements, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

In Fall 1997, the fifteen high school units set forth above will be required for admission. In addition, the following subjects are recommended for college preparation:

Additional units: Fine Arts - music, art, drama, and Speech (met as competency).

4-30 EARLY GRADUATION

Students who will meet the graduation requirements established by the Coweta Board of Education prior to the end of their senior year may apply for early graduation. The decision to graduate early from High School may be one of the most important decisions in your student’s life. Graduating early has a tremendous impact on your student both emotionally and academically. Questions that should be considered:

- Is my student emotionally and intellectually ready to leave High School?
- Are there academic gaps or socialization experiences available by remaining in High School to better prepare my child for post secondary pursuits and transition into a successful adult life?
- Are there college financial assistance opportunities that will be lost for my child by graduating early?
- Can they accomplish the same goals without graduating early?

In addition, students must also meet the following criteria and provide the appropriate documentation for their future plans to be considered for Early Graduation:

- a. Attend College
- b. Full Time Employment
- c. Enlist in Military

d. Extenuating Circumstances (must explain in writing)

Early Graduation Process:

1. The student must complete and return the early graduation application to their counselor within the first 10 days of the semester in which they will complete their graduation requirements. After the first 10 days of the semester the application must be submitted to the principal.
2. The student will hold a conference with their counselor and review the aforementioned questions and the application and ensure student is on track to meet all graduation requirements in the designated time frame.
3. If it is determined that the student meets the criteria for Early Graduation a meeting will be scheduled with the student, parent/guardian, counselor and principal.

Early Graduated Student Expectations:

If a student fails a class that is required for graduation, the student will no longer be eligible for early graduation.

The student is responsible for checking with the class sponsor and other students about deadlines and information on graduation. It will be the student's responsibility to meet all senior obligations: yearbook obligations, diploma information, cap and gown measurements, and so on. No special effort will be made to give the early graduate information that he/she may miss by not being in attendance at Coweta Public Schools.

All fees must be paid in full (cafeteria, lunch activity, etc.) and all textbooks, classroom or athletic equipment and library books must be returned and a senior check-out form signed by all teachers before the student is considered an early graduate. A hold will be placed on his/her transcript for any outstanding fees, books, or missing documentation.

The student's record of attendance, academic effort, and mature behavior will be considered in the decision making process for approval of early graduation.

Students who graduate early become alumni of the school district and are not allowed to participate in any school activities or clubs with the exception of prom and graduation activities.

To attain the status of Valedictorian, a student must have been in continuous enrollment in Sloat Junior High during their Sophomore, Junior, and Senior years, thus making early graduates ineligible for such distinctions. Final transcripts will be available within 4

weeks of the graduation date. Diplomas will be available after our official graduation date in May.

4-31 COWETA VIRTUAL ACADEMY

CPS students have the option to enroll in virtual education and remain a student of Coweta Public Schools. Information on the different learning opportunities for our students can be found at: [SJH Virtual Student Agreement](#)

SECTION FIVE-ATHLETICS AND ACTIVITIES

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

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

LEGAL REFERENCE: 70: O.S. § 24-105

5-1 CHESS CLUB

Mission: Help students district wide to develop strategy and planning skills.

Faculty Advisor: Daniel Morgan

5-2 CHEERLEADERS

Tryouts will be held in the spring for students entering grades 7 and 8. Any student desiring to try out must pick up a permission form and Cheerleader Constitution to be reviewed and signed by student and parent. These forms are available in the principal's office and include all needed information to prepare for tryouts.

5-3 STUDENT COUNCIL/LEADERSHIP

Student Council (STUCO)

Mission: The mission of Sloat Junior High Student Council is to provide a voice for open communication among students, faculty, and staff by establishing a forum for problem solving and continuous improvement of the school, of individual goals, of school spirit and in recognizing the needs of those in the school and in our community.

Motto: Good leaders must first become good servants.

Faculty Advisor is Lauren Pitchford.

