



**CJH Student  
Handbook**

***2016-2017***

Dear Students and Parents/Guardians:

Welcome to Coweta Junior High School, “Home of the Tigers.” We are going to have an exciting time this school year. The educational expectations will be high and the support you receive from your teachers will be great. Getting involved and helping every student succeed will be a school-wide goal this year. We believe every student can be successful and our role, as educators, is to help them reach their potential. As students continue to pursue dreams of becoming successful, remember, success is a process achieved first in one’s mind. Each of you is a part of the whole picture and by making the right decisions, being involved in activities and doing your very best, success will follow. The two things in your life that you have complete control over are your attitude and your effort. We promise that if you have a great attitude and give great effort in all you do, we will all be successful.

The years you spend at CJH will be some of the most challenging and rewarding years you will have. Changes in your life during this time will test your fortitude and build your character as a person. We believe that while not all students learn at the same pace or in the same way, all students can learn if the right sense of self worth and importance for knowledge are present. Respect for yourself and your peers are of utmost importance at the Junior High. Set your goals high and then work to reach them. The teachers and staff at CJH are here to give guidance and ensure that each student gives their best.

Sincerely and God Bless,

**Scott Kempenich**

Mr. Scott Kempenich,  
Principal, Coweta Junior High School

**David Wineinger**

Mr. David Wineinger  
Assistant Principal, Coweta Junior High School

**COWETA BOARD OF EDUCATION**

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

**COWETA JUNIOR HIGH SCHOOL**

Mr. Scott Kempenich	Principal	486-2127 ext. 2005
Mr. David Wineinger	Assistant Principal	486-2127 ext. 2006
Main Telephone Line		486-2127
Attendance Hot Line		1-844-288-1461
Ms. Holli Metcalf	Counselor	486-2127 ext. 2011
Mrs. Jodi Garland	Counselor	486-2127 ext. 2010
Fax Number		486-7307
Web page	<a href="http://cowetaps.org">cowetaps.org</a>	
Powerschool Parental Portal	<a href="http://powerschool.cowetaps.org/public/">powerschool.cowetaps.org/public/</a>	

**COWETA PUBLIC SCHOOLS**

Mr. Jeff Holmes	Superintendent	486-6506
Mr. Max Myers	Assistant Superintendent	486-6506
Mr. Brad Tackett	Chief Financial Officer	486-6506

**COWETA PUBLIC SCHOOLS DIRECTORS**

Mrs. Connie Stroup	Alternative Education	486-7285
Mr. Tim Johnson	Athletic Director	486-6103
Mrs. Vickie Middleton	Child Nutrition	279-1581
Mr. Geary Fowler	Information Tech. Director	486-2127
Mrs. Mary Parks	Special Education Director	486-6103
Mr. Rick Greene	Transportation	486-5005

**Coweta Schools and Buildings**

Central Elementary	486-2130
Northwest Elementary	486-6559
Southside Elementary	279-0480
Mission IGC	486-2186
Heritage IGC	486-8590
Intermediate High School	486-6103
Coweta High School	486-4474
Ag and Tech Education	486-5212
Band Room	486-6462
Football Fieldhouse	486-5231
Alterative Education	486-7285

## **TABLE OF CONTENTS**

School Calendar	6
Foreword	7
Philosophy	7
Curriculum Goals	7
Mission Statement	7
Goals	7
Absence Procedure	7
Asbestos Notification	8
Assault and Battery on School Employee	8
Athletic Events and Activities	8
Attendance	8
Audio-Visual Material	9
Automated Calls	9
Bell Schedule	9
Bullying and Prevention	10
Bus Rider Safety and Behavior Code	14
Cafeteria	15
Cell Phones	16
Cheerleader Selection for 7 <sup>th</sup> and 8 <sup>th</sup> grade	16
Closed Campus	16
Clubs and Organizations	16
Code of Conduct	16
Counselors	17
Courses Offered at CJH	17
Core Subjects	17
Elective Subjects	17
Custody Arrangements / Protective Orders	17
Damage to School Property	17
Dances	17
Discipline Policy	17
Fighting	19
Appeals	19
Searches	20
Dangerous Weapons	20
Detention	22
Dress Code	22
Driving	23
Drug Awareness and Prevention	23
Eligibility	24
Enrichment Program	25
Equal Opportunity	25
Extracurricular Activities Student Alcohol and Drug Testing	25
Family Education Rights and Privacy Act	30
Field Trips	30
Fire Drills	30
First Aid	30
Grading Scale	31
Gum Chewing	31
Hazing	31
Head Lice	31
Homebound	32

Homework	32
Honor Roll	32
Hours at School	32
Immunization	32
Inappropriate Language	32
Internet Policy	32
Intervention Program	37
Guidelines for Intervention Program	38
Items not permitted at School	38
Late to School	38
Leaving School	38
Lockers	38
Lost and Found	39
Lunch Schedules	39
Make-Up Work	39
Media Center	39
Medication	39
National Junior Honor Society	40
Oklahoma Higher Learning Access Program	41
Parent-Teacher Conferences	41
Public Display of Affection	42
Pledging Allegiance to the U.S. Flag	42
Procedures for Alleged Discrimination Complaints	42
Proficiency Based Promotion	42
Progress Reports	43
Retention Policy	43
Religious Holidays	43
Restrooms	43
Saturday School	43
Schedule Changes	44
School Closings and Severe Weather	44
Semester Test Exemption Policy	44
Selling Items at School	44
Sexual Harassment	44
Student Council and Officer Requirements	47
Student Insurance	47
Student Messages	47
Student School Expenses	47
Tardies	47
Telephones	47
Textbook Damage or Loss	47
Tobacco	47
Tornado Alert	48
Transcripts	48
Truancy	48
Visitors	48
Withdrawal from School	48

