

HIGC/MIGC

Coweta Public Schools

**2016-2017
Handbook**



CALENDAR OF EVENTS – 2016-2017

August 11	First Day of Classes
September 2	Early Release Day – School out one hour early
September 5	Labor Day – No School
September 9	Progress Report #1
September 16	Early Release Day – School out one hour early
September 30	Early Release Day – School out one hour early
October 14	Early Release Day – School out one hour early
October 14	Progress Report #2
October 13 & 18	Parent Conferences – School is in Session
October 19 – 21	Fall Break - No School
October 28	Early Release Day – School out one hour early
November 11	Early Release Day – School out one hour early
November 18	Progress Report #3
November 23 – 25	Thanksgiving Break – No School
December 2	Early Release Day – School out one hour early
December 16	Last Day of Semester
December 19 – Jan 1	Christmas Break – No School
January 2	First Day of 2 nd Semester
January 13	Early Release Day – School out one hour early
January 13	1 st Semester Report Cards
January 16	Martin Luther King, Jr. Day – No School
January 27	Early Release Day – School out one hour early
February 3	Progress Report #4
February 10	Early Release Day – School out one hour early
February 20	Presidents Day – PD Day - No School
February 24	Early Release Day – School out one hour early
March 3	Progress Report #5
March 7 & 9	Parent Teacher Conferences – School is in Session
March 10	No School
March 13 - 17	Spring Break – No School
March 24	Early Release Day – School out one hour early
April 7	Early Release Day – School out one hour early
April 13	Progress Report #6
April 14	No School
April 21	Early Release Day – School out one hour early
May 5	Early Release Day – School out one hour early
May 16	Last Day of School

Days missed due to inclement weather will be added to the end of the calendar.

WELCOME TO Heritage and Mission INTERMEDIATE GRADE CENTERS:

Our goals are to maintain a climate of mutual respect in the classroom, to have high expectations for all students, to believe in the ability of every student to learn, to provide a well-rounded education for every student, and to renew the joy of teaching and learning for all the members of our school.

The following expectations are listed for everyone:

We will value one another as unique and special individuals.

We will not laugh at or make fun of a person's mistakes, use sarcasms or putdowns.

We will use good manners saying please, thank you, excuse me, and let others go first.

We will cheer each other to success.

We will help one another whenever possible.

We will recognize every effort and applaud it.

We will encourage each other to do our best.

We will practice virtuous living, using the Life Principles.

(The Life Principles are: respect, self-discipline, responsibility, honesty, integrity, courage, compassion, perseverance, loyalty, effort, friendship, courtesy, cooperation, common sense, flexibility, initiative, curiosity, patience, problem solving, justice, commitment, citizenship, and service.)

We believe that all children can learn. Everyone is asked to leave the put-downs, TV sitcom language, attitudes, and negativity outside the school grounds. The human mind functions most efficiently when there is no threat – of bodily harm, embarrassment, teasing, sarcasm, rejection, putdowns, or any other negative influence. We expect all students, staff, and families, to participate in creating a positive climate.

ASBESTOS NOTIFICATION

According to the Asbestos Management Plan, Coweta Public Schools are asbestos free.

The management plan is available for your viewing at the office of the Superintendent between the hours of 8:00 a.m. to 4:00 p.m. Please call for an appointment, 486-6506.

ASSEMBLIES

Assemblies are a scheduled part of the curriculum and as such are designed to be educational as well as entertaining. Regardless of the type of program, the life principle of courtesy expects that the student body be respectful and appreciative. Teachers will attend the assemblies with their classes.

ATTENDANCE

Oklahoma public schools are in session a minimum of 175 days. Parents, by law, are accountable for their child's attendance. Children may be excused from school because of illness, a death in the family, and dental and doctor appointments that cannot be scheduled outside school time. Students are responsible for making up work missed because of an absence. Please notify us by using the Safe Arrival system (instructions below), if your child has to be absent from school. If your child is absent, the system will attempt to call you for verification of absence.

Students will follow makeup assignment procedures in their classrooms for less than 3 days absent. In case of extended illness, 3 days or more, please allow the teacher one day to gather material for makeup assignments. If a teacher gathers work for the student, the makeup work is due when the child returns to school. If the child waits until his/her return to school to pick up the makeup work, he/she will have two (2) days to turn in makeup work for each excused day of absence.

Students should not be absent from class any more than is absolutely necessary. Absences of more than 10 days per semester are considered excessive. Students should not be absent from class more than 10 days per year for school activities during school hours. State and national qualifying contests are excluded from this policy. A student is considered in attendance when under the direction and supervision of a regular member of the faculty when participating in scheduled school activities.

HIGC/MIGC will excuse a student from attending school for the purpose of observing religious holy days, if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence.

Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the current school year. A student must attend 175 days of school without missing any hour of the day to receive a perfect attendance certificate.

ATTENDANCE-SAFE ARRIVAL

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** 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 are available 24 hours/day, 7 days a week. Future absences can be reported at any time. The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. 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.

AUDIO-VISUAL MATERIALS

The Coweta Public Schools Board of Education has a responsibility to provide high quality instructional video material for students. Quality video material for instructional purposes is available from a variety of sources. While the selection of video material is primarily the responsibility of the principal/teacher, Coweta Schools recognizes that some video material may not be appropriate for some students. If there is a specific objection by a parent/guardian to a particular video they may report it to the office and it will be investigated and addressed by the principal on a case by case basis.

