

# COWETA HIGH SCHOOL

## 2016-2017



Student Handbook  
#brighterorange

## TABLE OF CONTENTS

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

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

### **Section Two—Attendance (Pages 10-14)**

2-1		Attendance Policy
2-2		Power School Absence Codes
2-3		College Visits
2-4		Absence Procedure/Truancy
2-5		Early Dismissal
2-6		Religious Holidays
2-7		Make-Up Work
2-8		Activity Absences/10 day rule
2-9		Tardies

### **Section Three—Standards of Behavior (Pages 15-39)**

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

#### **Section Four—Academics and Counseling (Pages 41-52)**

4-1	Accreditation
4-2	Grading Policy
4-3	Advanced Placement Program
4-4	Oklahoma School of Science and Math
4-5	Graduation Requirements
4-6	Promotion and Retention of Students
4-7	Foreign Language
4-8	8 <sup>th</sup> Grade Credit
4-9	Priority Academic Student Skills
4-10	Enrollment
4-11	Counseling
4-12	New Students Entering CHS
4-13	Immunizations
4-14	Schedule Changes
4-15	Activity Classes
4-16	Standardized Testing
4-17	Transcripts
4-18	Summer School
4-19	Incompletes
4-20	Semester Exams
4-21	Homebound
4-22	Concurrent Enrollment
4-23	Indian Capital Technology Center
4-24	Transportation to Indian Capital Technology Center
4-25	Commencement
4-26	Valedictorian and Salutatorian
4-27	Honor Roll
4-29	Scholastic Awards
4-30	Oklahoma State Regents Standards
4-31	Early Graduation
4-32	Black Card

#### **Section Five—Athletics and Activities (Pages 53-66)**

5-1	Class Officers
5-2	Cheerleaders
5-3	Student Council
5-4	Academic Team
5-5	Art Club
5-6	National Honor Society
5-7	Spanish Club
5-8	Students Against Destructive Decisions
5-9	Family Career and Community Leaders of America
5-10	Future Farmers of America

5-11	Model UN
5-12	Mock Trial
5-13	NASO:Native <u>A</u> merican <u>S</u> tudent <u>O</u> rganization
5-14	Activity Trips
5-15	Junior/Senior Prom
5-16	Project Graduation
5-17	Eligibility
5-18	Indian Capital Technology Student Organizations
5-19	Extracurricular Activities Student Alcohol and Drug Testing
5-20	Quitting/Being Dismissed from a Sport

### **Section Six—General Procedures and Policies (Pages 67-78)**

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

## **ADMINISTRATION AND ORGANIZATION**

### **1-1 INTRODUCTION**

#### **PHILOSOPHY**

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

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

#### **MISSION**

Coweta High School, in cooperation with the community, will endeavor to meet the individual needs of each student in order to enhance the quality of their social and academic success and to provide an atmosphere that emphasizes life-long learning and building responsible citizens.

#### **GOALS**

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

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

**1-2 SCHOOL TRADITIONS****MASCOT**

*Tiger*

**SCHOOL COLORS**

**ORANGE AND BLACK**

**FIGHT SONG**

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

## 1-3 ADMINISTRATION AND STAFF

### **Board of Education**

Mr. Teddy Wyatt  
 Mr. Marty Kilgore  
 Dr. Brad Anderson  
 Mr. Doyle Burress  
 Mr. Ryan Fankhauser

### **Administration & Staff**

Superintendent  
 Assistant Superintendent  
 Chief Financial Officer  
 High School Principal  
 High School Assistant Principal  
 Athletic Director  
 Principal's Administrative Assistant  
 Registrar/ Counselor Administrative Assistant  
 Attendance Secretary/Receptionist

Jeff Holmes  
 Max Myers  
 Brad Tackett  
 Gary Ellis  
 Cathy Bible  
 Tim Johnson  
 Jennifer Haught  
 Jamie Martin  
 Lindsay Cooper

### **Counseling**

Seniors  
 Juniors  
 Sophomores

Pam Pierce  
 Pearl Tuell  
 Jayna Ross

## 1-4 SCHOOL CALENDAR 2016 – 2017

August 9	Schedule Pickup
August 11	First Day of Classes
<b>September 2</b>	<b>Early Release Day – School out one hour early</b>
September 5	Labor Day – No School
September 9	Progress Report #1
<b>September 16</b>	<b>Early Release Day – School out one hour early</b>
<b>September 30</b>	<b>Early Release Day – School out one hour early</b>
<b>October 14</b>	<b>Early Release Day – School out one hour early</b>
October 14	Progress Report #2
October 13 & 18	Parent Conferences – School is in Session
October 19 – 21	Fall Break - No School
<b>October 28</b>	<b>Early Release Day – School out one hour early</b>
<b>November 11</b>	<b>Early Release Day – School out one hour early</b>
November 18	Progress Report #3
November 23 – 25	Thanksgiving Break – No School
<b>December 2</b>	<b>Early Release Day – School out one hour early</b>
December 16	Last Day of Semester
December 19 – Jan 1	Christmas Break – No School
January 2	First Day of 2 <sup>nd</sup> Semester
<b>January 13</b>	<b>Early Release Day – School out one hour early</b>
January 13	1 <sup>st</sup> Semester Report Cards
January 16	Martin Luther King, Jr. Day – No School
<b>January 27</b>	<b>Early Release Day – School out one hour early</b>
February 3	Progress Report #4
<b>February 10</b>	<b>Early Release Day – School out one hour early</b>
February 20	Presidents Day – PD Day - No School
<b>February 24</b>	<b>Early Release Day – School out one hour early</b>
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
<b>March 24</b>	<b>Early Release Day – School out one hour early</b>
<b>April 7</b>	<b>Early Release Day – School out one hour early</b>
April 13	Progress Report #6
April 14	No School
<b>April 21</b>	<b>Early Release Day – School out one hour early</b>
April 22	Prom
<b>May 5</b>	<b>Early Release Day – School out one hour early</b>
May 15	Graduation
May 16	Last Day of School