5-4 ACADEMIC TEAM

To enrich and advance students' academic knowledge and participation in brain based activities.

Faculty Advisor: Rachael Sugg

5-5 ART CLUB

To give students a chance to participate in advanced art activities.

Faculty Advisor is Danielle Sturgeon

5-6 NATIONAL JUNIOR HONOR SOCIETY

Mission: The mission of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Sloat Junior High.

1. Membership in this chapter shall be based upon Scholarship, Service, Leadership, and Character.
2. Membership of this chapter shall be known as active, and graduate. The graduate members have no vote. Active members become graduate members at graduation.
3. Candidates shall have spent at least one semester in this school and be a member of the sophomore, junior or senior class. Candidates eligible for election to the Chapter shall have a minimum Cumulative Grade Point Average (without rounding) of 3.5. Cumulative Grade Point Average will include from the beginning of a student's freshman year until the current recorded grading period. All students who can rise in scholarship to or above such standards may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, and Character.

Faculty Advisor is Janet Morgan

5-7 SPANISH CLUB

Mission Statement: The mission of this club shall be to create and encourage enthusiasm for the Spanish language and culture.

Faculty Advisor is Rachael Sugg

5-8 GAMING CLUB

Mission: To help students grow socially by allowing an opportunity for collaborative gaming.

Faculty Advisors: Kevin Pykiet

5-9 FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

Mission: To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage

earner, and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparations.

Faculty Advisor: Miranda Byford

5-10- ARCHERY

MISSION: Students practice their traditional marksmanship skills in a safe, cooperative environment.

Faculty Advisor:

5-11 FUTURE FARMERS OF AMERICA

The National FFA Organization (formerly Future Farmers of America) envisions a future in which all agricultural education students will discover their passion in life and build on that insight to chart the course for their education, career and personal future.

Faculty Advisor is Mr. T. O'Dell

5-12 BOOK CLUB

Mission: The Book Club is committed to motivating students to become lifelong readers. Its mission is to provide a forum for student enrichment and learning through monthly book discussions.

Faculty Advisor: Mindy Foutch

5-13 YEARBOOK

Students will work together with the faculty advisor to create the yearbook. This will require extra time spent taking photos of events and working to create assigned pages. A recommendation from the student's English teacher is part of the prerequisite to be part of this club.

Faculty Advisor: Mindy Foutch

5-14 ACTIVITY TRIPS

Students who ride the bus to any activity must return on that same bus unless their parents are there and personally relieve the sponsor of any obligation for the student. The sponsor must personally speak to the parent, and at his/her discretion, may let the student go. Students must be academically eligible in order to participate in any school activity trip.

5-15 SJH Dance Guidelines

Admittance to the dance will be restricted to students currently enrolled at SJH. Admission will be by ticket. Any student who wishes to leave must check out with a faculty member and obtain parental permission if leaving with someone other than their parent or guardian.

DANCE BEHAVIOR

1. Students will be expected to adhere to the established Sloat Junior

High standards in appearance and behavior. The dress code is in effect unless special dress provisions have been made.

2. Any student at the activity not conducting him/herself in an appropriate manner, as interpreted by the school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke, drink alcohol, or engage in any type of illegal behavior at dances or activities at any time.
5. No loitering will be allowed around the outside of the building in which the activity is held.
6. Students will abide by all school rules at school-sponsored dances.
7. Only face to face and line dancing will be permitted at any school dance.

5-16 ELIGIBILITY

The scholastic eligibility rule will require a student to pass six (6) classes in the preceding semester. Students failing to meet this standard may regain their eligibility at the end of six (6) weeks by passing all classes they are currently enrolled in during that semester. A maximum of two summer school credits (1 full credit) earned during June or July sessions may be used to meet the end of semester requirements. **The eligibility rule requires a student to be passing all classes on a week-to-week basis. This is for all competitive extracurricular activities, field trips, and school activities. In addition to academic eligibility, students must be in good standing to represent the school in any co-curricular activities. Students who owe fines and/or fees may be ineligible to participate. This eligibility rule will apply for all high school students. Students are not allowed to leave school or participate in any activity if their name appears on the ineligible list.**

Oklahoma Secondary School Activities Association
Rule 3, Section 2

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and eligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

*Once a student becomes ineligible, he/she will remain ineligible for a period defined by the rule to be from Monday through the next Sunday. Correctable Errors will be the only reason that a student would be removed from the Ineligible List, the teacher must notify the administration in writing for a student to be removed from the list.