Coweta Public Schools 2016 – 2017  
Student Calendar

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>
<b>May 5</b>	<b>Early Release Day – School out one hour early</b>
May 16	Last Day of School

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

## **FOREWORD**

This handbook has been prepared to help you and your parents become better acquainted with our school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and we challenge you to make an honest effort to live up to the high ideals and standards of the Coweta Public Schools.

## **PHILOSOPHY**

The Coweta School System realizes its crucial role in the development of the whole child. Emphasis is placed, not only on intellectual progression, but also on the nurturing of physical, emotional, and moral attributes, which may assist students in leading successful and satisfying lives.

Coweta Junior High strives to foster the spirit of inquiry in its students. We believe that knowledge and understanding as well as analysis, synthesis, and evaluation of the subject matter are the cornerstones of a student's total education development.

As educators, we are primary role models, and one of our responsibilities is to provide leadership in defining and developing a democratic creed in the thoughts and emotions of our students. Integrity, courage, kindness, fair play, dependability and self-discipline are assets, not only to our school system, but also to our entire society.

## **CURRICULUM GOALS**

Skills in math, reading, spelling, geography, history and science are included in our curriculum. All students are encouraged to attain a level of success correspondent to their abilities in these basic skill areas as well as higher order thinking skills. Success in these skills are measured through student applications and activities. Proficiency in speaking, writing, and listening skills are also incorporated into the basic topics of learning.

Since an appreciation of fine arts is a necessity in well-rounded students, Coweta Junior High School offers programs that enable our students to pursue interests in literature and art.

The Junior High School recognizes that our student body is diverse. We wish to meet the educational needs of all students. We will teach tolerance for one another.

## **MISSION STATEMENT**

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

## **ABSENCE PROCEDURE**

State law requires students of junior high school age to attend school. Our policy is in compliance with state law as follows:

On the day a student is absent, parents can report their child's absence quickly and conveniently in one of three ways:

1. Parents can call into an automated interactive telephone system via a toll free number (1-844-288-1461) through which absences can be reported.
2. Parents can log into a website, [coweta.schoolconnects.com](http://coweta.schoolconnects.com) to report absences. Your login information and password will come to your personal email. Please keep all demographic

information updated with the school office.

3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

Both systems will be available 24 hours/day, 7 days a week. Future absences can be reported at any time. The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will follow up.

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

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

### **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 viewing at the Office of the Superintendent between the hours of 8:00 a.m. to 4:00 p.m. Please call for an appointment, 486-6506.

### **ASSAULT & BATTERY ON SCHOOL EMPLOYEES**

Per state statute (H.B. 1765) enacted in 2001, the act of assault (including verbal threats) and battery (physical aggression) against a school employee is a felony act. Per law, "Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee."

### **ATHLETIC EVENTS & ACTIVITIES**

When attending school sponsored activities or athletic events, all appropriate school rules apply. In addition, it is the student's responsibility to arrange to be picked up immediately upon the completion of the game or activity.

#### **TEN DAY RULE**

Coweta School Board Policy, section 10, page 62

A student shall not be absent from any one class period more than ten times for competitive school activities during the school year. State and national levels of school contests are excluded from this policy.

### **ATTENDANCE**

Regular attendance is a critical element in the learning process and key to acquiring a quality education. Irregular attendance limits the learning process and significantly reduces the instructional effectiveness of the school.

To promote student success and encourage good attendance, the Coweta Board of Education has established minimum attendance requirements for all students enrolled in Coweta Public Schools. In accordance with this policy, students are limited to ten (10) absences per semester (this includes excused absences). Students who exceed ten (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. Exceptions to this policy will be considered by the principal on an individual, case by case, basis.



Students and Parents receive a letter notifying them of five (5) and eight(8) absences in any single class.

### **AUDIO-VISUAL MATERIALS**

The Coweta Public Schools Board of Education has a responsibility to provide high quality instructional video material for students. Quality video material for instructional purposes is available from a variety of sources. While selection of video material is primarily the responsibility of the teacher under the guidance of the principal, the Board of Education recognizes that some video material may not be appropriate for some student

### **AUTOMATED CALLS**

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

### **BELL SCHEDULE**

#### **Regular Bell Schedule**

1 <sup>st</sup> Period	8:30-9:20 (50 min.)
2 <sup>nd</sup> Period	9:25 – 10:15 (50 min.)
3 <sup>rd</sup> Period	10:20 – 11:10 (50min.)
1 <sup>st</sup> Lunch	11:10 – 11:35**
4 <sup>th</sup> Period	11:40 – 12:30 (50min.)
2 <sup>nd</sup> Lunch	11:35 – 12:00**
4 <sup>th</sup> Period	11:15 – 11:35, **, 12:05 - 12:30 (45 min)
3 <sup>rd</sup> Lunch	12:05 – 12:30**
4 <sup>th</sup> Period	11:15 – 12:05 (50 min)
5 <sup>th</sup> Period	12:35 – 1:25 (50 min.)
6 <sup>th</sup> Period	1:30 – 2:20 (50 min.)
7 <sup>th</sup> Period	2:25 – 3:15 (50 min.)