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

## 1-5 BELL SCHEDULES

### Monday-Thursday Schedule

TIME		MINUTES
8:20-9:10	1 Period	50
9:15-10:05	2 Period	50
10:10-11:00	3 Period	50
11:05-12:20	4 Period/Lunch	75
12:25-1:15	5 Period	50
1:20-2:10	6 Period	50
2:15-3:05	7 Period	50

**\*\*Lunches will be scheduled through 4<sup>th</sup> period teachers.**

	Lunch	4 Period
1 <sup>st</sup> Lunch	11:05 – 11:25	11:30 – 12:20
2 <sup>nd</sup> Lunch	12:00 - 12:20	11:05 – 11:55

### Friday Schedule

TIME		MINUTES
8:20-9:05	1 Period	45
9:10-9:55	2 Period	45
10:00-10:45	3 Period	45
10:50-11:45	FLEX/LUNCH	55
11:50-12:35	4 Period	45
12:40-1:25	5 Period	45
1:30-2:15	6 Period	45
2:20-3:05	7 Period	45

**\*\*\* Students may eat lunch in the Commons from 10:55 - 11:45**

### Early Release Friday Schedule

TIME		MINUTES
8:20-9:00	1 Period	40
9:05-9:45	2 Period	40
9:50-10:30	3 Period	40
10:30-11:05	FLEX/LUNCH	35
11:10-11:50	4 Period	40
11:55-12:35	5 Period	40
12:40-1:20	6 Period	40
1:25-2:05	7 Period	40
2:30-3:30	MEETINGS	60

**\*\*\* Students may eat lunch in the Commons from 10:30-11:05**

## **ATTENDANCE**

### **2-1 ATTENDANCE**

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled.

In accordance with this policy, students are limited to 10 absences per semester (this includes excused absences). Students who exceed 10 absences in a given semester will receive a grade of "F" (maximum of 59%) prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam.

### **SEMESTER TEST EXEMPTION POLICY**

Students who meets the following criteria will qualify for the exemption:

1. Having zero IP placements or out of school suspensions
2. Having a semester grade of "C" or better in **all** classes
3. Having 5 or less absences of any kind, except for school activity absences. (for the purposes of determining exemptions, 4 tardies will equal one unexcused absence)
4. Students who are exempt may test, but the results of the test will only count if it improves the student's grade.

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

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

Explanation must be in writing with supporting documentation. This is due to the office of the Assistant Principal 5 days before the end of each semester.

## **PERFECT ATTENDANCE**

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.

## **2-2 POWERSCHOOL ATTENDANCE CODES**

### **ABSENCE CODE LIST**

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

- EA – Excused Absence
- UA – Unexcused Absence
- FUN – Funeral Absence
- TRU – Truancy
- DR – Doctor’s Note

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

- FT – Field Trip
- IP – Intervention Program
- SUS – Suspension to the Home
- ACT – Activity Absence
- VT – Vo-Tech Activity
- CV – College Visit
- T – Tardy
- TST - Testing
- OF – Office
- AD – Administrative Request
- HOM – Homebound

## **2-3 COLLEGE VISITS**

College visitation absences will be coded as administrative absences for **junior** and **senior** students only according to these guidelines:

1. Limit of two (2) per school year for seniors, two (2) for juniors.
2. Notification from parents prior to college visit.
3. Students must obtain a form from the counselor’s office for the college or university to sign, and return it to the attendance office upon return to school.

## **2-4 ABSENCE PROCEDURE/TRUANCY**

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

1. Parents can call into an automated interactive telephone system "Safe Arrival" via a toll free number (1-844-288-1461) through which absences can be reported.
2. Parents can log into a website, [coweta.schoolconnects.com](http://coweta.schoolconnects.com) to report absences. Your login information and password will come to your personal email. Please keep all demographic information updated with the school office.
3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

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

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

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

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

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

## **2-5 EARLY DISMISSAL**

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

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

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

## **2-6 RELIGIOUS HOLIDAYS**

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

## **2-7 MAKE-UP WORK**

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

## **2-8 ACTIVITY ABSENCES/10 DAY RULE**

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

4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

## **2-9 TARDIES**

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

Tardies are only given if the student is not properly seated when the bell rings. Tardies may also be given for restroom breaks that occur after class begins. Tardies will continue throughout the semester (i.e. tardies will not start over each quarter).

Tardies will be addressed as follows:

- 1st Tardy** – Verbal warning by the teacher
- 2nd Tardy** – Parent will be contacted and student will be issued one (1) day of detention by the teacher
- 3rd Tardy** – Parent will be contacted and student will be issued two (2) days of detention by the teacher
- 4th Tardy** – Parent will be contacted and student will be issued three (3) days of detention by the teacher
- 5th Tardy** – Referral to the Assistant Principal

## **STANDARDS OF BEHAVIOR**

### **3-1 DISCIPLINE POLICY**

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

### **3-2 CODE OF CONDUCT**

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

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

Parents are expected to support this code of conduct by:

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

### **3-3 DISCIPLINE ACTION FOR OFFENSES**

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

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

### 3-4 DISCIPLINE OPTIONS

#### **DISCIPLINE OPTIONS TO BE CONSIDERED BY THE ADMINISTRATION**

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

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

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

**AM/PM/FLEX Detention:** A student may be assigned supervised time to study and complete assignments. Detention will only be assigned and served on **Tuesdays, Wednesdays, and Thursdays from 7:45 a.m. to 8:15 a.m. and 3:10 p.m. to 3:40 p.m. Flex Time Detention - Detention will begin 5 minutes after the conclusion of 3rd period and will last 30 minutes.** Detention missed for any reason will be reassigned with one day added. Detention missed after being reassigned will place the student in I.P., Tuesday Detention, 3:10-5:10 p.m. or Saturday School. Teachers may also assign detention to be served in their individual rooms for classroom disruptions. Detentions assigned in this manner will be treated the same as those assigned to detention hall, including adding one day for missed days and I.P. or Saturday School for missing re-assignments.

