



COWETA PUBLIC SCHOOLS  
INDEPENDENT DISTRICT NO. 17

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# **Student Handbook**

For

**Central Elementary  
Northwest Elementary  
Southside Elementary**

**Coweta Public Schools**

**2017-2018**

**ADMINISTRATION**

Mr. Jeff Holmes, Superintendent  
Mr. Max Myers, Assistant Superintendent  
Mr. Brad Tackett, Chief Financial Officer  
Mr. Richard Lock, Principal...Northwest Elementary School  
Mrs. Sherri Dotson, Principal...Central Elementary School  
Mr. Doug Flanary, Principal...Southside Elementary School  
Mrs. Delores Bailey, Principal...Heritage Intermediate Grade Center  
Ms. Gentry Pierce, Principal . . . Mission Intermediate Grade Center  
Mr. Scott Kempenich, Principal...Jr. High School  
Mrs. Leslie Frazier . . . Intermediate High School  
Mr. Gary Ellis, Principal...High School  
Ms. Tiffany Ballard.....Curriculum Director

**BOARD OF EDUCATION**

Brad Anderson  
Doyle Burress  
Ryan Fankhauser  
Marty Kilgore  
Teddy Wyatt

**CENTRAL ELEMENTARY**

303 N. Broadway  
Coweta, OK 74429  
Telephone 918-486-2130

**NORTHWEST ELEMENTARY**

26954 East 131<sup>st</sup> Street  
Coweta, OK 74429  
Telephone 918-486-6559

**SOUTHSIDE ELEMENTARY**

15297 S. Hwy 72  
Coweta, OK 74429  
Telephone 918-279-0480

Grades, Kindergarten, 1-3: 8:30 A.M. – 3:05 P.M.

Pre-K:  
8:30 - 11:00 (A.M. Session)  
12:30 - 3:00 (P.M. Session)

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## **ARRIVAL AND DISMISSAL TIMES**

Students should arrive no earlier than 8:05 a.m. Afternoon Pre-K should arrive no earlier than 12:25 p.m. All students will be dismissed at 3:05 p.m.

## **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. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case, basis.

### Absences

Excused absence will be granted for the following reasons:

1. Illness of the student or immediate family member;
2. Family emergencies;
3. Death of an immediate family member;
4. Medical appointments;
5. Legal matters, including service on a grand, multi-county grand, or petit jury;
6. Travel to and from and observance of holidays required by student's religious affiliation; and
7. Extenuating circumstances deemed necessary by the principal.
8. Parent verified absence

It is the responsibility of the parent to notify the school if the child is to be absent that day for one of the above reasons. Parents should use the Safe Arrival system to report absences. (See Safe Arrival instructions.) Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if timely submitted, the district will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent be the same as the Internal Activities Review Committee ("IARC"). Consideration will be given as to the reason for the absence v cs (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

## **AUTOMATED CALLS**

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 instruction. 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.

### **TRUANCY AND ATTENDANCE POLICY**

**In accordance with the Oklahoma Statutes, the following regulations shall govern truancy and attendance in the Coweta School District.**

1. If a student is absent from school four or more days or parts of days (tardies) within a four-week period without a valid excuse, the principal will inform the parents, using Form I which is attached to this policy, that they are not in compliance with the Oklahoma Statutes, Title 70, Section 10-101, et seq. If compliance is not achieved within five days, the attendance officer will make proper referral to the Court Related and Community Services (CRCS) division of the Department of Human Services and the District Attorney's office using Form II which is attached to this policy.
2. If a student is absent from school without a valid excuse for 15 days or more or parts of days, within a four-week period, the attendance officer shall report such absence to the district attorney.

Court Related and Community Services (CRCS) will be informed of students with recurrent truanancies. These students shall be subject to more serious disciplinary action, including suspension from school, according to Coweta Schools Discipline Policy.

### **TARDIES**

Late attendance to class (tardies) by students affects the climate of learning for both students and teacher. Class presentation and discussion are often interrupted by late arrivals who monopolize teacher's time with individual lengthy explanations or unnecessary discussion. It is the student's responsibility to be prompt for class. Tardies are considered missing part of a school day per truancy policy. Class officially begins at 8:30 A.M.