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

#### **Early Release Bell Schedule**

1 <sup>st</sup> Period	8:30-9:10 (40 min.)
2 <sup>nd</sup> Period	9:15 – 9:55 (40 min.)
3 <sup>rd</sup> Period	10:00 – 10:40 (40min.)
1 <sup>st</sup> Lunch	10:40 – 11:05**
4 <sup>th</sup> Period	11:10 – 12:00 (50min.)
2 <sup>nd</sup> Lunch	11:05 – 11:30**
4 <sup>th</sup> Period	10:45 – 11:05, **, 11:35 - 12:00 (45 min)
3 <sup>rd</sup> Lunch	11:30 – 11:55**
4 <sup>th</sup> Period	10:45 – 11:30 (45 min)
5 <sup>th</sup> Period	12:00 – 12:45 (45 min.)
6 <sup>th</sup> Period	12:50 – 1:30 (40 min.)
7 <sup>th</sup> Period	1:35 – 2:15 (40 min.)

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

## **BULLYING AND PREVENTION**

Coweta School Board Policy, section 10, page 36

### 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 – Mr. Wineinger & Miss Garland

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

### Investigating Bullying Reports

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

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

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

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may

provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. 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.

## **BUS RIDER SAFETY & BEHAVIOR CODE**

### **SAFETY AND BEHAVIOR CODE**

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

1. Students must be outside waiting at the designated bus stop *5 minutes prior* to the scheduled stop time, regardless of weather conditions. Students should dress appropriately. The bus will stop only at designated stops and only if children are visible.
2. Respect people and their property while waiting for 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 and 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 warrant.
8. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in students lap or between their feet on the floor in front of them will be

allowed on the bus. Items cannot be stored in the aisle or in the area around the bus driver. This includes personal athletic equipment and band instruments. Skateboards will not be transported on buses.

9. Flowers, balloons, show and tell items and science projects must be transported by private vehicle.

10. Mischief is prohibited. Remember loud talking, laughing or unnecessary noise can divert the driver's attention and may result in a serious accident. Students should be quiet at railroad crossings.

11. Any destruction of school property is a criminal act. Please treat the buses with respect. Any damage to school property will be paid for by the offenders and/or their parent / guardian.

12. Help lookout for safety and comfort of younger / smaller children. Be courteous to fellow students, the bus driver and bus assistants. Students must obey all directions or suggestions from the bus driver.

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

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

### **CPS BUS VIOLATION POLICY**

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

**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.***

### **CAFETERIA**

The cafeteria serving area is located in the cafeteria/commons area of the junior high school. Meals for students in grades 7 and 8 are served daily. Breakfast time is from 8:05-8:20. Students arriving to school after 8:20 are not guaranteed a breakfast and should make breakfast arrangements prior to entering the school. 1<sup>st</sup> hour athletics are not guaranteed a breakfast prior to 2<sup>nd</sup> hour (after 1<sup>st</sup> hour athletics) due to this being after the 8:05-8:20 designated breakfast time.

## **CELL PHONES**

Coweta School Board Policy, section 12, page 10

### **Students**

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

Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

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

## **CHEERLEADER SELECTION FOR 7<sup>th</sup> and 8<sup>th</sup> GRADES**

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

## **CLOSED CAMPUS**

Students are not to leave school during lunch hours without a parent or guardian. Students must check out through the office. Any student who leaves school without clearance will automatically be counted truant. Also see "Leaving School".

## **CLUBS AND ORGANIZATIONS**

Students at Coweta Junior High have the opportunity to participate in the following clubs and organizations sponsored by or under the direct control and supervision of the school district:

Academic Team	National Junior Honor Society
Student Council	Students Working Against Tobacco
Chess Club	Book Club
Spanish Club	FCCLA

## **CODE OF CONDUCT**

Each student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by being respectful of others. In general, a student at Coweta Junior High is responsible for:

- 1. Doing his or her best in lessons and extra-curricular activities.**
- 2. Using self-control at school and at all school activities.**
- 3. Respecting the property of others.**
- 4. Using appropriate language.**
- 5. Being a good citizen at school and in the community.**
- 6. Following all school rules.**



Parents are expected to support this code of conduct by:

1. **Reading the school handbook.**
2. **Discussing their expectations with their child.**
3. **Contacting the school when problems arise.**
4. **Working with their child/student and school officials when disciplinary action is needed.**

### **COUNSELORS**

One full-time and one part-time school counselor are available to assist students with vocational, academic, and personal problems. Students should call upon a counselor or any staff member when they need assistance. A student desiring to see the counselor should first secure a pass from his or her teacher. The Counseling Office is located in A-Hall.