Parents need to contact their child's teacher before sending videos to school for viewing.

AWARDS

Near the close of the school term, awards will be presented for perfect attendance, scholastic, and extra-curricular excellence. All awards need to be approved through the principal's office. Additional awards may be given throughout the year, as appropriate.

BAD WEATHER

Local TV and radio stations will be notified only if school is canceled. No news means that school will meet as usual. School days missed due to bad weather must be made up and may be added to the tentative closing date.

BICYCLES

Students must bring a note from parents that their child has permission to ride a bike to school. Bicycles must be locked to the bike rack upon arrival and remain there until the afternoon dismissal. Students are to follow the "safe bike riding procedures" if they ride their bikes to school. Students will walk with their bikes on school grounds. Teacher assistants will direct bike riders in safe exiting procedures in our crowded IGC parking lot.

BUILDING AND GROUNDS

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

Please notice the reminders on the following page and help us to keep our building clean and safe.

Remind each other when we forget:

1. Throw trash and litter into waste cans.
2. Help keep the carpet areas nice by cleaning our shoes before entering the building.
3. All food and drinks will be consumed in the cafeteria. On special occasions, teachers may allow students to take food or drinks outside on the playground. Only bottles of water are allowed outside the cafeteria, except on the days designated for Christmas and Valentine's Day parties where special provisions are made to protect desks and carpeting.
4. Gum chewing will be allowed, as long as the students dispose of it properly in the trash cans. Each teacher will have the discretion to ask a student to remove the gum in his/her class. *Gum is not acceptable in Band, Vocal Music, Computer Lab, or PE classes due to the nature of the activity and safety concerns.

BULLETINS

School Connect will be used to inform the parents of days that school will be dismissed, special events, PTO meetings, etc. Our PTO may sponsor a newsletter that will contain most of that information. Additional information is provided through our Power School program, if you have internet access.

BUS RIDER RULES AND REGULATIONS

SAFETY AND BEHAVIOR CODE

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

1. Students must be outside waiting at the designated bus stop *5 minutes prior* to the scheduled stop time, regardless of weather conditions. Students should dress appropriately.
2. Respect people and their property while waiting on the bus. Students must receive proper school official authorization to be discharged at places other than the regular bus stop.
3. Students will sit facing forward, backs against the seat back, feet on the floor and out of the aisle. Students should never be out of their seats while the bus is moving. Drivers have the authority to assign seats.
4. Keep all body parts inside the bus at all times.
5. All food, drinks, candy and gum will not be consumed on the bus. These items must be stored in student's book bags, backpack or lunchbox.
6. Courtesy transportation will not be allowed: I.E. daycare, scouts, dance, gymnastics, etc. Bus rider guests must have approval from the principal's office and is contingent upon available space on the bus.
7. All riders are responsible to assist in keeping the bus safe and clean at all times by picking up around their seat. All trash must be placed in the trashcan before entering or exiting the bus. Students should never open emergency doors or windows, unless directed to do so by the driver or an emergency warrants.
8. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in 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
- 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.

- 1st REPORT** ... Warning / Letter and bus rules to parents
- 2nd REPORT** ... Up to 5 days off all school transportation
- 3rd REPORT** ... Up to 10 days off all school transportation
- 4th 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.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Please practice responsibility in taking good care of your textbooks. At the current market price, textbooks are valued at **\$30.00** to **\$100.00** each. This is a big investment for our school, and an equally important responsibility for our students.

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	salmonellosis
diphtheria	German measles	scabies
fever (100.4 or above)	(rubella)	shigellosis
gastroenteritis, viral	meningitis, bacterial	streptococcal sore throat
head lice (pediculosis)	meningitis, viral	scarlet fever
hepatitis, viral, Type A	mumps	tuberculosis (pulmonary)
impetigo	pink eye (conjunctivitis)	whooping cough (pertussis)
influenza	poliomyelitis (polio)	
	ringworm	

COUNSELOR

A full-time certified school counselor is assigned to HIGC/MIGC for small and large group counseling. Individual counseling is available upon request of the student, teacher, or parent.

CURRICULUM

Fourth grade classes are self-contained. Students do have special teachers in the areas of art, music, and physical education on a rotation schedule. Group counseling and computer lab times are scheduled by the individual teachers. The instruction is traditional.

Fifth grade classes are taught by teams, two or three teachers working with each group of students. Special classes are provided in art, music, and physical education. Counseling and computer lab times are scheduled with the individual teachers. The method of instruction is considered traditional.

Sixth grade classes are departmentalized in preparation for Junior High. Students may choose beginning band or continue in their special classes of art, music, and physical education. Teachers coordinate times for their students in the media center, computer lab, and counseling.

Students who qualify for the enrichment program are scheduled by the counselor who works with the students in smaller groups and coordinates their activities. The eligibility for the enrichment program is determined by the counselor according to the Coweta Public Schools approved guidelines.

PARENTS RIGHT TO KNOW – NO CHILD LEFT BEHIND ACT OF 2001

Parents may request and Coweta Public Schools will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher(s).

DISCIPLINE

The Coweta Board of Education believes the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual student and of the school. The teacher of a child attending public school shall have the same rights as a parent or guardian to control and discipline that child while the child is in attendance, or in transit to or from the school, or while attending or participating in any school function authorized by the school district.