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

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

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

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

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

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

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

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

### **3-5 STUDENT SEARCHES**

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

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

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

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

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

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

### Reasonableness

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

### Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

### Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

### Refusal to Submit to Search

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

## **3-6 DISCIPLINE OPTIONS**

Options to address offenses include, but are not limited to, the following:

- Parental contact
- Parental conference
- AM/PM detention
- FLEX detention
- Community/school service
- Counseling
- Behavioral/attendance contract
- IP (Intervention program)
- Administrative Request/Dismissal from class
- Saturday School
- Tuesday Detention
- Out of School Suspension

## **3-7 STUDENT BEHAVIOR/DISCIPLINE CODE**

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, 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, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. 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.

32. Possession of illegal and/or drug related paraphernalia
33. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications substance believed or represented to be a prohibited substance, regardless of its actual content.
39. Truancy
40. Use, possession, distribution or selling tobacco in any form
41. 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
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. 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
45. Vulgarity in person
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

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

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

\*\*Fighting (1st offense) will result in a minimum ten (10) day change of placement.

\*\*Fighting (2nd offense) will result in a minimum forty-five (45) day change of placement.

### **3-8 DUE PROCESS**

#### **Long-Term Suspension (More Than 10 Days)**

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

#### Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

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

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

Students may be suspended by the Principal or Assistant Principal when they feel the student's behavior warrants such action. Due process procedure will be used. Student shall have ten (10) days from the date of notification of the suspension to register an appeal to the Superintendent. An educational plan will be developed for students suspended to the home. Academic credit will be given for work completed; however, it is the sole responsibility of the parent/guardian to pick up and return assignments to and from the school on a weekly basis. All assigned work must be completed and returned to the teacher within one week unless otherwise stated on the assignment.

#### **Student Privileges While Under Suspension**

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

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

### **Short-Term Suspension Appeals (10 Days or less)**

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

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

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

### **3-9 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 time as they are at school or representing the school. The appearance of Coweta students is a direct reflection on the school, and all students are asked to keep this utmost in mind in their selection of apparel to be worn at school and school activities.

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

1. Dress as cleanly and neatly as possible.
2. Dress in clothing of proper size for you. (For example, sleeve lengths, waist size, leg

lengths and widths of all trousers, jeans, etc. – No sagging.)

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

**a. Upper Garments**

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

**b. Lower Garments**

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

**c.** Students must wear shoes while at school.

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

**e.** Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school activities. 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 other generally unacceptable material. Gang attire will not be worn at school or school-related activities.

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

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

**Enforcement of the dress code:** Students who fail to comply with the dress code will not be permitted to attend class until proper dress is acquired. Provisions of the dress code are applicable to the school day and to school-related activities. Exceptions and/or modifications of the dress code may be authorized by the building Principal or Assistant Principal for a specific school-related activity. Repeated violations will be considered as a major offense.

### **3-10 THREATS TO STUDENTS AND/OR STAFF**

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

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

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

### **3-11 DRUG FREE SCHOOLS**

#### **Illegal and Illicit Drugs and Alcohol**

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

### **Necessary Medications**

1. Students may not retain possession of and self-administer any medication at school for any reason unless allowed by law and district policy.
2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
3. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

### **DRUG AWARENESS AND PREVENTION**

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. Information about any drug and alcohol counseling and rehabilitation and re-entry program is available to students through school counseling services.
3. All parents and students are informed that compliance with the drug awareness and drug prevention standards of conduct is mandatory.

### **3-12 POSSESSION/USE OF TOBACCO PRODUCTS**

Students and patrons are prohibited from possessing or using tobacco and/or vapor products while on school grounds, school vehicles, or during any school-sponsored activity 24/7. It is unlawful for a person who is under eighteen (18) years of age to purchase, receive, or have in their possession a tobacco product, tobacco-derived product or vapor product.

Students are reminded that this is a major offense resulting in a minimum of three (3) days of I.P. for the 1st offense. Any student who is caught with tobacco two (2) or more times will receive a minimum of five (5) days I.P. and citations from the ABLE Commission and/or the city of Coweta in addition to placement in I.P. and/or suspension from school.

### **3-13 HAZING**

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

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical

brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

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

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

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

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

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

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

## 3-14 BULLYING POLICY

### STUDENT BULLYING

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

#### Sample Disciplinary Options

- *Instructor or Administrator Intervention*

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

- *Detention or In-School Intervention*

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

- *Alternative In-School Placement*

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

- *Out of School Student Suspension*

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

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

## **Investigating Bullying Reports**

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

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

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

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

## **Parental Notification**

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of

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

### **Parental Responsibilities**

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

An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

### **Student Transfers**

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

### **Monitoring and Compliance**

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA..STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator. A

copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

### **3-15 WEAPONS FREE SCHOOLS**

#### **POSSESSION OF DANGEROUS WEAPONS IN SCHOOL**

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

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

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

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

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose

is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

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

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

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

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the principal or principal's designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.

4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

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

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

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

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

### **3-16 DRIVING RULES**

Students who drive a vehicle to school (bicycle, motorcycle, car, etc.) will immediately park the vehicle in the designated area and will not return to the vehicle during school hours without permission from the principal's office. Students are not to loiter in the parking lot. All student vehicles parking on campus must be insured and registered in the principal's office.

Any student who drives or parks a vehicle onto school property is deemed to consent to a search of that vehicle at any time and is required to open the vehicle for such a search, to search for illegal substances, drugs, alcohol, stolen property, weapons or other prohibited contraband items that may be present in the vehicle. The pupil should understand that refusal to open the vehicle at any time that it is on school property may be grounds for discipline, including suspension or loss of parking privileges.

Driving a vehicle on campus is a privilege. Driving and parking rules are established for the safety of all students. Students are responsible for knowing and understanding these rules before driving a vehicle on campus. Any violation of the campus driving or parking rules may result in disciplinary action (including suspension), or loss of driving privileges.