### **ENROLLMENT, RESIDENCY AND STUDENT WITHDRAWALS**

It is the policy of the board of education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day (if offered) noncompulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by either a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures and for certification that all admission requirements and prerequisites have been properly met by the student.

Termination of attendance before graduation from high school or before reaching the age of 18 may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

### Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence.

State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district but is not the child's parent or guardian or the person having legal custody of the child, if such adult has assumed permanent care and custody of the child.

### **WITHDRAWALS**

The board of education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

### **ASBESTOS NOTIFICATION**

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the district has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The district complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The district has selected the superintendent to be its "AHERA Designated Person" for each site within the district. The AHERA Designated Person can be contacted at 918-486-6506.

All required documentation for an individual site is on file and available for inspection in the building principal's office. A copy of the documentation for each site in the district is on file and available for inspection in the superintendent's office.

Reference: 15 U.S.C. § 2643

### **BICYCLES**

Students are to follow safe bike riding procedure if they ride their bikes to school. Teacher assistants will direct bike riders in safe exiting procedures for our school. Bicycles will be parked in the bike rack upon arrival and remain there until dismissal.

## **BOOSTER CLUBS**

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendents' recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the board of education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
  - A. Officers and their duties;
  - B. Election of officers and term limits;
  - C. Purpose and goals
  - D. Dues structure, if any
  - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in conducting its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report, in addition to any other records requested by the district.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the superintendent for consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students.



9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operation and purpose are not consistent with the policies and procedures adopted by the board of education.

10. Each organization shall obtain surety bonds for its officials.

Reference: OKLA. STAT. tit. 70 § 5-129.1

### **BUILDING AND GROUNDS**

We are very proud of our school facilities, and we work continuously to improve them. We expect everyone to take the same interest in our building and be extra careful to help keep our school clean and serviceable for many years.

### **BULLYING and HAZING**

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 and an alternate 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.

**Primary Investigator- Elementary Principal**

**Alternate Investigator- Elementary Counselor**

### 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.

## **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 extra-curricular 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 non-renewal.

## **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***

***anytime. 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 Principals 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 students 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. Mischief 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**

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

## **ELEMENTARY AND IGC SCHOOLS**

**1<sup>st</sup> REPORT** ... Warning / Letter and bus rules to parents.

**2<sup>nd</sup> REPORT** ... Up to 5 days off all school transportation

**3<sup>rd</sup> REPORT** ... Up to 10 days off all school transportation

**4<sup>th</sup> REPORT** ... Off all school transportation for as much as a school semester.

## **JH, IH AND HIGH SCHOOL**

**1<sup>st</sup> REPORT** ... Warning / Letter and bus rules to parents.

**2<sup>nd</sup> REPORT** ... Up to 10 days off all school transportation

**3<sup>rd</sup> REPORT** ... Off all school transportation for as much as a school semester.

*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.*

## **CAFETERIA**

Students bringing lunch money may give it to the cafeteria cashier before school or at the teacher's request. Students who bring their lunches may purchase milk or juice.

For safety reasons, we request that children do not bring beverages in glass containers.

You may apply for free or reduced price lunches by filling out an application and returning it as soon as possible. If you have any questions about our school lunch program, contact the Food Service Director at 918-279-1581. Our school receives additional state and federal monies based on the number of students we have on free and reduced lunches, so it helps our school for you to fill out the paperwork, if you can qualify. All of this information is kept strictly confidential, and the students' benefits are all the same.

Lunch Prices:           \$3.75 – Adults  
                                  \$3.00 – Jr. High and High School, Intermediate Grade Center  
                                  \$2.75 – Central, Northwest and Southside Elementary  
                                  .50 – Extra Milk or juice

Breakfast Prices:     \$2.10 – Adults  
                                  \$2.00 – Jr. High, High School & IGC  
                                  \$1.85 – Central, Northwest & Southside Elementary

### **Charging Meals**

Students in grades PreK thru 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.