### **COURSES OFFERED AT COWETA JUNIOR HIGH**

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

#### **Core Subjects:**

English – English 7, Pre-AP English 7, English 8 and Pre-AP English 8

Science – Science 7 and Science 8

Social Studies – Geography (7<sup>th</sup>) and American History (8<sup>th</sup>)

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

#### **Electives:**

Art, Athletics (Baseball-boys only, Basketball, Cross Country, Football-boys only, Softball-girls only, Track, Volleyball-girls only, Wrestling-boys only), Band, Character Education, Current Events, Health, Family Consumer Science, Keyboarding, Mathcounts, Outdoor PE, Physical Education, Introduction to Spanish, Spanish, Technology Education, Yearbook

### **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.

### **DAMAGE TO SCHOOL PROPERTY**

All school property belongs to the patrons of the Coweta School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities.

### **DANCES**

From time to time, dances will be held in the junior high school. These will be sponsored by various school classes and organizations with the principal's approval. **Eligibility will apply** to all CJHS students who wish to attend. School rules do apply during these events just as they would for other after school events on school grounds.

### **DISCIPLINE POLICY**

Coweta School Board Policy, Section 10, page 23

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. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
  - Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances

- which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession of illegal and/or drug related paraphernalia
  34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
  35. Profanity
  36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
  37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
  38. Theft
  39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
  40. Truancy
  41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
  42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
  43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
  44. Vandalism
  45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
  46. Vulgarity
  47. Willful damage to school property
  48. Willful disobedience of a directive of any school official

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

Make-up work will be provided for the student who has been suspended. Suspended students who are picking up assignments on a weekly basis will be required to return the assignments one week from the assigned pick-up date or they will receive zeros for that work. Incarcerated students (in juvenile custody) will not be allowed credit for makeup work.

### **FIGHTING**

Fighting is a serious offense. Coweta Junior High will take a stand on violence and at least an eight (8) day change of placement will be given to those that choose to fight on school grounds or during school hours. The police may be called during any altercation that takes place at Coweta Junior High.

### **APPEALS**

Coweta School Board Policy, section 10, page 29

For a suspension of 10 days or less, a parent/guardian may initiate an appeal to the principal by requesting it in writing within 5 calendar days of the principal's decision. For suspensions longer

than 10 days the appeal should be delivered in writing to the superintendent within 5 days of the suspension. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

## **SEARCHES**

Coweta School Board Policy, Section 10, page 48

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

### Reasonableness

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

### Scope

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

### 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.

### Reports

The person conducting the search shall prepare a report to be maintained by the superintendent including the date, time, place, names of witnesses, purpose, basis, and result of the search.

## **DANGEROUS WEAPONS**

Coweta School Board Policy Section 10, page 42

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 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 superintendent or the superintendent'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 superintendent or 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 superintendent or 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. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

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.

### **DETENTION**

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

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

In order to allow students to dress comfortably, tastefully, and within the dictates of fashion, the following guidelines are to be utilized in the student's selection of school attire and are **SUBJECT TO THE PRINCIPAL'S DISCRETION**:

1. Dress as clean and neat as possible.
2. Dress in clothing of proper size for you. (For example, sleeve lengths, waist size, leg lengths and widths of all trousers, jeans, etc. - NO SAGGING.)
3. Wearing shirts as jackets is acceptable, as long as the garment fits, is clean and neat, and shirt length is neither a distraction nor hazardous.
4. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize possible student distraction or embarrassment:
  - A. **BLOUSES, SHIRTS, TOPS OF ANY KIND, IF TOO REVEALING, ARE NOT ACCEPTABLE AS SCHOOL APPAREL.** Tank tops and fishnet tops, or any clothing exposing the stomach is prohibited at school. Also, avoid exaggerated sleeve openings

that may prove to be uncomfortable or too revealing. Top of sleeves should be at least three finger tips wide. Sleeve openings need to fit under the arm and must be hemmed. Clothing must cover the back, and all parts of undergarments must be covered at all times.

- B.** Students must wear shoes while at school. Most street shoes are acceptable. Athletic shoes with cleats and house shoes/slippers are prohibited in all buildings.
- C.** Skirts and dresses: The skirt or dress shall not be conspicuous or indecent. **SKIRTS OR DRESSES MUST BE NO SHORTER THAN MID-THIGH.**
- D.** Shorts: Shorts, including bicycle shorts, must **BE AT LEAST AS LONG AS THE TIPS OF THE FINGERS WITH THE STUDENT'S ARMS HANGING RELAXED AT HIS OR HER SIDES.** No bicycle shorts may be worn, unless long shorts or skirts are worn over them. **LONGER, KNEE-LENGTH SHORTS ARE MORE APPROPRIATE FOR SCHOOL.**
- E.** Pants: Form-fitting stretch materials, such as **TIGHTS AND LEGGINGS**, may be worn only under other garments, which are at least finger tip length and meet the other provisions of the dress code, **PANTS WHICH HAVE HOLES ABOVE THE MID-THIGH ARE NOT PERMITTED.** Pajama bottoms are not acceptable as school attire. Warm-up pants with snaps up the side are also unacceptable.
- F.** No long or large coats or sunglasses will be worn inside the building.
- G.** Distracting hair color, face or body painting, non-prescription contact lenses, body piercing, or any other clothing or jewelry which interferes with the atmosphere of learning will not be tolerated. Earrings may be worn only in the ear and at a length that is not dangerous or a distraction.
- H.** Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school and at school activities. Patches or monograms having one or more meanings, one of which is obscene or of an illicit nature, are also prohibited. Included are T-shirts that advertise tobacco products, alcohol, controlled drugs or drug paraphernalia, or any other generally unacceptable materials. Gang attire will not be worn at school or school related activities.
- I.** Neck chains, which are heavy and thick and could cause injury, are not permitted at school. Necklaces, rings or bracelets that have long spikes sticking out are also unacceptable.
- J.** For health reasons, students will not exchange jackets or hats. It would be helpful to have some form of identification on students' personal items, especially expensive jackets and hats, so the items may be returned to the rightful owners if they are lost.
- K.** Hats may be worn in the hallways and common areas. Teachers shall have the right to restrict hats in their classrooms.
- L.** **ENFORCEMENT OF THE DRESS CODE:** Students who fail to comply with the dress code will not be permitted to attend class until proper dress is acquired. Provisions of the dress code are applicable to the school day and to school related activities. Exception and modifications of a provision of the dress code may be authorized by the building principal or assistant principal for a specific school related activity.