1. All vehicles parked on campus must display a parking permit.
2. Student parking permits are available in the main office. The cost is \$10.00. Student's Driver's License and proof of insurance must be shown before parking permit is issued.
3. Enter the parking lot only at the "South" entrances. Students are not to enter through the "North Exit" during school hours.
4. Exiting the parking lot after school: students may exit out the far South drive and turn South (left) only; or may exit out of the North drive and turn North (right) only.
5. Speed limit in the parking lot is 5 MPH. Please be cautious while driving in the parking lot.
6. Speeding and/or reckless driving on campus will result in disciplinary action (including suspension), or loss of campus driving privileges.
7. Students are not to remain in their vehicle after parking.
8. Students may not return to their car for any reason unless permission is first obtained from the principal's office. This also includes during lunch periods.
9. Students are not allowed to drive to Ag or Tech Ed Classes, unless they have permission from the administration.
10. Returning a.m. Vo-Tech students **are not** to leave campus at lunchtime.
11. High school students may not go to or cross the Junior High School campus before school, during lunch, or after school.
12. Students are not to have inappropriate images or slogans on their vehicles.

### **3-17 BUS RIDING RULES**

#### **BUS RIDER RULES AND REGULATIONS SAFETY AND BEHAVIOR CODE**

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

1. Students must be outside waiting at the designated bus stop *5 minutes prior* to the scheduled stop time, regardless of weather conditions. Students should dress appropriately. The bus will stop only at designated stops and only if children are visible.
2. Respect people and their property while waiting on the bus. Students must receive proper school official authorization to be discharged at places other than the regular bus stop.
3. Students will sit facing forward, backs against the seat back, feet on the floor and out of the aisle. Students should never be out of their seats while the bus is moving. Drivers have the authority to assign seats.
4. Keep all body parts inside the bus at all times.

5. All food, drinks, candy and gum will not be consumed on the bus. These items must be stored in student's book bags, backpack or lunchbox.
6. Courtesy transportation will not be allowed: I.E. daycare, scouts, dance, gymnastics, etc. Bus rider guests must have approval from the Principal's office and is contingent upon available space on the bus.
7. All riders are responsible to assist in keeping the bus safe and clean at all times by picking up around their seat. All trash must be placed in the trashcan before entering or exiting the bus. Students should never open emergency doors or windows, unless directed to do so by the driver or an emergency warrants.
8. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in student's lap or between their feet on the floor in front of them will be allowed on the bus. Items cannot be stored in the aisle or in the area around the bus driver. This includes personal athletic equipment and band instruments. Skateboards will not be transported on buses.
9. Flowers, balloons, show and tell items and science projects must be transported by private vehicle.
10. Mischievous is prohibited. Remember loud talking, laughing or unnecessary noise can divert the driver's attention and may result in a serious accident. Students should be quiet at railroad crossings.
11. Any destruction of school property is a criminal act. Please treat the buses with respect. Any damage to school property will be paid for by the offenders and or their parent / guardian.
12. Help lookout for safety and comfort of younger / smaller children. Be courteous to fellow students, the bus driver and bus assistants. Students must obey all directions or suggestions from the bus driver.

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

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

**CPS BUS VIOLATION POLICY**

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

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

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

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

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

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

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

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

### **3-18 WIRELESS TELECOMMUNICATION/ ELECTRONIC DEVICES**

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

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

#### **Students**

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

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

Students may not use any personal wireless device to:

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

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

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

## **ACADEMICS AND COUNSELING**

### **4-1 ACCREDITATION**

Coweta High School is accredited by the Oklahoma State Department of Education.

### **4-2 GRADING POLICY**

Grades 10-12/Standard Grading Scale

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

100% - 90%	A	Superior Quality of Work	(4 points)
89% - 80%	B	Good Quality of Work	(3 points)
79% - 70%	C	Satisfactory/Average Quality of Work	(2 points)
69% - 60%	D	Below Quality of Work Expected	(1 point)
Below 60%	F	Unsatisfactory Work	(Failing/No Credit issued)
	NC	No Credit	(Not used in calculating GPA)

I Incomplete Grade (Student has been granted a certain period of time to complete work or receive a failing grade.)

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

#### **4-3 ADVANCED PLACEMENT PROGRAM**

In order to accommodate those students who are capable and willing to pursue knowledge of a specific subject at the highest available level, Coweta High School has provided Advanced Placement courses in several subject areas. Successful completion of an Advanced Placement course requires not only academic ability, but also a positive attitude and a well-developed work ethic.

As part of an Advanced Placement course, the student will have the opportunity to receive college credit based on the successful completion of an Advanced Placement Exam. The cost of the exam is approximately \$80.00, all of which is to be incurred by the student. The amount of credit received varies according to the student's score and the college or university to which the student is applying.

The grading scale and weight for AP courses taken at Coweta High School is as follows:

100% - 90%	A	Superior Quality of Work	(5 points)
89% - 80%	B	Good Quality of Work	(4 points)
79% - 70%	C	Satisfactory/Average Quality of Work	(3 points)
69% - 60%	D	Below Quality of Work Expected	(2 point)
Below 60%	F	Unsatisfactory Work	(Failing/No Credit issued)

Pre-AP courses will utilize the standard grading scale and receive the same weight in point value as on-level academic courses.

#### **4-4 OKLAHOMA SCHOOL OF SCIENCE AND MATH**

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS INDIAN CAPITAL TECHNOLOGY REGIONAL CENTER.** Grades earned at the OSSM will be calculated on the same scale as grades in an Advanced Placement course taken at Coweta High School.