### **CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.**

The board of education believes that all employees and students are responsible for the proper care of school facilities, equipment and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

### **DISCIPLINE POLICY**

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, 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, 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. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling

17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, 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. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possession or distribution of obscene materials
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. 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, low-point 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.
33. Possession of illegal and/or drug related paraphernalia
34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
40. Truancy
41. Use, possession, distribution or selling tobacco in any form
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. Vandalism

45. 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

46. Vulgarity

47. Willful damage to school property

48. 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.

### School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and 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 week-day 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.

## Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

## **STUDENT POSSESSION OF DANGEROUS WEAPONS**

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, nun-chucks, 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 pocketknife, 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.

## **STUDENTS, DRUGS AND ALCOHOL**

### **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 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.

### **Distribution of Information**

1. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal or counselor at each student's school.
2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

## **ELEMENTARY DISCIPLINE PLAN**

### **GENERAL RULES:**

1. Students will show respect for others and their possessions.
2. Students will keep hands, feet, and objects to themselves.
3. Swearing, teasing, rude gestures, putdowns, loud noises, biting, or aggressive behavior will not be tolerated.
4. Students will not do anything to prevent the teacher from teaching and other students from learning.
5. Personal items and toys must be left at home.
6. Follow all directions given by school personnel, including teacher assistants, secretaries, custodians, substitutes, volunteer helpers, cafeteria workers, and bus drivers.

### **THE FOLLOWING CONSEQUENCES ARE AVAILABLE FOR STUDENTS WHO CHOOSE NOT TO FOLLOW EXPECTATIONS:**

1. Teachers may assign reasonable consequences within the classroom for minor infraction.
2. Written reprimand—verbal warning
3. Loss of recess
4. Noon detention. Noon detention consists of a student being isolated away from the other students and spending recess completing an assigned activity.

Detention can be any of the following:

- a. Room confinement and a required assignment
- b. Cleaning the playground
- c. Cleaning the cafeteria
- d. Cleaning the building

(All of the above situations will be administered with adult supervision.)

5. Corporal punishment, suspension, or expulsion based on the principal's discretion and the nature of the problem.

Parental notification will be given, and parent involvement and support will be encouraged, in all aspects of the discipline plan.

Corporal punishment may be administered only by a certified employee with a certified employee as a witness in the principal's office. However, due to conflicting opinions on the appropriateness of corporal punishment, it will only be administered with the written consent of the parent/guardian.

The principal has the authority to deal with all severe offenses in accordance with the discipline plan, especially those offenses listed under the criteria for suspension and/or expulsion that were approved by the Coweta Board of Education. The principal has the discretion to evaluate the situation and proceed with discipline in accordance with the Coweta Public Schools Discipline Policy.

## **DRESS CODE-COWETA PUBLIC SCHOOLS**

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 according to fashion, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. 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 times 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 within the dictates of fashion, the following guidelines are to be utilized in the student's selection of school attire and are SUBJECT TO THE PRINCIPAL'S DISCRETION:

1. Dress as clean and neat 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. Dress in clothing that does not contain offensive logos/pictures.
4. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize possible student distraction or embarrassment:
  - A. Blouses, shirts, tops of any kind, if too revealing, are not acceptable as school apparel. Tank tops, fishnet tops, or any clothing exposing the midriff are prohibited at school. Also avoid exaggerated sleeve openings that may prove too uncomfortable or too revealing. (Top of sleeves should come to the point of the shoulder; sleeve openings need to fit under the arm.)
  - B. Students must wear shoes while at school. Most street shoes are acceptable. Athletic shoes with cleats are prohibited in all buildings. Roller-skate tennis shoes are not allowed.
  - C. Skirts and dresses: The skirt or dress shall not be conspicuous or indecent.
  - D. Shorts: Shorts, including bicycle shorts, must be no shorter than mid-thigh in length. No bicycle shorts, unless long shorts or skirts are worn over them. Longer, knee-length shorts are more appropriate for school.
  - E. Pants: Form-fitting stretch materials, such as in tights and leggings, may be worn only under other garments which meet the provisions of the dress code. Pants which are too revealing are not acceptable for school wear.
  - F. No hats, caps, long or large coats, or sunglasses will be worn inside the building.
  - G. Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school activities. Patches or monograms having one or more meanings, one of which is obscene or of an illicit nature, are also prohibited. Included are T-shirts which advertise tobacco products, alcohol, controlled drugs or drug



paraphernalia, or any other generally unacceptable material. Gang attire will not be worn at school or school related activities.