Without discipline, there is little learning in the classroom. The classroom teacher is responsible for the maintenance of discipline in the classrooms, hallways, gymnasiums, restrooms, lunchroom, playground, and other places where students will be during the day. Discipline should be a positive factor in the classroom and much may be accomplished in this area, if the teacher provides pleasurable behavior patterns that are congenial to learning. Carefully planned learning situations are real safeguards against disciplinary problems, but it is also the responsibility of the parents and guardians to encourage their children to work cooperatively with the teachers and support the teachers' efforts to maintain control in the classroom.

The school principal's major responsibilities concerning student discipline is for the development, coordination, and supervision of disciplinary procedures and policies for the school. Classroom teachers should handle their own discipline problems, except in rare instances when the principal's help may be needed. The classroom teacher should make sure the principal is fully informed before sending students to the office.

Corporal punishment should be used only as a last resort. If a teacher finds it necessary to use corporal punishment, it is recommended that the punishment be administered in the office of the principal with the principal or another teacher as a witness. In no case should corporal punishment be administered in the classroom before other students or without a certified witness.

Teacher assistants, substitute teachers, student teachers, or other non-teaching personnel do not have the authority to administer corporal punishment. Problems of this type should be referred immediately to the teacher or the principal.

The Board of Education of Independent School District I-17 of Wagoner County, Oklahoma, declares that the following offenses may be punishable by suspension or expulsion. 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. Hazing (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.

In the event that a student is found in possession of a dangerous weapon or dangerous substances, the principal will immediately notify the parent, local law enforcement, and the school superintendent. The superintendent, principal, teacher, or security personnel in the Coweta Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil, when said pupil is on school premises or while in transit under the authority of the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, for missing or stolen property, if said property be reasonably suspected to have been taken from a pupil, school employee, or the school during school activities. The search shall be witnessed by at least one other authorized person, said person to be of the same sex.

The extent of any search conducted shall be reasonably related to the objective of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

Any student who is suspended from Coweta Schools shall have ten (10) days, from the date of notification of the suspension, to register an appeal with the Superintendent and Board of Education.

Each building will have specific procedures for discipline. The discipline procedures will vary from building to building. Discipline procedures and policies will be developed in accordance with the age and social development of the child.

BEHAVIOR EXPECTATIONS ARE AS FOLLOWS:

1. Keep hands, feet, and objects to yourself (Hitting, kicking, rock throwing or rock kicking, play fighting, etc. hurt others.)
2. Personal items or toys must be left at home, including cigarette lighters, pocket knives, lasers, MP3 players, I-pods, tech decks, etc. (see personal items section)
3. Walk in the building: halls, cafeteria during lunch, restrooms, classrooms, etc.
4. Follow all playground procedures (see playground section)
5. Follow all directions given by school personnel, including teacher assistants, secretaries, custodians, substitutes, volunteer helpers, cafeteria workers, and bus drivers
6. All staff members and classmates are to be treated with respect. If you have a problem with school personnel, discuss it with the counselor or principal
7. Swearing, teasing, rude gestures, putdowns, loud noises, biting, or aggressive behavior with sharp objects violate principles of respect and courtesy
8. Students will complete and turn in assignments
9. Follow all cafeteria procedures (see cafeteria procedures addendum)
10. Food, utensils, and drinks will be used in the cafeteria, and not outside, except by special permission of a teacher or the principal
11. Students will report to class on time with their materials for that class. (Punctuality and responsibility are important life principles)
12. Good citizenship demands that we take care of our building
13. Gang behavior, dress, language, or signs that can be associated with gangs are prohibited (Parents and the police will be notified in the event this occurs)
14. Pornographic materials are never acceptable at school
15. Ongoing bullying or harassment of another student will not be tolerated and is inconsistent with the respect, self-discipline, and citizenship we want to promote

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

1. Teachers may assign reasonable logical consequences within the classroom for minor infractions.
2. Written reprimand – verbal warning – (documented by issuing teacher, logged in the student's discipline file)
3. Loss of recess (issuing teacher logs incident in student's discipline file)
4. Noon detention (issuing teacher logs incident in student's discipline file and notifies principal)
(Parents will be notified by means of weekly folder, phone call, e-mail, or a note sent home with the student)

Noon detention consists of a student eating lunch in a classroom under the direction of the supervising detention teacher. The student is isolated away from other students and spends the remaining 20 minutes of recess completing an assigned activity.

Detention may include 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, Intervention Program (IP), suspension, or expulsion based on the principal's discretion and the nature of the problem. Citations and community service may also be utilized through Coweta Schools Resource Officer Program

**Physical fighting, hitting/tripping another student (bullying behaviors), throwing a rock or object and hitting someone else, and willful defiance or disrespect shown toward teachers or staff are considered serious violations of expectations for a safe learning environment. The principal will assign appropriate consequences for these actions.

Students who have a problem with another student or group of students should try to work out the problem with the help of duty teachers, school counselor, classroom teacher, or the principal.

Parent involvement and support are encouraged in all aspects of the discipline plan.

Log entries are kept in the Power School Student Information System by the teachers and the principal for discipline issues involving a student. These log entries become a permanent part of your child's school record. Discipline incidents are reported by category to both state and federal agencies annually.