#### **4-5 GRADUATION REQUIREMENTS**

Coweta High School's local school board has specified the following Core Courses as mandated curricular graduation requirements. Students will be allowed to select additional elective courses. All students must have a total of 25

**units to graduate from Coweta High School.**

**English**

**4 units**

English I, Pre-AP English I  
 English II, Pre-AP English II  
 English III, AP English Language  
 English IV, AP English Literature, or any other state approved English Course

**Mathematics**

**3 units**

Algebra I, and any combination of two of the following:  
 Geometry, Algebra II, Math of Finance, Pre-AP Trig/Pre-AP Calculus,  
 Algebra III, AP Calculus AB, or any other state approved Math Course

**Social Studies**

**3 units**

United States History - 1 units  
 Oklahoma History - ½ unit  
 US Government – ½ unit  
 and one of the following:  
 Geography, Modern History, World History, AP World History, AP European History, or  
 any other state approved Social Studies Course

**Science**

**3 units**

Biology I or Pre-AP Biology I and any combination of two of the following:  
 Physical Science, Environmental Science, Anatomy & Physiology/Genetics,  
 Pre-AP Chemistry, AP Environmental Science, AP Chemistry, AP Physics, Forensics, or  
 any other state approved Science Course

The Okla. State Department of Ed. requires students to earn one unit competencies in the Arts. Students will be required to complete 1 Unit or Set of Competencies of Fine Arts requirements by taking either music, art, drama, or speech. (1 semester of speech = 1 credit of Fine Arts). Students choosing Core Curriculum must have 2 Units of Fine Arts.

**PASSPORT TO PERSONAL FINANCIAL LITERACY**

**In order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during grades 7-12.**

**13 Core Units + Additional 12 Units = 25 Units required for Graduation**

**RECOMMENDED UNITS**

The remainder of the 25 credits for graduates required by the Coweta Board of Education for high school graduation may be selected from courses that meet the student's individual needs and interests.

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law on June

7, 2005. The law requires that if a student is college bound he/she must complete the college preparatory curriculum, unless the student's parent or legal guardian signs a release for the student to enroll in the existing Coweta High School graduation curriculum described in this handbook. The college preparatory curriculum is required to enter an Oklahoma state college. Successful completion of either curriculum will result in acquisition of a standard diploma. See your school counselor for further details.

***Students may take an approved High School math course in the 8th grade BUT this math course will not count toward the 3 units required for College Preparatory OR Core Curriculum graduation requirements.***

In addition HB 3218, which became law on July 1, 2016, changed high school graduation requirements in regards to testing. Students are no longer required to pass 4 of 7 End-of-Instruction exams in order to graduate with a standard high school diploma.

Beginning with the 2016-2017 school year, 10th grade students will be required to take assessments in Math, English Language Arts, and Science. Students must also be tested in U.S. History once during high school. While high school students must participate in the 10th grade and U.S. History assessments, achieving a certain performance level is not a state graduation requirement.

Graduation Requirements for a standard diploma from Coweta High School:

**Class of 2017:** successful completion of the 25 required units of credit along with any End of Instruction exams a student has already completed.

**Class of 2018:** successful completion of the 25 required units of credit along with any End of Instruction exams a student has already completed as well as the OSTP U.S. History assessment.

#### **4-6 PROMOTION AND RETENTION OF STUDENTS**

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

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

#### **4-7 FOREIGN LANGUAGE**

Students who are preparing to attend college are encouraged, but not required, to take two years of Foreign Language.

#### **4-8 8<sup>TH</sup> GRADE CREDIT**

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

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

#### **4-9 Oklahoma Academic Standards**

Parents are encouraged to review student Oklahoma Academic Standards Curriculum. This information is available at <http://www.sde.state.ok.us/home/defaultie.html>.

#### **4-10 ENROLLMENT**

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

#### **4-11 COUNSELING**

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

Mrs. Ross - Sophomores

Ms. Tuell - Juniors

Ms. Pierce - Seniors

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

#### **4-12 NEW STUDENTS ENTERING CHS**

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

#### **4-13 IMMUNIZATIONS**

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

#### **4-14 SCHEDULE CHANGES**

Students are expected to honor their enrollment schedules. **No schedule changes will be made after the first 10 days of each semester.** Exceptions to these requirements may be made only if the change is necessary to meet graduation requirements. The principal must approve all schedule changes.

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

#### **4-15 ACTIVITY CLASSES**

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

#### **4-16 STANDARDIZED TESTING**

**PSAT/NMSQT**- Offered to all college bound students in the month of October during their sophomore and/or junior year. This test lets a student compare his ability to do college work with other college bound students. It also provides practice for the SAT. The PSAT/NMSQT is the first step in entering the scholarship programs conducted by the National Merit Scholarship Corporation. The PSAT/NMSQT is the qualifying test for the National Merit Scholarship program when taken in the junior year.

**ACT** - College bound students are encouraged to take the ACT their junior year. They may also retake the ACT on one of five national test dates throughout their senior year.

The ACT measures a student's performance in four curricular areas: English, Mathematics, Reading and Science Reasoning.

**AP** – Advanced Placement tests may be taken for college credit in the following courses: Language and Composition, Literature and Composition, Biology, Physics, Environmental Science, Chemistry, Calculus, World History, European History, Spanish, and Studio Art.

#### **4-17 TRANSCRIPTS**

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

#### **4-18 SUMMER SCHOOL**

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

#### **4-19 INCOMPLETE GRADES**

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

#### **4-20 SEMESTER EXAMS**

Semester exams are normally given on the last two days of each semester. The semester test or project will be a comprehensive assessment and will equal 10% – 20% of a student's final semester grade.

Grade Scale for Semester Exams

A

90% to 100%

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

#### **4-21      HOMEBOUND**

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

#### **4-22      CONCURRENT ENROLLMENT**

Juniors and seniors enrolled in an accredited Oklahoma High School may, if he/she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State system to higher education as a special student. The State Board of Regents has amended the Concurrent Enrollment policy to include high school juniors, but requires them to show an increased level of academic ability in order to qualify for concurrent enrollment.