- H. Wallet chains are not permitted at school. (Neck chains which are heavy and thick and could cause injury are also not permitted at school.)
- I. For health reasons, students will not exchange jackets or hats. It would be helpful to have some form of identification on students' personal items, especially expensive jackets and hats, so the items may be returned to the rightful owners.
- J. 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. Provisions of the dress code are applicable to the school day and to school related activities. Exception and modifications of a provision of the dress code may be authorized by the building Principal or Assistant Principal for a specific school related activity.

### **EARLY DEPARTURE**

If it becomes necessary for you to pick up your child before regular school dismissal, go to the office and sign your child out. No student will be dismissed from the classroom unless the teacher is notified from the front office. This is a protective measure for your child and school personnel. Only persons listed on the child's enrollment card may check out students at the office. If during the year a child needs to change the procedure for going home, a note from the parent is required.

### **EMERGENCY INFORMATION**

It is very important that the school office has the correct information for each child. If your home address, home telephone number, place of employment, or work telephone number changes, please notify the office so records may be corrected. We would also appreciate having the name and telephone of a relative or friend to contact in an emergency if the parent or guardian cannot be reached.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the district to provide equal opportunities without regard to race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its education programs, activities, and employment. This includes, but is not limited to, admissions and educational services and programs. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

### **EVALUATION OF STUDENT ACADEMIC PROGRESS**

The school year is divided into two semester grading periods for which a report card is sent to parents/guardians. Special reports may be sent when a teacher feels that a student is making unusually slow progress in a particular subject.

The following is a grading scale used by teachers in most grading situations. Some subjects in certain grade levels are graded “S” for Satisfactory or “U” for Unsatisfactory.

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
59- Below	F	Unsatisfactory

### **FAMILY EDUCATION RIGHTS & PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor,

medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT**

The district recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II").

#### **FIELD TRIPS**

To attend school sponsored field trips, a student must have a signed permission slip before being allowed to attend. These slips will be sent home with the student. Field trips are a privilege and students that cannot comply with the directions of school officials will not be allowed to attend the field trip for their own safety. Parents may work with the teacher and principal to make special arrangements for their student. Students with repeated discipline issues may be excluded from the field trip due to safety concerns. Parents attending as chaperones are asked not to bring other children. Chaperones are responsible for their own transportation and for completing a voluntary background check. Chaperones may apply for and pay for the background check at the Coweta Public Schools Education Service Center prior to the field trip. Parents transporting their children from the field trip must sign out with their teacher. Students will not be allowed to ride home with parents other than their own parents.

## **SAFETY DRILLS**

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security Drills (Lockdown and Intruder on Campus – total of 4)
- Fire (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as terrorism, suicide, weapons, etc. (2 drills per year)

## **FLAG SALUTE AND MOMENT OF SILENCE**

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.

## **FUND RAISING**

Projects to raise money must be approved by the superintendent and all requests need to go through the principal's office. **STUDENTS ARE NOT TO SELL ITEMS AT SCHOOL OR EXCHANGE MONEY FOR ITEMS.**

## **HEALTH INFORMATION**

The board of education believes that the goals of educators should include training which helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

### **FIRST AID/EMERGENCY PROCEDURE**

If there is an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities and training. Parents will be informed of any serious illness or injuries that require the child to leave school. In the case of head injuries, parents will be notified in all instances. It is important that parents provide the school with a number to call in case of an emergency.

### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school secretary so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while their disease is contagious. These diseases include the following:

chicken pox	measles (Rubeola)	salmonellosis
diphtheria	German measles (Rubella)	scabies
fever (100 or greater)	meningitis, bacterial	shigellosis
gastroenteritis, viral	meningitis, viral	streptococcal sore throat/ scarlet fever
head lice (pediculosis)	mumps	tuberculosis pulmonary
hepatitis, viral, type A	pink eye (conjunctivitis)	whooping cough (pertussis)
impetigo	poliomyelitis (polio)	
influenza	ringworm	

### **HEAD LICE**

In the event that a child in the school is found to have head lice, a designated person may check all other children in the classroom. Many times an entire level or school may need to be checked.