Students are encouraged to make "good choices" at all times and maintain a clean discipline file. Students have many opportunities for awards, leadership roles, and scholarships. Students with empty discipline files have a definite advantage when these opportunities occur.

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.

COWETA PUBLIC SCHOOLS DRESS CODE

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress 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 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. Wearing shirts as jackets is acceptable, as long as the garment fits, is clean and neat, and shirt length is neither a distraction or hazardous.
4. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize possible student distraction or embarrassment:

Blouses, shirts, tops of any kind, if too revealing, are not acceptable school apparel. Tank tops, fishnet tops, or any clothing exposing the midriff are prohibited at school. Also avoid exaggerated sleeve openings that may prove to be uncomfortable or too revealing. (Straps on shoulders are to be at least two fingers wide; sleeve openings need to fit under the arm. Racer backs, spaghetti straps, drapes, cut-outs, and other apparel that exposes the back is not to be worn at school.)

- a. Students must wear shoes while at school. Most street shoes are acceptable. Athletic shoes with cleats and skates are prohibited in all buildings. **Tennis shoes are required for P.E. classes. (Sandals without heel straps and flip flops are a safety hazard on the playground; please wear more substantial shoes to school.)
- b. Skirts and dresses: The skirt or dress shall not be conspicuous or indecent, and no shorter than mid-thigh.
- 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 that meet the provisions of the dress code. Pants that have holes above the knee are not acceptable for school wear. Frayed jeans are only allowed providing leggings, slider, or shorts are worn underneath. Pajama/leisure wear is not acceptable.
- f. Hats, caps, long or large coats, and sunglasses will not be worn inside the building. Hooded sweatshirts (hoodies) with hood up are not to be worn inside the building. The above applies to both girls and boys.
- g. Face or body painting, body piercing (other than normal pierced earrings in the ear), clothing or jewelry that interrupts the atmosphere of learning will not be tolerated. Earrings may be worn only in the ear and at a length that is not dangerous or a distraction.

- h. Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school and 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 that advertise tobacco products, alcohol, controlled drugs or drug paraphernalia, or any generally unacceptable material. Gang attire will not be worn at school or school related activities.
- i. Wallet chains are not permitted at school. (Neck chains that are heavy and thick and could cause injury are also not permitted at school.)
- j. For health reasons, students will not exchange jackets or hats. Please have some form of identification on students' personal items, especially expensive jackets and hats, so the items may be returned to the rightful owners.
- k. Enforcement of the dress code: Students who choose not 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. Exceptions and modifications of the dress code may be authorized by the building Principal for a specific school related activity.

DISMISSAL TIME

Early bus riders and car riders will be dismissed at 3:05 p.m. All other students will be dismissed at 3:10 p.m. Early bus riders will need to proceed directly to the bus loading area to avoid missing their buses. Walkers and bike riders need to avoid the parking lot and watch carefully for buses and cars. Follow the directions given by the staff member(s) on duty.

Parents who pick up their children may do so from the car rider canopy and crosswalk, as directed by the duty teachers/teacher assistants, or at the east end of the building in the track complex parking lot. It is important that we minimize the congestion in the driveway and in front of the building, so the buses can get into the driveway and stay on schedule. Please drive carefully and keep moving. If you need to come into the building at any time, please park your vehicle in the parking lot in a designated parking space. Students should not be picked up at the back of our building.

EARLY DEPARTURE

If it becomes necessary for you to pick up your child before regular school dismissal, please park in the designated areas of the parking lot, 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.

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 changes, please notify the office so records may be corrected. We would also appreciate having the name and telephone number of a relative or friend to contact in an emergency, if the parent or guardian cannot be reached.

ENROLLMENT

The following information will be needed in order to enroll:

1. Up-to-date immunization records (all grades)
2. Registration card information, including emergency phone numbers in case you cannot be reached. During the year if there are any changes in personal information, please notify the office or the child's teacher
3. Proof of residency (physical address on water bill or electric bill and legal custody, if not living with natural parent/s)
4. New students also need evidence of correct grade placement. Previous grade cards, achievement test information, etc. are very helpful in enrolling a new student

EQUAL OPPORTUNITY ACT

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

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. Three progress reports are sent home during each semester for parent review and parents' signatures. Our Student/Parent Portal of the Power School Information System allows students and parents to view students' grades and assignments daily at their convenience.

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 AND PRIVACY ACT

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

1. Inspect and review the student's education records including those records relating to their children which are collected, maintained, or used to implement Part B of the Education of the Handicapped Act
2. Request the amendment of the student's education records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent

4. File with the U.S. Department of Education a complaint under 99.63 and 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part. Documentation of action resulting from the protest will become part of the record and be kept in the student file
5. Obtain a copy of this policy adopted under 99.6
6. Be provided translation, if primary or home language is other than English

Copies of the policy in its entirety will be available for parents and eligible students to review in the principal's office of each school building and at the superintendent's office.

FIELD TRIPS

Unfortunately due to legislative budget cuts for the 2016-2017 school year, all Coweta schools will be unable to participate in field trips. To attend school sponsored field trips, a student must have eligibility and a signed permission slip before being allowed to attend. These slips will be sent home with the student. Also, the students must ride the bus to and from the field trip, unless checked out with the child's classroom teacher after the field trip.