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

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

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

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

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

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

**Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. The grade for concurrent courses approved for academic credit will be calculated into the student's high school GPA on a 5.0 scale, and courses for elective credit will be calculated on the 4.0 scale.**

**A student must present to the Coweta High School Registrar, upon completion of the college course, an official transcript from the college or university where the course was successfully completed.**

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

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

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

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

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

#### **4-24 TRANSPORTATION TO INDIAN CAPITAL TECHNOLOGY CENTER**

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

#### **4-25 COMMENCEMENT**

Commencement is a serious and solemn occasion. Inappropriate student behavior will be dealt with immediately and may result in the removal of the student or students involved. **STUDENTS MUST BE WITHIN ONE (1) CREDIT OF GRADUATION AT THE CONCLUSION OF THE SPRING SEMESTER OF THEIR SENIOR YEAR IN ORDER TO PARTICIPATE IN COMMENCEMENT.** Seniors are required to wear the approved cap and gown in order to participate in the ceremony. Proper attire under the gown consists of clothing that meets school dress code. Proper shoes are to be worn by both male and female.

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

#### **4-26 VALEDICTORIAN AND SALUTATORIAN**

Class of 2017, and 2018

The Valedictorian and Salutatorian will be selected on the basis of overall grade point average for the first seven semesters of high school. The Valedictorian shall be the person with the highest overall grade point average. The Salutatorian shall be the person with the second highest overall grade point average. In the event of a tie, co-valedictorians or co-salutatorians will be named.

Selection of Valedictorian: Beginning with the Class of 2019

1. To attain the status of Valedictorian, a student must have been in continuous enrollment in Coweta High School during the two (2) previous years, and have earned at least three (3) credits in AP courses.
2. Valedictorians will be those students in the top two percent (2%) of the senior class, based on grade point average. Grade point averages will be determined at the end of the first 9-weeks period of the second semester. A grade will be submitted from each of the student's teachers. This grade will be a reflection of the student's academic status for the semester and will be used as if it were the

final semester grade in determining the student's eight (8) semester GPA.

3. All letter grades received for High School Credit will be used in determining GPA. This includes activity credits, local summer school, correspondence, concurrent and career-tech grades.

Selection of Salutatorian: Beginning with the Class of 2019

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

Commencement Speeches:

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

#### **4-27 HONOR ROLL**

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

#### **4-28 SCHOLASTIC AWARDS**

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

#### **4-29 OKLAHOMA STATE REGENTS STANDARDS**

##### **POLICY STATEMENT ON ADMISSION TO, RETENTION IN, AND TRANSFER AMONG COLLEGES AND UNIVERSITIES OF THE STATE SYSTEM**

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

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

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

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

#### **4-30 EARLY GRADUATION**

Students who will meet the graduation requirements established by the Coweta Board of Education prior to the end of their senior year may apply to the principal for early graduation. Students should apply by December 15<sup>th</sup> of their senior year. In order to graduate early, students must have the approval of their parents, counselor, and principal. In addition,

1. The student must be on track to meet all local and state graduation requirements, including End-of-Instruction testing requirements.
2. The student must complete and return the early graduation application to the principal or counselor by December 15<sup>th</sup>.
3. If a student fails a class first semester that is required for graduation, the student will no longer be eligible for early graduation.
4. The student is responsible for checking with the class sponsor and other students about deadlines and information on graduation. It will be the student's responsibility to meet all senior obligations: yearbook obligations, diploma information, cap and gown measurements, and so on. No special effort will be made to give the early graduate information that he/she may miss by not being in attendance at Coweta Public Schools.
5. All fees must be paid in full (cafeteria, lunch activity, etc.) and all textbooks, classroom or athletic equipment and library books must be returned and a senior check-out form signed by all teachers before the student is considered an early graduate. A hold will be placed on his/her transcript for any outstanding fees, books, or missing documentation.

The school and district will not offer additional or special programs to facilitate early completion for a student.

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

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

As students make plans for early graduation, it should be noted that the diploma will be awarded only at the customary traditional time of the annual graduation ceremony.

Students who will be graduating early will be eligible to receive graduation awards and scholarships.

#### **4-31            BLACK CARD**

##### **Rationale:**

In an effort to ensure Seniors at Coweta High School meet all Graduation Requirements set forth by Oklahoma State Department of Education, Coweta High School created the Black Card. Seniors who meet the following requirements will be issued a Black Card making them eligible to receive the privileges listed below:

##### **Requirements:**

- Students must pass all state mandated tests
- Students must attempt the ACT test
  - Students that do not pass all state mandated tests may be eligible for Black Card after the first semester of their Senior year by meeting the following criteria:
    - Maintaining Academic Eligibility for the 1st Semester
    - Final first semester grades must be a “C” or higher
    - No suspensions or IP Placements

##### **Privileges:**

- Off Campus Lunch on dates specified by the administration
- Free Admission to all Home CHS Athletic Events and Activities
  - Excluding Playoffs
- Unlimited Hall Passes – upon teacher approval
- 2 free “daily assignment” Homework Passes per semester
- 1 Free Tardy per class per semester

Administration reserves the right to suspend/revoke Black Card privileges for academic/or discipline issues.

## **ATHLETICS AND ACTIVITIES**

### **5-1 CLASS OFFICERS**

#### **Senior Class**

Mission: The mission of the senior class is to provide Coweta High School seniors the opportunity to demonstrate and expand their skills in planning, organizing, and decision-making and to also provide a safe learning environment for all students.

Faculty Advisor: Mr. Whiteley and Mrs. Woods

#### **Junior Class**

Mission: To provide Coweta High School juniors the opportunity to demonstrate and expand their skills in planning, organizing, and decision-making for the purpose of producing a prom.

Faculty Advisor: Mr. A. Elliott and Mrs. M. Abel

#### **Sophomore Class**

Mission: The mission of the sophomore class is to provide Coweta High School sophomores the opportunity to demonstrate and expand their skills in planning, organizing, and decision-making and to also help provide a safe learning environment for all students.

Faculty Advisor: Ms. C. McAnally

Class officer elections will be scheduled by the Leadership Sponsor. Students wishing to run for office must apply for the Leadership Class. Each class shall elect the following: President, Vice-President, Secretary/Treasurer, Reporter, and Student Council Representatives.

### **5-2 CHEERLEADERS**

Cheerleaders will be selected by a panel of judges. All students who desire to try out, and are eligible, must try out for the positions that are open.