Students found to have lice and/or nits are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be free of lice by the health department or a physician. A signed note from either of these representatives must be presented to the school office before a student may return to class.

### **IMMUNIZATION**

Parents of kindergarteners and 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, and rubella.

### **MEDICATION POLICY**

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications 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 and to discontinue the administration of medication.

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. The parent's authorization must identify the student, the medicine 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 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. 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 to the student.

The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

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

Any person administering medicine 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 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. Each school site will maintain a current list of those authorized to administer medication at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, 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, 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 to be administered by school personnel, as required by state law.

Nonprescription medication. School staff will only administer nonprescription 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. 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.

### **HOMEBOUND**

Homebound is a service that provides academic instruction in the home three hours per week by a certified teacher. To be eligible, a physician must certify that a student is unable to attend school for a long period of time due to an illness, or is recovering from an accident or hospitalization.

### **OKLAHOMA OPEN RECORDS ACT – POLICY STATEMENT**

The Board of Education of the Coweta School District adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act"), effective November 1, 1985.

The School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students.



In order to achieve these goals, the Board of Education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded prompt access to these records.

### **PARENT-TEACHER CONFERENCES**

Coweta Public Schools has scheduled Parent-Teacher conferences each semester. Additional conferences may be set by calling the school. Please call in advance for a conference. A convenient time needs to be arranged when the teacher is not on duty or in the classroom.

### **“PARENTS’ RIGHT TO KNOW”**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Coweta Public Schools is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **PARTIES**

Only December and February parties, sponsored by the P.T.O., will be included on the calendar. The principal must approve all other parties.

Please do not have your child pass out personal party invitations to students during school hours. This will save many hurt feelings.

### **PERSONAL ITEMS**

Roller skates, skateboards, knives of any kind, toys, including trading cards, electronic games, radios, cameras, and any other expensive items are not to be brought to school. Students are not permitted to buy or sell from each other at school, nor trade personal items.

Any dangerous objects found on a student will become the teacher's/principal's property until a parent conference can be held to discuss the matter.

Please put names on clothing, lunch pails, and personal items brought to school. Taking some time to do this before school begins may save the cost of buying replacements.

The school cannot be responsible for things brought to school. **Students should be responsible for caring for their personal items.**

### **PET POLICY**

For the health and safety of all our students, it is not desirable to have pets at school. You are welcome to bring pictures, posters, or a video of your pet to share with your class. If special circumstances exist, students need the principal's prior permission before any pet can be brought to school.

### **PHYSICAL EDUCATION**

All elementary students are urged to attend P.E. classes. Only those students with medical exemptions written by a doctor will be omitted from P.E.

### **PLAYGROUND / RECESS**

Students are expected to have recess outside if the temperature is above 32 degrees. Children will participate in a modified recess at the duty teacher's discretion if the wind chill is below 32 degrees, or temperature or heat index is above 100 degrees.

These rules will help students to be safe during recess or other times they are outdoors on the playground. The list is not intended to cover every situation. Common sense and safety considerations must be used at all times. All playground equipment is to be used in the way for which it was designed. Students are to take turns on playground equipment. Children who choose not to follow recess safety procedure will lose recess privileges.

- Rough play: no games or play will be permitted that involves rough body contact. This includes but is not limited to tackle football, chase/tag, play fighting, hitting and kicking.
- Rocks, sticks, etc. are to be left on the ground and out of hands.
- Children must have permission from the duty teacher if they need to leave the playground.
- Profanity or inappropriate language: Students are not to use profanity at any time. Students are expected to use language that is not offensive to other students; name calling, rude gestures, and cruel teasing are not permitted.
- Rights of others: Students are expected to display courtesy and respect each other at all times.
- Whistles: When the whistles are blown the children are expected to stop what they are doing and line up immediately. When in line, students are to be orderly and quiet before they enter the building and when they are in the hallways.