## **DRIVING**

Coweta Junior High School students are not permitted to drive motorized vehicles, whether automobiles, motorcycles, all-terrain vehicles, or other vehicles, on school property at any time.

## **DRUG AWARENESS AND PREVENTION**

Coweta School Board Policy, section 10, page 45

Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law,

- i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
  4. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
  5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
  6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

#### **Necessary Medications**

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

#### **Distribution of Information**

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

#### **ELIGIBILITY**

The scholastic eligibility rules will require a student to pass 6 classes in the preceding semester. Incoming 7<sup>th</sup> graders may fail only one class in the preceding semester. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are currently enrolled in during that semester. Only one summer school credit earned during June or July session may be used to meet the end of semester requirements. The eligibility rule requires a student to be passing all classes on a weekly basis. School eligibility will be checked on all CJHS students. Eligibility is taken by the office on the last day of classes each week. Eligibility runs Monday through Sunday each week. The first time a student fails a class or classes, he/she will be placed on the probation list. If the student's grade remains failing or any other grade appears as failing, the student will be declared ineligible to participate in any school sponsored competition, performance, fieldtrip or dance. Once a student is declared ineligible for that week, he/she will remain ineligible until eligibility is taken the next week.



## **ENRICHMENT PROGRAM**

Coweta Junior High School offers an additional opportunity for excellence in education for those students who exemplify outstanding academic ability through its Enrichment Program. This program is designed to provide the exceptional student with academic challenges and experiences beyond the regular school curriculum. Placement in this program follows a graduated screening process including group achievement testing, individual and group intelligence Testing and teacher, parent and student referral. These classes include: Pre-AP Pre-Algebra, Algebra, Pre-AP English, and Mathcounts.

## **EQUAL OPPORTUNITY**

This institution is 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 Rehabilitative Act of 1973. The school district 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 include, but are not limited to, admissions, employment, financial aid, and student services.

## **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 Fi 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. 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.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

1. Inspect and review the student's education records including those records relating to their children which are collected, maintained or used to implement Part B of the Education of the Handicapped Act;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint under s99.63 and s99.64 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 s99.6; and
6. Be provided translation if primary or home language is other than English.

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

### **FIELD TRIPS**

Field trips are planned for educational purposes to meet classroom objectives. The objectives might include specific curricular activities and/or celebrations of accomplishments. Field trips are a privilege. Student may be excluded for attendance, grades, behavior or combination thereof or any reason deemed appropriate by the administration. The student, in deciding to attend the field trip, accepts full responsibility for his/her actions while on the trip. Expectations for behavior are the same handbook rules that apply while in the classroom or on school sponsored events. Release forms must include medical treatment forms, as well as, school liability release forms. Failure to return a signed form will prevent a student from participating.

### **FIRE DRILLS**

1. The fire alarm is a pulsating blast on the fire horns.
2. Teachers shall instruct the students to know and to use the proper exit from each learning area and the proper route to follow in evacuating the building.
3. Teachers shall be the last to leave the room. All windows and corridor doors should be closed.
4. Each class should remain with the teacher so that all students can be accounted for by calling roll once the class has reached the area of safety.
5. Students are to move away from the building and to remain outside until told to re-enter the building.

### **FIRST AID**

If there is an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities. Parents will be informed of any serious illness or injury that requires

the child to leave school. It is important that parents provide the school with a number to call in case of an emergency and to update emergency numbers as needed throughout the year.

### **GRADING SCALE**

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

### **GUM CHEWING**

Gum chewing is permitted in the junior high school with certain limitations. Students are expected to refrain from popping or blowing bubbles. Students must discard their gum in a trash can. If not all students are responsible with their gum, the privilege will be denied. Each teacher has the authority to permit or prohibit gum in his/her classroom.

### **HAZING**

Coweta School Board Policy, section 10, page 41

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Coweta Public Schools. To that end the district adopts the following policy prohibiting hazing. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

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

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

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

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

Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the district for a length of time determined by the board of education, and shall be referred to local law enforcement authorities for prosecution. Hazing will be dealt with as outlined in the Code of Student Conduct. School employees who are linked to hazing shall be subject to discipline -including dismissal or non-renewal.

### **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 close contact with that student. Students found to have lice are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be free of lice by

their physician or cleared by the public health department.