### **5-3 STUDENT COUNCIL/LEADERSHIP**

Student Council (STUCO)

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

Motto: Good leaders must first become good servants.

Faculty Advisor is Mrs. J. Holmes.

#### **5-4 ACADEMIC TEAM**

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

Faculty Advisor is Mr. L. Kern.

#### **5-5 ART CLUB**

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

Faculty Advisor is Mrs. S. Self.

#### **5-6 NATIONAL HONOR SOCIETY**

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

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

Faculty Advisor is Mrs. K. Grace.

#### **5-7 SPANISH CLUB**

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

Faculty Advisor: Mr. T. Ramos

### **5-8 COURAGE UP**

Mission: Courage Up is an inclusive, not exclusive, organization. It recognizes that the pressures on young people to drink, use illicit drugs, and engage in other unhealthy behaviors are constant and ever growing. Courage Up seeks not to punish or alienate those students who make misguided choices, but rather aims to inform, educate, support, and empower young people to make positive decisions for their present and future lives. This organization seeks to recognize and empower those students who not only desire accountability in their quest to “Courage Up”, but also to support those who make courageous, productive, and often underpraised, decisions on a daily basis.

Faculty Advisor: TBA

### **5-9 FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA**

Mission: To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparations.

Faculty Advisor: Ms. S. Borgstrom.

### **5-10 FUTURE FARMERS OF AMERICA**

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

Faculty Advisor is Mr. T. O’Dell

### **5-11 Model UN**

Mission: Our mission is to develop young people who will recognize the importance of international issues as it relates to the American economy, cultural life and political scene and who will be prepared to actively engage in the political process in a positive way after graduating from Coweta High School. The purpose of this club will be to promote the understanding of national and international governmental institutions, compete in state and national competitions, and educate those at Coweta High School and the community at large about national and international politics.

Students will learn parliamentary procedure according to Robert’s Rules of Order

Faculty Advisor: Mr. L. Kern

### **5-12 Mock Trial**

The program helps students develop public speaking skills, encourages deductive and inductive reasoning, sharpens reading comprehension, stimulates interest in governmental studies and increases appreciation for our judicial system as a means of enforcing society's laws.

Faculty Advisor: Mrs. B. Hummingbird

### **5-13 NASO: NATIVE AMERICAN STUDENT ORGANIZATION**

Mission: Coweta Public School NASO is dedicated to the advancement and enhancement of the educational and cultural experiences. We strive to challenge the stereotypical image of indigenous people and stimulate interest in higher education. We are not only devoted to unity, but moreover, building friendships.

Faculty Advisor: Mr. R. Poindexter

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

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

**LEGAL REFERENCE: 70: O.S. § 24-105**

### **5-14 ACTIVITY TRIPS**

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

### **5-15 JUNIOR/SENIOR PROM**

Admittance to the prom will be restricted to juniors and seniors currently enrolled at Coweta High School and their guest. Admission will be by ticket. Those juniors and seniors who wish to bring a guest will be required to purchase tickets from the junior sponsors. Students must enter the Prom by 8:00 p.m.

#### DANCE BEHAVIOR

1. Students/Guests will be expected to adhere to the established Coweta High School standards in appearance and behavior. The dress code is in effect unless special dress provisions have been made.
2. Any student at the activity not conducting him/herself in an appropriate manner, as interpreted by the school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke, drink alcohol, or engage in any type of illegal behavior at dances or activities at any time.
5. No loitering will be allowed around the outside of the building in which the activity is held.
6. Students/Guests will abide by all school rules at school-sponsored dances.
7. Only face to face and line dancing will be permitted at any school dance.

#### 5-16 PROJECT GRADUATION

Project Graduation is an event sponsored by CHS, parents and local businesses. Its purpose is to provide a drug and alcohol free party for students after graduation. All school rules are enforced at the event and disciplinary action will be taken for violation of school rules. Project Graduation is only for seniors who participated in Commencement.

#### 5-17 ELIGIBILITY

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

Oklahoma Secondary School Activities Association  
Rule 3, Section 2

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

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

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

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

## **5-18 INDIAN CAPITAL TECHNOLOGY STUDENT ORGANIZATIONS**

Student organizations are available to each Indian Capital Area Technology Center student. Those offered include VICA (Vocational Industrial Clubs of America), HOSA (Health Occupation Students of America), FHA/HERO (Future Homemakers of America/Home Economics and Related Occupations), and FBLA (Future Business Leaders of America). These organizations afford the students the opportunity to develop leadership abilities and enhance personal development. Students at Coweta High School who participate in student organizations at the Area Technology Center shall

meet the eligibility requirements.

## **5-19 EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING**

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

### Statement of Purpose and Intent

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

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

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

Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's student behavior policy.

### Definitions

- Extracurricular - means any school district sponsored team, club, organization or activity in which student participation is not required as a part of the school district curriculum and in which students represent the school district in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
- Student extracurricular activities participant - means any student participating in any competitive extracurricular activity.
- Student Athlete - means a 6th-12th grade member of any school district sponsored interscholastic sports team, including athletes and cheerleaders.
- Coach/Sponsor - means any person employed by the school district to coach athletic teams of the school district, to act as a sponsor or coach of a cheerleader team of the school district, or to serve as sponsor for any other extracurricular activity.
- Athletics and athletic activity - means participation by a student athlete on any athletic team or cheerleader team sponsored by the school district.
- In-season - means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
- Alcohol - means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
- Illegal drugs - means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
- Performance enhancing drugs - include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
- Drug or alcohol use test - means a chemical test administered for the purpose of

determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

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

### Participation and Procedures

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

2. Each student that participates in an OSSAA sanctioned extracurricular activity shall be provided with a copy of this policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the

“Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any OSSAA sanctioned extracurricular activity unless the student has returned the properly signed Contract.

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

4. Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs

Contract will utilize testing via a urine sample:

A. for student athletes, as part of the annual physical examination, and for all other student extracurricular activity participants, either

(i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or

(ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year;

B. as chosen by the random selection basis; and

C. at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. All student extracurricular activities participants will be required to sign the Extracurricular

Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract and shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes. This must be completed prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or, if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract and comply with all policy

requirements.