The only exceptions to the eligibility rule will be school assemblies, the sophomore field trip to Indian Capital Technology Center, Commencement (including rehearsal, senior breakfast, and senior trip), and Project Graduation.

A student must be in school at least one-half of a day if he/she is to engage in a school activity that night. Exceptions to this will be made at the discretion of the Principal and/or Athletic Director.

5-17 EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL, AND DRUG TESTING POLICY

The board of education, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug, alcohol, use and abuse, thereby setting an example for all other students of the district, adopts the following policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

Statement of Purpose and Intent

1. It is the desire of the board, administration and staff that every student in the district refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding possession or use of alcohol and illegal or performance enhancing drugs.

2. Participation in school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. The purpose of this policy is to prevent alcohol, illegal or performance enhancing

drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal, performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the school district for an environment free of alcohol, illegal or performance enhancing drug possession and use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's student behavior policy.

Definitions

- Extracurricular - means any school district sponsored team, club, organization or activity in which student participation is not required as a part of the school district curriculum and in which students represent the school district in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
- Student extracurricular activities participant - means any student participating in any competitive extracurricular activity.
- Student Athlete - means a 6th-12th grade member of any school district sponsored interscholastic sports team, including athletes and cheerleaders.
- Coach/Sponsor - means any person employed by the school district to coach athletic teams of the school district, to act as a sponsor or coach of a cheerleader team of the school district, or to serve as sponsor for any other extracurricular activity.
- Athletics and athletic activity - means participation by a student athlete on any athletic team or cheerleading team sponsored by the school district.
- In-season - means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
- Alcohol - means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
- Illegal drugs - means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal 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, and paraphernalia to use such drugs.

- 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.
- Drug or alcohol use test - means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.
- Random selection basis - means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
 - results in an equal probability that any student extracurricular activity participants from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
 - does not give the school district discretion to waive the selection of any student extracurricular activity participants selected under the mechanism.
- Positive - when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
- Reasonable suspicion - means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
- Games/competitions - mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

Participation and Procedures

1. Alcohol, and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the school district.

For the safety, health and well-being of the student extracurricular activity participants of OSSAA sanctioned extracurricular activities in the school district; the school district has adopted this policy for use by all participating students at the 6th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this policy.

2. Each student that participates in an OSSAA sanctioned extracurricular activity shall be provided with a copy of this policy and the “Student Extracurricular Activity Participant Alcohol, Illegal or Performance Enhancing Drugs Contract (the “Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any OSSAA sanctioned extracurricular activity unless the student has returned the properly signed Contract. Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.

3. The athletic director and applicable coach/sponsor shall be responsible for determining whether a violation of this policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported, or a positive test has been detected by the lab. If a violation of the policy is determined to have occurred by a student extracurricular activities participant the Athletic Director will contact the student, the coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained.

4. The Contract shall signify consent on the part of the student extracurricular activity participant and his or her parent(s)/guardian(s) for the district to obtain a urine sample from the student extracurricular activity participant for the purpose of performing a drug and/or alcohol use test. Such drug use testing may occur upon any of the following events:

A. a minimum of one time during the competition season;

B. As chosen by the random selection basis described in paragraph 5 below; and

C. At any time the principal, coach/sponsor, or—in the case of student athletes—the athletics director requests a drug and/or alcohol use test by a student extracurricular activities participant based on reasonable suspicion of possession or use of, alcohol and/or illegal or performance enhancing drugs.

5. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis weekly from a list of all in-season student participants. The school district will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use

testing for alcohol and/or illegal or performance enhancing drugs.