### **HOMEBOUND**

Homebound instruction is a service that provides academic tutoring and classroom coordination in the home three hours per week by a certified teacher. To be eligible a physician must certify that a student is unable to attend school for a long period of time due to an illness or recovery from accidents or hospitalization. When this service is needed, a parent should contact the Assistant Superintendent's office.

### **HOMEWORK**

Homework is an important part of each child's total education. Our district recommends that homework be given to all students at each grade level. **Schools do their best job of educating children when they have the parents/guardians as partners.** Homework provides a significant opportunity for parents/guardians to show their interest and to give their support.

Each student should assume the major responsibility for completing homework assignments.

Homework expectations will be enhanced when each student accepts responsibility for:

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

### **HONOR ROLL**

Students who maintain a 4.0 average during the semester qualify for the Superintendent's Honor Roll. Students who have no grade lower than a B for the semester qualify for the Principal's Honor Roll.

### **HOURS AT SCHOOL**

Students should not arrive on campus before 7:45 a.m. The main hallways will be closed to students until 8:20, except on bad weather days or by teacher appointment. Students who eat breakfast at school must do so in the cafeteria-commons area. Students will be dismissed at 3:15 p.m. or 2:15 p.m. on early release days. Students who ride late buses must report to and remain in the bus loading zone until their bus arrives. All other students are expected to be out of the building and on their way home within *five* (5) minutes of the dismissal bell.

### **IMMUNIZATIONS**

Parents of kindergartners and students entering an Oklahoma school for the first time must show an Oklahoma Certificate of Immunization. Oklahoma law requires that all students be immunized according to the following minimum guidelines for 7<sup>th</sup>-12<sup>th</sup> grades: 5 doses DTP/DTap (diphtheria, tetanus, and whooping cough), 4 doses OPV/IPV (polio), 2 doses MMR (measles, mumps, rubella.), 3 doses Hep B, 2 doses Hep A, 1 dose Varicella, and 1 Tdap Booster. Please note: New dosage requirements have gone into effect Fall 2011 concerning a Tdap Booster. All 7th grade students are required to have 1 Tdap Booster before starting the 2011/2012 school year. Proof will have to be provided before 7<sup>th</sup> grade students can start school Fall 2011.

### **INAPPROPRIATE LANGUAGE**

Inappropriate language, profanity, obscene gestures or writing, and pornographic material will not be tolerated at school or on school premises. This includes bus areas, cafeteria, hallways, etc. First offense results in at least Saturday School and each additional use of profanity will result in IP days.

### **INTERNET POLICY**

Coweta School Board Policy, section 12, page 4



The Coweta Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national and global opportunities for staff, students, and the community.

Students will be able to access the Internet only under the supervision of their teachers. Students will be required to have a signed acceptable use policy agreement on file in order to log on to the network and access the internet. In addition, filtering software is in place to prohibit access to identified offensive websites. Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may discover. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision, however; it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferences that include material which is considered to be obscene, libelous, indecent, vulgar, or profane or cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service which could result in unauthorized expense to the district.

Users of the Internet service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws.

An Acceptable Use Policy (AUP) will be signed by all persons wishing to use the network and internet services provided by the school district. Violation of the Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

Vandalism to equipment will result in cancellation of privileges and other disciplinary consequences. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user or agency or network that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy of usability of any information found on the Internet.

Reference: 21 O.S. paragraphs 1040.75 and 1040.76

The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines or downloading files. READ AND UNDERSTAND the AUP for Technology.

**ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**  
The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device. As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access

Agreement" and access may be revoked at any time. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

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

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

#### **Internet Access - Terms and Conditions.**

##### **Acceptable Use - Students.**

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

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

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school.

Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

##### **Prohibited Use.**

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

##### **Parental Consent.**

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

Privilege of Use.

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

Internet Etiquette.

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

- a. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
- d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
- e. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:

- install any hardware, software, program or app without approval from the IT department – including attempting to operate an alternative operating system from a plug in device (flash drive, removable hard drive, etc.); proof of licensure must be presented prior to installation or use of any software or program;
- install software that requires elevated or “administrative” privileges to run or use the software;
- download anything from the Internet that is used for purposes other than education, research, or professional/career development;
- make any system or configuration changes to any computer or technology equipment in the district;
- provide network connectivity to any piece of equipment without prior approval from the technology department (equipment includes but is not limited to: switches, hubs, access points, computers and printers);
- download large files during peak use hours;
- disable security features;
- create or run a program known or intended to be malicious;
- stream music or video for personal entertainment.

- f. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html))

Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability.

The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the

use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

#### Security.

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

#### Vandalism.

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

#### Inappropriate Material.

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

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

#### Application and Enforceability.

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

#### Education of Students Regarding Appropriate On-Line Behavior.

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

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

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

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

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

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

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff. You can't always stop people from being mean, but there are ways to help yourself:
- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites)  
- bullies love to copy your stuff

### **Suggestions for Parents:**

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

### **INTERVENTION PROGRAM (IP)**

A student may be placed in the Intervention Program by administration as a consequence for misbehavior. Students assigned to Intervention report to class at the same time that other students report. The environment in the Intervention classroom is restrictive. Students cannot talk or sleep and are required to work on assignments to be counted present. Assignments will be provided by the student's teachers. IP will be in room 101.