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

7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

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

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

10. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

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

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

13. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the athletic director. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

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

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

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

#### Violation

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

#### *For the First Offense*

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

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

Complete suspension from participation in all extracurricular activities including all

meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

### *Self-Referral*

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

### Refusal to Submit to Alcohol or Drug Use Test

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

## **5-20 QUITTING/BEING DISMISSED FROM A SPORT**

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

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

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

## **GENERAL PROCEDURES AND POLICIES**

### **6-1 ENTERING THE SCHOOL**

Before 8:15 a.m., students must stay in the Commons Area or, at teacher request, may go to a classroom. Students may go to the Media Center with a note from the office. Students will not be allowed to loiter by lockers, halls, or in the parking lot.

### **6-2 DAILY PROCEDURES**

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

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

### **6-3 IDENTIFICATION CARDS**

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

### **6-4 HALL PASSES**

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

#### **6-5 VISITORS**

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

#### **6-6 FIELD TRIPS**

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

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

#### **6-7 CAFETERIA**

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

#### **6-8 CLOSED CAMPUS**

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

have lunch at school with approval of the administration, in the Commons Area during the student's regularly scheduled lunchtime. The only exception to this is students who have earned the "Black Card" status. Dates for off campus lunch will be determined by the administration. Furthermore, the administration reserves the right to "close campus" in the case of inclement weather or discipline issues.

## **6-9 INSURANCE**

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

## **6-10 MEDICATION**

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

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

As further set out below, the district retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

## **6-11 STUDENT DIABETES CARE AND MANAGEMENT**

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

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

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

## **6-12 FIRST AID**

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

## **6-13 HEALTH PROGRAM**

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

## **6-14 HEAD LICE**

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

## **6-15 CUSTODY ARRANGEMENTS/PROTECTIVE ORDERS/RESTRAINING ORDERS**

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

## **6-16 SCHOOL EQUIPMENT AND FACILITIES**

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

## **6-17 OFFICE TELEPHONES**

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

## **6-18 ASSEMBLIES**

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

## **6-19 FIRE ALARM/DRILL**

The signal for a fire or a fire drill is the repeated ringing of the fire alarm bells. Red signs are posted near the doorway of each classroom indicating the proper route for leaving the building. Students are to follow the directive of teachers and staff during fire and tornado drills.

## **6-20 TORNADO ALARM/DRILL**

Tornado Warning - Severe weather instructions: Each room will have a green instruction sheet posted near the doorway. Notification to move to protected areas will be by a signal (one long siren blast) and public address system. Emergency Tornado drill instructions are as follows:

1. The "Take Cover" signal for an approaching tornado will be one long siren blast or

- an announcement over the public address system.
2. Each person in the building at the time of the alarm should respond and take cover. Persons in interior classrooms should stay where they are and await instructions. Persons in exterior classrooms should make their way to their designated area. Everyone should avoid windows, mirrors, and other areas with glass. All persons in the Media Center go to room B-206 (Internet lab). All persons in the Commons Area take cover in "C" hall. All persons in the Gymnasium go to the appropriate dressing room and take cover as directed by the staff. All persons in the Counselor's Office go to "C" hall. All persons in the Main Office take cover in the Office Kitchen area. All persons in the Athletic Director's Office will remain in the office.
  3. Stay away from any glass doors or windows.
  4. Provisions should be made for assisting handicapped persons.
  5. Students are not to stop for any books or personal property.
  6. Teachers are to escort their classes to the designated area and remain with them until the "all clear" is given.
  7. Students should move in an orderly manner. Pushing, talking, or any horseplay will not be tolerated.
  8. The all-clear signal will be two (2) short horn blasts.

## **6-21 SEVERE WEATHER/SCHOOL CLOSINGS**

In the event of severe weather, the official announcement for school closings may be heard over the following television or radio stations: KTUL, KJRH, KOTV-KVOO, KRMG. In addition, Blackboard Connect phone calls may be used to notify students and parents.

## **6-22 SECURITY DRILLS**

In the event of a lockdown, students are to follow the directives of the staff members in their immediate area. In classrooms, students are to move away from doors and windows. The classroom door is to be locked and classroom lights are to be turned out immediately by the teacher. **Under no circumstances should classroom doors be opened during a lockdown.** Students and staff in open areas of the building are to move to a classroom, office, or other secure area immediately. An announcement will be made over the intercom when the need for the lockdown no longer exists.

## **6-23 TECHNOLOGY AND INTERNET USAGE POLICY**

### **ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email,

texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

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

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

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

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

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to

access, view or distribute materials which are inappropriate or create a hostile environment.

#### Internet Access - Terms and Conditions.

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

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

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

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

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

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

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

## 6-24 CODE OF CONDUCT FOR INTERNET AND NETWORK ACCESS

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

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

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

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

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

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

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

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

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

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

**Education of Students Regarding Appropriate On-Line Behavior.** In compliance with the Protecting Children in the 21<sup>st</sup> 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.

## **6-25 POLICY ON SEXUAL HARASSMENT**

The Coweta School District is committed to providing all students and employees with a safe school environment in which all members of the school community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and

federal law specifically prohibit harassment of employees and students in connection with their employment by or enrollment in schools.

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

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

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

### **Definitions**

**“Employee”** means any person who is authorized to act on behalf of the district, whether that person is acting on a temporary or permanent basis, regardless of whether or not the person is compensated. Employee denotes all staff of the school, both fulltime and part-time, and includes board members and school volunteers.

**“Student”** means any person who is enrolled in any school participating in a program of the District.

**“Sexual Harassment”** is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment also includes conduct that is criminal in nature such as rape, sexual assault and stalking.

## **6-26            EQUAL OPPORTUNITY ACT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IV of the Education

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

## **6-27 FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

## **6-28 ASBESTOS NOTIFICATION**

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

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