FIRE AND TORNADO ALARMS

The fire alarm is one pulsating continuous blast of the fire horn and flashing lights, in accordance with current fire alarm regulations. Students are to evacuate the building immediately, according to their teachers' directions. Do not linger to get books, coats, or other items.

The tornado alarm is intermittent blasts and/or an announcement over the intercom. Students are to take cover in areas suggested by the weather bureau. Positions will be taken on the floor; cover your head with your hands and arms.

FIRST AID/MIGC STUDENT INJURY PROCEDURES

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. It is important that parents provide the school with a number to call in case of an emergency. (If needed, we have excellent response time from the paramedics at the Coweta Fire Department.)

FLAG ETIQUETTE

Instruction in the history and etiquette relating to the United States Flag shall be given in the 5th grade each year. Students recite the pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C., Section 172. Students not wishing to participate in the pledge shall not be required to do so. (70-24-106), Amended SB 128.

FUND-RAISING

Projects to raise money must be approved by the superintendent and the Coweta Board of Education. All requests are to go through the principal's office.

GOING HOME

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 before noon. The receptionist must fill out an "orange bus pass" for the student to present to the bus driver. Students will not be allowed to ride a different bus without the orange pass.

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 they need to check an entire grade level or even the school.

Students who are found to have lice 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 a physician or the public health department.

HEALTH INFORMATION

Parents are encouraged to provide their children the opportunity for proper nutrition, sufficient rest, and adequate personal hygiene.

Also, please watch for some of the symptoms that precede and accompany the childhood diseases: headache, sore throat, and stiffness and/or pain in the neck and jaw. Students with any of the following symptoms **MUST BE EXCLUDED FROM SCHOOL**:

1. Temperature of 100 degrees or above
2. Undetermined rash over any part of the body
3. Pain and/or swelling at angle of jaw
4. Scaly patches on skin which might indicate ringworm
5. Small white nits on shaft of hair
6. Nausea, vomiting, or diarrhea
7. Red, draining eyes
8. Intense itching with signs and symptoms of a secondary infection
9. Open draining lesions
10. Signs of jaundice

When children are ill and have fever, please do not send your child to school until the temperature has returned to normal. Any contagious or unknown rashes should be **CLEARED UP** before the child is sent back to school.

HEALTH PROGRAM

The district's health program provides students with the knowledge to help them make wise decisions about their health. Although primary responsibility for health rests with the student and family, we welcome the opportunity to promote student health. Periodic vision, hearing, speech, and scoliosis screenings are provided for students. Drug Awareness and AIDS Education are also provided depending on grade level.

HOMEBOUND

Homebound is a service that provides academic tutoring and classroom coordination in the home three hours per week by a certified teacher. To be eligible, a physician must certify that a student will be absent for a long period of time. Special arrangements may also be made for students who are chronically ill, frequently absent, or recovering from accidents or hospitalization.

HOMEWORK

Homework is an important part of each child's total education. Our district recommends that homework be given to all students at each grade level. Schools do their best job of educating children when they have the parents/guardians as partners. Homework provides a significant opportunity for parents and guardians to show their interest and give their support. Practice with important concepts puts this information into a student's long-term memory which is essential for student retention.

Each child should assume the major responsibility for completing homework assignments. Homework expectations will be enhanced when each child accepts the responsibility for:

- *Understanding the assignment before leaving school.
- *Completing all assignments accurately.
- *Turning in all assignments on time.
- *Asking the teacher for assistance, if unable to accurately complete homework assignments.

Students will follow make-up assignment procedures in their classrooms for absences of less than 3 days. In case of extended illness, 3 days or more, please allow the teacher one day to gather material for makeup assignments. If a teacher gathers work for the student, the makeup work is due when the child returns to school. If the child waits until his/her return to school to pick up the makeup work, he/she will have two (2) days to turn in makeup work for each excused day of absence.

ILL CHILDREN

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency information you have provided. Please remember, we cannot keep seriously ill children at school.

IMMUNIZATIONS

Parents of kindergartners 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 according to the following minimum guidelines:

- 5 doses DTP/DTaP (diphtheria, tetanus, whooping cough)
- 4 doses IPV/OPV (polio)
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hep B
- 2 doses HEP A
- 1 dose Varicella

*Please note: Students entering the 7th grade must have 5 doses of DTP/DTaP vaccine, 3 doses of Hepatitis B vaccine, and 2 doses of Hepatitis A vaccine. Completion of these series of vaccinations requires 4 to 6 months and should be done during this school year by all 6th grade students, if they have not already done so.

LATE ARRIVALS

When a student arrives late, he/she must check in at the MIGC office with a reason for the absence. The office secretary will give the student a pass to his/her class.

LOCKERS

Students in grades 4-6 will be assigned a school locker. The 4th & 5th gr. teachers will assign lockers on the first day of school. Sharing of lockers is not permitted. Combination locks are already built into the sixth grade student lockers. The combination must be given to their 1st hour (homeroom) teacher before putting the lock on their locker.

LOST AND FOUND

Please put names on clothing, lunch boxes, and personal items brought to school. Taking some time to do this before school begins may save the cost of buying replacements. Small items, such as jewelry and glasses, may be recovered in the office. Larger items, including books, coats, etc. are in the lost and found box in the hallway outside the cafeteria.

Items with names on them will be returned immediately. Students should be responsible for caring for their personal items, especially since they have their own lockers.