A “stay-in note” signed by a parent is required for any student who is to remain in the building during recess. We encourage all students to get outside for a fresh air break when weather permits.

### **POSTERS**

Posters or any publicly displayed material must be approved by the principal before posting.

### **PROCEDURES FOR PARENT CONCERNS**

When you have concerns or questions regarding your child’s educational experience, please use the following procedures in communicating your concerns:

1. Contact the teacher first and schedule an appointment. Please call 24 hours in advance and give an indication of what the conference is about.
2. If further discussion is desired, please schedule an appointment with the principal.

### **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion as set forth in HB 1017, Section 6, allows students to progress in their educational endeavors by subject, course, and/or grade level based upon mastery of the Oklahoma Learner Outcomes, not upon time spent in classes, completion of assignment or pre-requisites. All legally enrolled Coweta Public School students in grades K-12 are eligible for proficiency based promotion. Students who can demonstrate content knowledge in lieu of instruction can progress under proficiency based promotion. Students shall have the opportunity to demonstrate proficiency in the following areas:

Social Studies    Language Arts    Language    Mathematics    Science    Arts

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% on the Oklahoma Proficiency Test developed by Riverside Publishing Company or other appropriate assessments as approved by the Superintendent of Schools.

Students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Failure to demonstrate proficiency will not be noted on the transcript.

Grades K-6: If proficiency is demonstrated through testing, the school principal will confer with parents in making promotion/acceleration decisions. Social and mental growth shall be considered. If the parents or guardians request promotion/acceleration contrary to the recommendation of the school principal, the parents or guardians shall sign a written statement to that effect. This statement shall be included in the permanent record of the student. If a child is promoted to the next level of study, a notation of P/Numerical Percentage will be placed on the student’s permanent record.

Testing Dates/Registration: Coweta Public Schools shall provide students with the opportunity for proficiency assessments twice per school year, the third Saturday following the first day of school and the first Saturday in May.

Students are required to move through a curriculum area in a sequential manner, but may register for multiple assessments.

Exceptions to standard assessment may be approved by the district test administrator for students with disabling conditions.

To ensure proper testing conditions, students are required to register two weeks prior to the testing session.

### **PROMOTION AND RETENTION OF STUDENTS**

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, and the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

#### Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

A student identified as having a reading deficiency, based on administered assessments, that is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test, shall be retained in the third grade. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

For students who do not meet the academic requirements for promotion, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level, and that the student is reading on grade level or higher;
5. Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in pre-kindergarten, kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years.

### **REPORTING CHILD ABUSE**

District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services.

### **SAFE ARRIVAL**

Our safe arrival systems are streamlined and your child's safety continues to be our first priority. As a reminder, parents can report their child's absence quickly and conveniently in one of three ways:

1. Parents can call into an automated interactive telephone system via a toll free number (1-844-288-1461) through which absences can be reported.
2. Parents can log into a website, [coweta.schoolconnects.com](http://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.

Both systems will be 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. If our system is unable to reach a designated contact after 20 minutes, office staff will follow up.

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

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

## **SAFE SCHOOL COMMITTEES AND HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES**

Our school has a Safe School/Healthy and Fit Advisory Committee that makes recommendations to the administration regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, health education, physical education and physical activity, nutrition and health services and other issues that prohibit the maintenance of a safe school.

## **SCHOOL VOLUNTEERS**

If you are interested in becoming a school volunteer, please call the principal. Your interest and involvement is always appreciated.

## **SEVERE WEATHER/SCHOOL CLOSINGS**

In the event of severe weather, 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.

## **HARASSMENT**

The Coweta School District is committed to providing all students and employees with a safe school environment in which all members of the school community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and federal law specifically prohibit harassment of employees and students in connection with their employment by or enrollment in schools.

It is the policy of Coweta School District to prohibit, without qualification, unlawful harassment based on real or perceived race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Students, employees and board members of the District have a duty not to harass on the above listed grounds.

This policy sets forth the rules to be followed by all students, employees and board members of the district with regard to the issue of sexual harassment. Harassment of students or employees of either sex by employees or other students of the same or opposite sex is strictly prohibited. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee and applicant for employment, vendor representative, or patron of the district.