## **GUIDELINES FOR IP**

1. Students placed in IP are not permitted to participate in school-sponsored activities or events during the placement.
2. Students will report to IP when they arrive at school. The IP students are not permitted in the CJHS building before or after school **unless in the company of a parent or guardian**. After school, IP students must remain in the designated pick up area.
3. Class work will be provided by each of the student's teachers. Upon completion of IP, class work will be returned to the teachers. If the student has no class work available, the IP teacher will assign work.
4. While in IP, student attendance will be checked by the attendance office. If a student must be absent, parents should notify the attendance office. Unexcused tardies to IP will result in additional days added.
5. Each student placed in IP will be provided with written guidelines and rules to follow. Failure to comply with these rules and guidelines will result in further discipline. The IP teacher or administrator may add days to the original length of placement.

Parents may request a personal conference to discuss this placement.

### **ITEMS NOT PERMITTED AT SCHOOL**

Knives or weapons of any type, any form of tobacco, cigarette lighters, laser pointers, matches, fireworks, or any other item that may be dangerous or distracting.

### **LATE TO SCHOOL**

Students arriving after 8:40 a.m. **must have their parent or guardian check them in with the attendance office**. Students arriving after 8:40 a.m. must have a pass to enter class.

### **LEAVING SCHOOL**

Once a student arrives at school, he or she may not leave campus for any reason, unless his/her parent/guardian signs him/her out through the school office. Once a student leaves campus after school, they are not to come back on to school property unless it is for a scheduled school activity. Any student leaving school for any reason, while school is in session, must have his/her own parent/guardian sign him/her out through the school office. Upon returning, a student must also sign in with the office. Sign in/sign out sheets are located in the principal's office.

### **LOCKERS**

Students will be assigned a school locker and are asked to keep it locked. Students are responsible for securing their items in their locker. Students that do not use the locks issued to them are responsible for items stolen from their locker. Any student needing a locker should check in at the office. Sharing or changing of lockers will not be allowed. **Only SCHOOL-OWNED combination locks will be used.** Student-owned locks will be cut off. An exception to this is in the locker rooms where student-owned locks may be used.

The use of school-issued locks is important for two reasons: School personnel may need access to a locker to collect books to send home during illness, and limiting access to lockers provides for a more secure school and protects student belongings.

Students are responsible for lost or damaged locks. The cost of a lost or damaged lock is \$5.00. The damaged or lost lock must be paid for before another lock can be issued. **No items are to be taped or glued to the outside or inside of the locker.**

## **LOST AND FOUND**

Students who have lost personal or school owned articles may ask for them in the principal's office located in B-hall near the main entrance. Students finding articles in or around the school are encouraged to bring them to the office. Unclaimed clothing items will be donated to local charities periodically throughout the school year. Items that are lost, stolen or damaged are not the responsibility of CJH.

## **LUNCH SCHEDULES**

Lunch is served in the cafeteria-commons area. No student is to be in any classroom during the lunch period unless serving a noon detention. When a class is dismissed for lunch, students should deposit their belongings, including book bags, into their lockers. Students should then move as quickly as possible to the cafeteria without running, pushing or making loud or excessive noise. There will be other classes in rooms throughout the building during all lunch breaks. As soon as a student finishes eating, he/she should place all trash in proper containers. Students are to remain with their lunch group in the cafeteria unless they have a pass to go see a teacher or report to the office.

## **MAKE-UP WORK**

Students with an excused absence will have the same number of days plus one to make up missed work as he/she was absent. Taking action to get make-up work and assignments is the responsibility of the student as well as the teacher. Make-up tests will be given at a time the teacher feels is appropriate. An alternate test may be used.

Make-up work will be given to parents upon request during absences of three (3) days or more (due to illness or family emergency). Coweta Junior High asks for all make-up work requests to be turned in 24 hours before work will be picked up. If make-up work is requested in advance for planned absences, it will be due when the student returns to school.

Students have no more than one week after a semester closes to turn in any missing work due to illness, such as semester tests.

## **MEDIA CENTER**

Books may be checked out for a two-week period. Reference books may be checked out for overnight use only. If a student fails to return a book on time, he/she will be fined for each day the book is past due. Library hours are from 8:05 a.m. until 3:30 p.m. on all school days.

## **MEDICATION**

In keeping with the guidelines of the Oklahoma Department of Education, neither certified nor non-certified personnel are allowed to give non-prescription medication of any type to your child unless the appropriate steps are taken. In the event that prescription or non-prescription medication is required, your child must bring it to the main office in an appropriately dated prescription container that indicates the student's name, dosage, and the time the student should take the medication.

Parents must sign a Medication Form to allow a student to take medication during the school day. These forms must be renewed each school year. Prescribed medication will be provided to students at the appropriate time. It is the student's responsibility to report to the office to take the medication. Students are never permitted to carry medication, whether prescription or non-prescription, to class, except for self-administer **prescription inhalers** and **anaphylactic devices** if the appropriate documentation is on file in the main office. Failure to comply with the medication policy presents a serious problem for maintaining the safety and welfare of students in school and may result in disciplinary action, including suspension from school.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is part of a nationwide program to recognize outstanding students who exhibit qualities of scholarship, leadership, service, character, and citizenship.

The selection process begins with the school counselor reviewing the cumulative grade point average of all the students in seventh and eighth grade classes. All students who have a 3.5 or better cumulative average during their semesters at Coweta Junior High are eligible to apply for membership.