LUNCH

Parents may use the Nutri-Kids system to put credit on their child's meal account for meals or students may pay cash in line each day. Students may bring their own lunches and choose to purchase the milk or juice. Students are not to have or consume highly caffeinated energy drinks at school. If at anytime during the year you would like to have lunch with your child at school, call the office so that we can be expecting you and tell you what time that particular grade level will eat lunch.

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

Application for Free and Reduced Price Meals: A new application is required each fiscal year. Only one application per household is required. Applications are available in the school cafeteria or office. If you have questions, feel free to call the Director of Child Nutrition at 918-279-1581. Meal Charges: Students are allowed one charge. After one charge the student will receive a peanut butter and jelly or a cheese sandwich with milk until their charges are paid in full. Students are not allowed to charge ala carte items.

Breakfast: \$2.00 Lunch: \$ 3.00

*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 qualify. All of this information is kept strictly confidential, and the students' benefits are all the same.

When your class is dismissed for lunch, move as quickly as possible to the cafeteria without running, pushing, or making loud or excessive noise. Remember, there will be other classes in session throughout the building while you are passing through the halls.

As soon as you finish eating your lunch, pick up all trash in your area and place it in the proper containers, according to the duty teachers' directions, and return trays and all appropriate eating utensils to the kitchen window. Plastic utensils are to be thrown in the trashcans. No food, drinks, or utensils are to be taken out of the cafeteria.

Your cooperation during lunchtime will make lunch more pleasant for you and your friends who share the cafeteria.

MEDICATION

School personnel may not give medication, unless it has been prescribed by a doctor. The original prescription container must accompany all medicine, and the school must have a "Permission for Medication" form on file that has been signed by the parent or legal guardian.

Nonprescription medicine, such as aspirin or cough drops, may be brought to school when needed, if accompanied by a signed parent permission form with the exact dosage for each day, and if the parent administers the medicine or states in writing that the child is to administer it. All medication must be checked in at the office and must be in its original container. Students in general take more medication than sometimes parents are aware. Please monitor your child closely, and only send medication to school when absolutely necessary.

OKLAHOMA OPEN RECORDS ACT

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 the 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 that 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 those records.

As permitted by the Act, the School District hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law as designated by Section 5 of the Act.
2. Personnel records which relate to internal personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communications has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student, if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Education Rights and Privacy Act that information (i) has been designated by the School District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Teacher lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual students.
9. Prior to taking action, including making a recommendation or issuing a report, personal notes and personnel created materials of School District Personnel, excluding department budget requests, prepared as an aid to memory or research leading to the adoption of School District Policy or School Project.

The Board of Education hereby designates its minutes clerk or if such person is not available during the regular business hours, then its superintendent, as a person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

The School District shall charge reasonable fees to recover the district cost of document copies. Reasonable document search fees shall be charged as permitted by the Act.

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Board of Education.

PARTIES

Only school parties sponsored by the PTO will be included on the calendar; Christmas and Valentine's Day. Any other parties must be approved by the principal. Parties will begin in the afternoon. Please do not have your child pass out personal party invitations to students during school hours. This will save many hurt feelings.

PERSONAL ITEMS

Toys, including but not limited to, baseball/football card collections or other trading cards, skateboards, mini-skateboards (tech decks), electronic games, radios, cameras, tape recorders, cell phones, pagers, lasers, MP3 players, I-pods, DVD players, and other expensive items are not to be brought to school. Damaged or lost items are not the responsibility of the school.

PET POLICY

For the health and safety of all of 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. Creating a Power Point presentation to share would be an excellent way to share your pet.

PHYSICAL EDUCATION

All 4th & 5th grade students are required to take physical education classes. Only those students with medical exemptions written by a doctor will be omitted from P.E. Sixth grade students, who are not enrolled in Beginning Band, will also continue their Music/Art/PE rotation. In addition, we will have a walking track on the playground for student/teacher use during the lunch periods.

PLAYGROUND

Games are not to be played on the playground that include, tackling, tripping, shoving, or any form of rock kicking or throwing. This includes NO PLAY FIGHTING! Students are to take turns on the playground equipment and not play tag or shove while on the equipment. Students are not allowed to deliberately throw balls or other objects at other students, except in appropriate games of "catch". Students are to line up immediately when the bell rings to come into the building after recess. Students who choose not follow playground procedures will lose recess time.

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, or send an email.
Please call 24 hrs. 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.

PROMOTION AND RETENTION OF STUDENTS

The Coweta Board of Education is dedicated to the best total and continuous development of each student in the Coweta Public School System. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, attendance and teacher observation of student performance. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the school authorities.

The principal shall direct and aid the teachers in their evaluation and review grade assignments in order to ensure uniformity of evaluation standards. In the event that a parent or guardian is in disagreement with the principal's decision, the parent or guardian may request the Superintendent of Schools to review the process used by the principal in formulating his/her decision. Board of Education decisions on appeals are final.

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 assignments, or prerequisites. 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
SCIENCE

MATHEMATICS
LANGUAGE

LANGUAGE ARTS
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 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 guardian request promotion/acceleration contrary to the recommendation of the school principal, the parent or guardian 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 (PROFICIENCY BASED)

Coweta Public Schools shall provide students with the opportunity for proficiency assessment 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 the 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.