Sexual harassment is prohibited regardless of whether or not the harassment occurs inside or outside the classroom. For example, sexual harassment is prohibited during school hours, extra-curricular activities, school-sponsored events, field trips, athletic competitions, and in the cafeteria, classroom, hallways, and school buses. Harassment is prohibited in both academic and non-academic settings.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person toward a student which:

1. is made a term or condition, either implicitly or explicitly, of obtaining an education; or
2. is used as a basis for decisions affecting an individual’s education; or
3. has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive learning environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between an elementary age student and an adult employee will not be considered welcome. In addition, conduct between a secondary age student and an adult is presumptively unwelcome.

### Examples of Sexual and Other Harassment

Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. For example, demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may constitute sexual harassment.

Examples of harassment because of race, national origin, religion or disability include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse of a person; intimidation (physical, verbal or psychological); or impeding or blocking movement of a person.

This prohibition against sexual harassment does not preclude legitimate, nonsexual physical contact such as the use of necessary interventions to avoid physical harm to persons or property.

### Reporting to School District

#### A. By Students

The District encourages students who have been sexually or otherwise harassed or who know of sexual or other harassment to report the claim. Students should report any incident of sexual or other harassment to any teacher, guidance counselor, school administrator, superintendent, or board member.

## **STUDENT INSURANCE**

Student insurance is available at each school through a private agency. The insurance is optional.

## **STUDENT OF THE MONTH/ TIGER CUB OF THE MONTH**

Two 3<sup>rd</sup> grade students will be chosen monthly as Student of the Month. Students exhibiting outstanding behavior will be awarded.

Tiger Cub of the Month is awarded to students who have behaved exceptionally well for the month. Classroom, recess, cafeteria, bus behavior, and attitude are considered for this recognition.

## **STUDENT SCHOOL EXPENSES**

Textbooks are free; however, some expenses may be incurred for classroom supplies for personal use in subjects. Other expenses the student may incur are paying for lost or damaged textbooks, library fines, school pictures, field trips, and other items of similar nature where appropriate.

Each teacher will provide a personal supply list for necessary items to be purchased for classroom work.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher when the regular teacher is ill, or on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately through the use of the discipline plan.

## **TECHNOLOGY**

### **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 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.

**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.

**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](http://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 express or implied, for the services provided and is not responsible for any damages arising from 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 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 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 disruptions 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. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

### **Cyber Bullying and Internet Safety Fact Sheet**

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

*If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right.*

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is

- Don't post or send embarrassing pics or recordings (even on your own sites) -bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying

### **TESTING**

It is the policy of the board of education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, the district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

### **TITLE VII/JOM**

The office of the Indian Education may provide money to public school districts under Part A of the Indian Education Act. The district uses this money to meet the special educational needs of Indian children.

### **TRANSPORTATION**

Coweta School provides transportation for students who live 1½ miles from school. Transportation for kindergarten children who meet criteria may ride to school during the A.M. session or at the close of the session during the P.M. class. Parents, day cares, or designees responsible for transportation need to make every effort to have students arrive on time and promptly picked up at the close of the session. If a student's regular transportation arrangements are to change for the school day that information must be in written form by the parent or guardian. Phone calls during the day disrupt classes and unless an emergency occurs, we ask you not to call with transportation change requests. Please call before 2:00 P.M. unless there is an emergency situation.

Inquiries about bus routes may be made through the office; however, specific problems should be addressed to the Transportation Department at 918-486-5005. If during the year a child needs to change the procedure for going home, a note from the parent/s or guardian must be sent to the Principal's office for signature and approval. Students are not allowed on a different bus without the Principal's permission

Also See: *BUS RIDER RULES AND REGULATIONS SAFETY AND BEHAVIOR CODE*  
on page 14

### **VISITORS**

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the board of education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the principal's office. Visitors on school property without permission may be asked to leave the premises.

The superintendent is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrances to the school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

### **WIRELESS TELECOMMUNICATION 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.

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.

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.

**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.

### **WITHDRAWALS**

The board of education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

### **YEARBOOKS**

Elementary P.T.O. will publish a yearbook annually. Early notice is given for advance sales.