6. The school district will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.

7. Any alcohol or drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

8. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the 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 or athletic director shall designate a sponsor or coach or other adult person 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 the 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 insure 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 or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

9. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different tests of the same specimen. The second test will use an equivalent scientifically accepted method of equal or greater accuracy. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or performance enhancing drug or metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

10. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. The principal or the athletic director will also inform the student and his/her parent or custodial guardian of the ability to re-test the remaining specimen described in paragraph 11 below.

11. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the athletic director. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Such re-test must be requested during the conference described in paragraph 10. Should a re-test be requested, no determination shall be made as to whether there is a policy violation until the re-test has been completed; however, the student shall be ineligible for participation in extracurricular activities pending the results of such re-test. However, if the re-test returns a positive result, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

12. If during the conference described in paragraph 10, the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the athletic director. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Should an alternative reason for the positive result be provided, no determination shall be made as to whether there is a policy violation until the original laboratory has been consulted; however, the student shall be ineligible for participation in extracurricular activities pending such consultation. However, if a policy violation is determined to have occurred, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

13. If a policy violation has been determined by the principal or the athletic director to have occurred, they will notify the student and his/her parent(s)/guardian(s).

14. A student who has been determined or the 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 appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The principal or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the principal's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the principal which shall be final and unappealable.

15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The school district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use. In addition, a student extracurricular activities participant who has tested positive in an alcohol or drug use test may be required to submit to one or more additional alcohol or drug use tests for up to 6 months following the date of the positive result, notwithstanding that such student has been permitted to rejoin his/her extracurricular activity.

16. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

Medical Marijuana

The school district recognizes that safety is a paramount concern in all extracurricular activities, and students under the influence of marijuana may endanger the participation of other students. Therefore, a student extracurricular activities participant who tests positive for marijuana or its metabolites shall be considered in violation of this policy and subject to the loss of the privilege to participate in extracurricular activities even if the participant is in possession of a valid medical marijuana license.

Violation

Any student who is determined by observation or by alcohol or drug or use tests to have violated this policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

For the First Offense

Suspension from participation in 30% of the games, competitions, and/or contests allotted by the OSSAA for the sport or activity for which the student is involved. The suspension may be reduced to 20% provided the student successfully completes at least four (4) hours of substance abuse education/counseling provided by the school district or an outside agency. The student must also pass a physical so that a doctor clears the student and it is determined the student is okay for physical activity. The student can continue to practice during the suspension only after the new physical is complete. The student will be required to fulfill the suspension period if the activity season is finished or has not started for that school year. These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

For the Second or Subsequent Offense (in the same school year)

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for 100% of the season for the next extracurricular activity for which the individual participates from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; 100% suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

Self-Referral

As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student, the principal or athletic director, the sponsor or coach, and the parent or custodial guardian of the student to discuss the policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this policy. A self-referral may be used only once in a student's time in the school district.

Refusal to Submit to Alcohol or Drug Use Test

If, after signing the Contract, a student extracurricular activities participant refuses to

submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

5-18 QUITTING/BEING DISMISSED FROM A SPORT

It is the mission of the Coweta Athletic Department to provide our student athletes with a positive experience while being involved in our various programs. However, sometimes situations arise in which a student chooses to quit a sport or a coach has to dismiss a player for a violation of team rules.

In the event of the student athlete is no longer participating in the sport, the following guidelines will be used to determine student placement:

1. Students who quit or are dismissed from a sport before the first 10 days of official practice may move to another sport.
2. If a student quits or is dismissed after the first 10 days of official practice they will be removed from that athletic period and placed into an Academic Achievement class.
3. Students may move onto their next sport only after the conclusion of the team's season.
4. If a student does not have another sport to go to at the beginning of second semester they will be placed in a regular academic class during the athletic period.