REPORT CARDS

Report cards are sent home with the students at the end of each semester. Second semester report cards may be sent home with students or mailed. Two parent/teacher conferences are provided during the year. Other conferences may be held during a teacher's planning period, but parents must call in advance and request the time and date for the conference.

Three progress reports will be sent home at approximately five-week intervals during each semester.

REPORT CARDS WILL BE HELD BY THE SCHOOL UNTIL ALL FEES ARE PAID.

REPORTING CHILD ABUSE

Child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse, and neglect are required by law to be reported to Child Protective Services. Teachers and staff are trained to identify abuse and how to report annually.

RESTROOMS

1. Students are not to congregate in restrooms.
2. Students are not to climb or play in the restrooms.
3. When passing in the building, students should walk and move quietly, so they won't disturb other classes.
4. Dispose of sanitary napkins appropriately, not in toilets.
5. Put paper towels in the trash cans only, never in the toilets.
6. Report any problems in the restrooms to the office immediately.

Our restrooms are cleaned on a daily basis. As good citizens, let's keep them looking nice.

SAFE AND DRUG-FREE SCHOOL

Coweta Public Schools are participants in the Safe and Drug-Free School and Communities Program. An advisory council oversees the program and disseminates information about drug and violence prevention programs, projects, and activities.

In order to provide a safe environment for our students, we will be asking our students to leave book bags and large coats in their lockers. The bags and coats provide trip hazards in the classroom for classmates and teachers. They can also be used to carry toys and other inappropriate items not needed in the classroom.

We ask all visitors to our building to check in at the office, and we will call students to the office as needed. Visitors will sign in and wear a nametag while in the building for an extended period. Teachers will be notified of guests in the building.

We utilize our PTO sponsored newsletter, School Connect, the school sign, the local newspaper, informational bulletins, and our Power School Student Information System to communicate with our students, parents, and community.

SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call the school. You will also need to be approved by filling out and submitting the application to the Coweta Education Administration Building. Your interest and involvement are always appreciated.

We have an active PTO who currently comprises the bulk of our volunteer network. We are keeping track of volunteer hours each year for individual and state recognition, and you are welcome to be an active part of our PTO organization.

Volunteers in the classroom will have a brief orientation that covers procedures, confidentiality, and discipline issues.

SEXUAL HARASSMENT

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in Coweta Public Schools. This policy will set forth rules and regulations to be followed by all students, employees, and Board of Education members of the School District with regard to the issue of sexual harassment:

1. "Student" means any person who is enrolled in any school or program of the school district. In the case of a student of the school district, "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal and physical conduct of a sexual nature by any person towards a student.
2. All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any students, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.
3. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Discipline Code.
4. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any board member of the School District. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the student, employee, or applicant involved, the nature, context, and extent of the prohibited activity, and any other information necessary to a full report and investigation of the matter.

STUDENT COUNCIL

To be eligible to run for Student Council, a student must be in good standing both academically and as related to disciplinary issues. The Student Council sponsors, officers, and representatives work together to plan and coordinate various activities throughout the school year.

STUDENT INSURANCE

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

STUDENT RELATIONSHIPS

The school expects that all couples conduct themselves at all times at school in such a manner that the attention of others is not attracted to their behavior. No public display of affection should occur during your time at school. Offending students will have their attention called to the matter, and should it occur again, necessary disciplinary action will be taken.

STUDENT SCHOOL EXPENSES

Textbooks are free however some expenses may be incurred for classroom aids for personal use in subjects such as art, physical education, etc. Other expenses the student may incur are paying for lost or damaged textbooks or library books, library fines, school pictures, combination locks, and other items of similar nature where appropriate.

GUEST TEACHERS

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

TARDIES

Punctuality is an important life principle that all students should learn with the long range goal of being a contributing member to society. It is important that students learn to be on time. Classes that begin with all students in place at the designated time establish an environment that improves the learning opportunity for everyone. Students who are accountable in this area will ultimately create better opportunity for themselves in future endeavors as they enter into the workforce.

The tardy policy is as follows: The 3rd tardy to the same class will result in a day of walking the track at recess. The 4th and every other subsequent tardy to the same class will result in a day of noon detention.

The tardy policy will begin anew each quarter (9 weeks).

A student is tardy if not in his/her classroom when the bell begins to ring. Where you must be in the classroom will be at the discretion of your teacher. Allow yourself time to arrive at class with your materials without running.

TELEPHONES

Students and teachers will not be called out of class to answer calls, except in cases of emergency. A message to return a call will be delivered at class breaks. A student phone is provided for student use during the day for necessary calls to parents or guardians.

TESTING

Our school participates in the Oklahoma School Testing Program, and all students take the Oklahoma Core Curriculum Tests (OCCT). This required testing helps to evaluate the academic abilities of the student body as a whole and also helps to identify individual student's strengths and weaknesses. We constantly monitor our curriculum and student performance to make needed adjustments and to provide our students with the best educational program possible.

In an effort to better educate our students, we are asking you to make a "special effort" to see that your child is prepared and properly rested during the test week. The 5th grade writing test will be in late February and the testing window for Reading, Math, Science, and Social Studies occurs from mid to late April. Exact dates will be provided as soon as they are provided by the State Department of Education.

TITLE VII

The Office of Indian Education provides money for 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.

TOBACCO POLICY

The Coweta Board of Education and the State of Oklahoma recognize that tobacco smoking has been linked by research to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children.