SECTION SIX- GENERAL PROCEDURES AND POLICIES

6-1 ENTERING THE SCHOOL

Before 8:20 a.m., students must stay in the Cafeteria or in the lot on the east side of the cafeteria. At teacher request, may go to a classroom. Students may go to the Media Center with a note from the office. Students will not be allowed to loiter in the hallways.

6-2 DAILY PROCEDURES

Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America. Students not wishing to participate in the pledge shall not be required to do so.

All Oklahoma public schools are required to observe approximately one minute of silence daily. The moment of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices

6-3 IDENTIFICATION CARDS

Student identification cards will be made for each student when school starts in August for the purposes of school lunches and identification. If the identification card is lost, stolen, or accidentally destroyed, the student should report the incident to the principal or his or her designee immediately. A replacement card will be issued for a fee of \$5.00.

6-4 HALL PASSES

Students in the hall during classes must have a hall pass. The pass must contain the date, reason, time, and teacher signature. Students are not to leave class without first obtaining written permission from their teacher and receiving permission from the location to which the student is going.

6-5 VISITORS

Students are not allowed to bring visitors to school or invite them to school. Parents, however, are welcome to visit the school at any time if arrangements are made through the office in advance. Any person visiting the school **MUST** check in at the Principal's office and obtain a Visitor's Pass.

6-6 FIELD TRIPS

Teachers/Coaches/Sponsors that sponsor field trips of any nature are responsible for directing the students involved in regard to the proper procedure concerning activity slips, dress, and behavior. The school dress code and all school rules will be observed. Students must meet the weekly academic eligibility requirements in order to participate. Students under disciplinary action (suspension or IP) are not eligible to participate in field trips.

Before students are permitted to participate in a field trip, they must have an insurance release and emergency card on file with the sponsor. Students must use the transportation provided by the school system for all field trips. A student will not be allowed to drive his/her own vehicle or ride with others unless specifically authorized by the principal.

6-7 CAFETERIA

Students requiring special diets for lunch should contact the principal's office so arrangements can be made with Food Services. All lunches will be eaten in the Commons Area. Parents can bring food to their child via the office.

Charging Meals

Students in grades PreK through 12th who do not qualify for free meals may charge a maximum of one meal at school prior to April 1st. No charges will be permitted after April 1st. All meals which are charged will be alternate meals.

Students who have exceeded the charge limit and students who are without lunch funds after April 1st will receive up to two alternate meals if they do not have money to pay for those meals. The alternate meal will be presented to the student as a sandwich. School officials will permit the student to call a parent and request that the parent bring

a lunch to the student at school.

Parents wishing to bring in lunch to their student must drop off the food in the front office before the student's lunch period. Students will not be called out of class to pick up food. Parents will be allowed to bring food for their own student(s) only.

6-8 CLOSED CAMPUS

Students are not to leave school grounds once they arrive until the end of the school day. Students will not be released from school without parent contact and approval from the attendance office in advance. If a parent wishes to check their student out during the lunch period they must do so IN PERSON in the attendance office. Any student seen outside of school during school class time or who leaves school without following the check-out procedures will automatically be counted truant. Parents can check in as a visitor and have lunch at school with approval of the administration, in the Commons Area during the student's regularly scheduled lunchtime

6-9 INSURANCE

Students have the opportunity to participate in a student insurance program at Sloat Junior High. Parents/Guardians may contact the office for additional information regarding insurance provided through the school.

6-10 MEDICATION

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or "medications" includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district’s Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student’s parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student’s medicine to the school nurse or school administrator in its original container with the parent’s written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent’s written authorization for application of sunscreen. The parent’s authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent’s instructions and the directions for use on the label or in the physician’s prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student’s health record. Authorization forms will be available in the principal’s office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine

is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription medication. School staff will only administer non prescription medication with the parent's written authorization and according to label directions or

written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription medication. Except for district-wide Glucagon, school staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent.

Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Seizure-Rescue Medication (Seizure-Safe Schools Act)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the school with written authorization to administer the medication at school;
- B. provide a written statement from the student's health care provider that shall contain the following information:
 - the student's name,
 - the name and purpose of the medication,
 - the prescribed dosage,
 - the route of administration,
 - the frequency that the medication may be administered, and
 - the circumstances under which the medication may be administered;

- C. provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with school personnel to create a “seizure action plan,” which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with Seizure-Safe Schools Act, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district’s central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress. The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

OPTIONAL PROVISION

District-Wide Use of Glucagon

The board of education has authorized the superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;
- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent or legal guardian must be on file with the

school district prior to administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

Administration of Emergency Opioid Antagonists (e.g., Naloxone) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

6-11 STUDENT DIABETES CARE AND MANAGEMENT

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more district employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student’s physician at all times. The district will maintain the Plan and related documentation as student health records.

6-12 FIRST AID

Students are to immediately report any accident or sudden illness to a teacher or staff member. School personnel, to the best of their abilities and training, will administer first aid. Parents will be informed of any serious illness or injury.

6-13 HEALTH PROGRAM

The district’s health program provides students with the knowledge to help them make wise decisions regarding their health. Although primary responsibility for health rests with the student and family, we welcome the opportunity to promote student health. To accomplish this objective, vision, hearing, speech, and scoliosis screenings are provided for Coweta students.

6-14 HEAD LICE

In the event that a child in the school is found to have lice, a designated person may check all other children in that classroom. Many times, the need to check an entire grade level or even the entire school arises. Students found to have lice are required to go home, use an appropriate shampoo, and may not return to class until they are determined to be free of lice by their physician or cleared by the public health department.

6-15 CUSTODY ARRANGEMENTS/PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent / guardian to notify the school in writing of any special court orders, changes in custody, or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file.

6-16 SCHOOL EQUIPMENT AND FACILITIES

Students are asked to take care of the school equipment and facilities. Equipment is not to be taken from the area in which it is used. Equipment or facilities damaged or destroyed will be charged to the student, parents will be notified, and disciplinary action (including suspension) may result. Equipment broken through reasonable use and reported will not be charged.

6-17 OFFICE TELEPHONES

The office telephone is a business phone and will not be used by students except for emergencies with administrative approval. During instructional time, students must have a pass from a teacher in order to use the phone. Parents should call for students only in cases of real emergency.

6-18 LOCKERS

Lockers and combinations are assigned to students through the main office. Students are not to exchange lockers or combinations without prior approval from the administration. Students are also advised not to share a locker or their locker combination with other students.

6-19 ASSEMBLIES

Students are expected to behave in an orderly manner at all assemblies. Disorderly and inappropriate behavior will not be tolerated during assemblies and may result in disciplinary action (including suspension).

6-20 SEVERE WEATHER/SCHOOL CLOSINGS/EMERGENCIES

In the event of inclement weather, emergencies and general information an automated call system will be used to reach the students, parents or guardians. Calls will be sent to your phone with recorded instructions. If you are not receiving the calls or would rather receive them on a different number please call the school office to inform us so we can update the information.

The official announcement for school closings may be heard over the following television or radio stations: KTUL, KJRH, KOTV-KVOO, KRMG. In addition, automated phone calls and social media may be used to notify students and parents.

**6-21 TECHNOLOGY AND INTERNET USAGE POLICY
ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL
COMMUNICATIONS DEVICES**

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event that inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the

communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action and/or referral to legal authorities.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use. Network access and resources, including Internet access, are a privilege which can be revoked at any time for misuse. Prior to receiving network access, all users will be required to successfully complete training administered by the district.

6-22 CODE OF CONDUCT FOR INTERNET AND NETWORK ACCESS

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

- a. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
- d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
- e. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
 - install any hardware, software, program or app without approval from the IT department – including attempting to operate an alternative operating system from a plug in device (flash drive, removable hard drive, etc.); proof of licensure must be presented prior to installation or use of any software or program;
 - install software that requires elevated or “administrative” privileges to run or use the software;
 - download anything from the Internet that is used for purposes other than education, research, or professional/career development;
 - make any system or configuration changes to any computer or technology equipment in the district;
 - provide network connectivity to any piece of equipment without prior approval from the technology department (equipment includes but is not limited to: switches, hubs, access points, computers and printers);
 - download large files during peak use hours;

- disable security features;
 - create or run a program known or intended to be malicious;
 - stream music or video for personal entertainment.
- f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html) Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability. The district makes no warranties of any kind, whether expressed or implied, for the services provided and is not responsible for any damages arising from the use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack and vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of the products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruption relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying.

Student Electronic Device Loan Agreement

Students must have a signed copy of the Student Electronic Device Loan Agreement on file in order to use district owned portable electronic devices. All fees must be paid before students will be allowed to take the device off campus. The Student Electronic Device Loan Agreement conditions must be followed at all times. Students who fail to return their device at the conclusion of the loan term or who return a damaged device

must pay the scheduled repair or replacement costs outlined in the loan agreement. Records will be held for students in violation of the loan agreement.

Parent and Student Responsibilities:

As with any District-owned property (for example, textbooks), parents and students will be responsible for caring for their Electronic Device and will be expected to return the Electronic Device at the end of the school year in good working condition. The student and their parent or guardian will be responsible for replacing a lost Electronic Device or paying the district for repairs that were the result of inappropriate use or neglect of the Electronic Device.

Because the Electronic Device is an Internet-based Electronic Device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CPS technology policies as well as federal, state and local laws regarding technology. In addition, students must follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).

6-23 POLICY ON SEXUAL HARASSMENT

The district seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures aimed at providing protection against sex discrimination and harassment. To that end, the district condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual violence, dating violence, and stalking. Notice of sex discrimination or a sexual harassment incident to the district’s Title IX Coordinator charges the district with actual knowledge and triggers its response obligations.

This policy in its entirety, which includes instructions for reporting can be found on our district website at: <http://www.cowetaps.org/index.php/district/forms/>

6-24 EQUAL OPPORTUNITY ACT

In compliance with Title VI of the Civil Rights Act of 1964, Title IV of the Education Amendment of 1974, and Section 504 of the Rehabilitation Act of 1973, this institution does not discriminate on the basis of race, ethnicity, religion, national origin, handicap, age or sex in any of its policies, practices or procedures. These equal opportunity provisions are included but are not limited to admissions, employment, financial aid and student services.

6-25 FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the Family Education Rights and Privacy Act PL93-380 of 1974, each parent has a right to:

1. Inspect and review education records including those records relating to their children which are collected, maintained or used to implement Part B of the Education of the Handicapped Act.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent of disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
4. File with the US Department of Education a complaint under 99.63 and 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part. Documentation of action resulting from the protest will become part of the record and be kept in the student's file.
5. Obtain a copy of this policy adopted under 99.6.
6. Be provided translation if primary or home language is other than English. Copies of the policy in its entirety will be available for parents and eligible students to review in the principal's office of each school building and at the Superintendent's Office.

6-26 ASBESTOS NOTIFICATION

As a result of our recent building survey concerning asbestos, we are pleased to announce that the asbestos containing material poses no health risk.

The management plan is available for your review at the office of the superintendent between the hours of 8:00 a.m. and 4:00 p.m. Please call for an appointment: (918) 486-6506.

6-27 EMERGENCY PROCEDURES

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

6-28 Parents Bill of Rights

DISTRICT WIDE PARENTAL INVOLVEMENT

(Parents' Bill of Rights)

The board supports parents' efforts to be involved in the district's education programs.

This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline.

This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- District sponsored webpages with class information available to parents
- School newsletters

2. The district will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district's webpage

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building Principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.

5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents ten (10) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.

6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.

7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

- A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
- B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
- C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

- D. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district prior to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law. The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL: <https://oklahoma.gov/health.html>. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. The district provides AIDS education for students in grades 6, 8, 10. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding

these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.

- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parent involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- S. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- T. A student shall not be vaccinated at school or on school grounds or receive a

vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.