Therefore; smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited upon, or in, any school property.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

TRANSPORTATION

Coweta Schools provide transportation for students who live 1½ miles from school, or more. 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, approved by the principal, and given to the bus driver. Phone calls during the day disrupt classes. Unless an emergency occurs, we ask you to prearrange with your child the daily after school procedure. Please call before 2:00 p.m., unless there is an emergency.

TRUANCY AND ATTENDANCE POLICY

In accordance with the policy of the Board of Education, the following regulations shall govern truancy and attendance in the Coweta School District:

If you have not called the school regarding your child's absence our attendance officer may be calling you to verify the absence.

When the school becomes aware of a student's truancy, the parent(s) will be notified.

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

USE OF ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, AND DRUGS

The Coweta School District complies with certification as required by Section 5145 of the Drug-Free Schools and Communities Act of 1989. The drinking of alcoholic beverages or use of drugs including tobacco is strictly against school rules. Any student caught smoking or found under the influence of or in possession of any of these products while attending a school function, whether on or off school grounds, will be subject to possible suspension.

The Coweta Schools statement to students is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Coweta Schools' prevention curriculum includes Operation Aware and other related programs.

VISITORS

Students are not allowed to have visitors at school at any time. Parents visiting school must clear through the principal's office.

WIRELESS TELECOMMUNICATION DEVICES (CELL PHONES)

It is the policy of the Board of Education that a student may possess a wireless telecommunication device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. All wireless telecommunication devices should be turned off and unable to receive in-coming communications while in the possession of the student during the school day from arrival until the final dismissal bell unless the student receives permission from a teacher or principal for educational or emergency purposes. A phone is provided to the students at the office for "necessary" calls during the school day.

Students found to be in possession of a wireless telecommunication device in violation of the cell phone procedures shall be subject to disciplinary action, and parents may be required to come and pick up the cell phone from the school office.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria and school property and library books are returned.
3. Sign withdrawal and release form at the principal's office.

YEARBOOK

PTO publishes a yearbook annually. Yearbook advance sales begin before the Christmas holiday, and bulletins will be sent home with the students, notification via School Connect, or the information will be provided through the PTO newsletter.

CAFETERIA PROCEDURES

1. WALK from classroom to cafeteria in a single file line. NO TALKING; other students are having class. Face front, and keep your hands to yourself
2. Talk quietly in lunch line.
3. You MAY visit with others around you at your table after you are seated. Please talk quietly!
4. Get everything you need as you go through the lunch line. You will not be allowed to get up once you have paid.
5. If you are not going to eat something – leave it alone. MIGC students are old enough for good table manners, which include not playing with your food.
6. Plastic spoons and forks are to be used only for eating.
7. Place any extra money in your pocket. (This will keep others from grabbing it from you or wanting to borrow money.)
8. If you finish before others, wait quietly for your table to be dismissed.
9. When the duty teacher signals, everyone needs to get quiet so that directions can be given. Everyone needs to listen and give the teachers their attention so that students can be dismissed to the playground more quickly. (Students who choose not to cooperate with dismissal procedures will be the last to leave the cafeteria and may be chosen to help with cafeteria cleanup.)
10. Tables that have all the trash and food picked up from underneath and on the table will be dismissed first. If you have a spill, clean it up, or if needed, ask the duty teacher, cafeteria worker, or custodian for assistance.
11. When your table is dismissed: Stand, walk in a single file line to trash cans, dump tray, then place it in the proper window gently. (Plastic trays must be handled carefully, so they will last all year.)
12. Walk (no talking in the halls), and go directly outside. We will go around the south end of the building under the bus canopy to the playground. Use the sidewalk. Do not come into the west wing of the building, stop at a locker, the bathroom, or to get a drink on the way out, unless you have permission from the duty teacher.
13. Students who choose not to follow cafeteria procedures may eat last and lose recess time.

Cafeteria pricing as follows:

Adult lunch \$3.75

Adult breakfast \$2.10

4-12 lunch \$3.00

4-12 breakfast 2.00

Pk-3 lunch \$2.75

Pk-3 breakfast \$1.85

Milk or Juice \$.50

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

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

Definition of Terms

A. Statutory definition of terms:

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

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

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

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

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

B. The “Reasonable Person” Standard

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

C. Types of Bullying

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

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

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

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

Understanding and Preventing Bullying

A. Student and Staff Education and Training

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

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

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

B. Safe School Committees

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

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district’s policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying.

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

Student Reporting

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

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

Staff Reporting

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

Bullying Investigators

Each school site will have a designated individual 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.

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. title 12 § 1376, OKLA. STAT. title 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

INTERNET AND TECHNOLOGY SAFETY PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Definition

Key terms as defined in the Children's Internet Protection Act:

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

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*) 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 your login name, password or PIN number.
- 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 the permanency of electronic or digital communications.
- 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.

**AGREEMENT
ACCEPTABLE USE POLICY for TECHNOLOGY**

STUDENT SECTION:

Student Full Name: _____

School Site: _____ Grade: _____

Home Address: _____

Home Phone No.: _____

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and agree to abide by their provisions. I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student Signature

Date

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's technology resources, including the Internet.

I request that the district issue an account for my child and certify that the information contained on this form is correct.

Parent Signature

Date

Student Name (print)

Student Access Agreement must be renewed each academic year