The students applications are then reviewed on the basis of the following criteria:

### **LEADERSHIP**

1. Student is resourceful in proposing new problems, applying principles and making suggestions.
2. Student demonstrates leadership in promoting school activities.
3. Student exercises influence on peers in upholding school ideals.
4. Student contributes ideas that improve the civic life of the school.
5. Student is able to delegate responsibilities.
6. Student exemplifies positive attitude.
7. Student inspires positive attitude in others.
8. Student successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, is reliable and dependable without prodding.
9. Student demonstrates academic initiative.
10. Student demonstrates leadership in the classroom and in school activities.
11. Student is thoroughly dependable in any responsibility accepted.

### **SERVICE**

1. Student is willing to uphold scholarship and maintain a loyal school attitude.
2. Student participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties, 4-H, etc.
3. Student works well with others and is willing to take on difficult or inconspicuous responsibility.
4. Student volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
5. Student cheerfully and enthusiastically renders any requested service to school.
6. Student is willing to represent the class or school in inter-class and interscholastic competition.
7. Student does committee and staff work uncomplainingly.
8. Student shows courtesy by assisting visitors, teachers and students.

### **CHARACTER**

1. Student takes criticism willingly and accepts recommendations graciously.
2. Student constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
3. Student upholds principles of morality and ethics.
4. Student cooperates by complying with school regulations concerning property, programs, office, hall, etc.
5. Student demonstrates the highest standards of honesty and reliability.
6. Student shows courtesy, concern, and respect for others.
7. Student observes instructions and rules, punctuality and faithfulness, both inside and outside the classroom.
8. Student has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Student manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and showing unwillingness to profit by mistakes of others.



## **CITIZENSHIP**

1. Student understands the importance of civic involvement.
2. Student has a high regard for freedom, justice, and respect of the American form of government.
3. Student demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations and school clubs.

All of these criteria are listed in the National Junior Honor Society Manual and are expected to be followed without exception.

After the applications are returned to the faculty advisor, a summary evaluation is made for each student. A faculty screening committee then evaluates the results of the evaluations and any additional information that may be provided by the student. All evaluations and faculty screening committee meetings are confidential in order to protect the rights and privacy of all those involved.

The faculty screening committee makes the final recommendations for membership following this procedure. New inductees will be recognized in a special assembly.

It is quite an honor to be considered for membership in NJHS and a tremendous opportunity for those students who are selected for membership. Members and new inductees will participate in a formal induction service and reception after the nominations are made. Family members and friends will be invited to attend.

## **OKLAHOMA'S PROMISE**

### **Oklahoma Higher Learning Access Program**

The Oklahoma Higher Learning Access Program (OHLAP) has been available to students since 1992. ... The program provides resident tuition for courses needed to complete a degree or program within five years from award. It is now referred to as Oklahoma's Promise.

Who may apply:

- Oklahoma residents
- 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade students
- Students whose parents earn \$50,000 or less per year, special income provisions apply to certain adopted children and children in the custody of legal guardians
- Students who promise to meet the requirement of the program

The promise:

- Free tuition at an Oklahoma public two-year college or four-year university
- Or a portion of tuition at an accredited Oklahoma private college or university
- Or a portion of tuition for courses at public technology centers that are approved for credit toward an Associate or Applied Science degree at a public college
- The scholarship amount does not cover fees, books, supplies or room and board.

High School Requirements:

- Graduate from an Oklahoma high school or homeschool education program
- Take the 17 units of college-prep high school courses and achieve at least a 2.5 cumulative GPA for all courses in grades 9-12
- Attend school regularly
- Do your homework
- Stay away from drugs and alcohol
- Don't commit criminal or delinquent acts
- Provide information when requested
- Apply for other financial aid during your senior year of high school

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held 3 hours in the evening two times per year. The 2016-2017 dates for conferences are October 13<sup>th</sup> and 18<sup>th</sup> and March 7<sup>th</sup> and 9<sup>th</sup>. Coweta Junior encourages attendance to these conferences, giving parents an opportunity to visit with their child's teachers. Please call the school office at 486-2127 to schedule conference times.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

The school will insist that all couples conduct themselves at all times during the school day in such a manner that is not a distraction to others. No public display of affection should occur during school hours, in transit to or from school, or at school sponsored activities. Offending students will have their attention called to the matter, and disciplinary action will be taken.

### **PLEDGING ALLEGIANCE TO THE U.S. FLAG**

In accordance with S.B. 128, effective July 1, 2001, students in public schools will receive instruction in flag history and etiquette and will be authorized to recite the Pledge of Allegiance at the beginning of each school day. Also per state statute, students not wishing to participate in the pledge are not required to do so.

### **PROCEDURE FOR ALLEGED DISCRIMINATION COMPLAINTS**

Any student, parent, or employee may file a written complaint alleging discrimination on the basis of race, color, national origin, sex (including sexual harassment), or qualified disability if they feel that a policy, procedure, or practice of the school is discriminatory. The Coweta School District has appointed a coordinator for compliance who will also address and hear grievances under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, and any other state and federal laws addressing equal educational opportunity. Prior to filing a complaint, the student, parent, or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VII, or 504 Coordinator so that a reasonable effort can be made at this level to resolve the problem or complaint. The complete district policy is available upon request from either the building principal or the superintendent's office.

### **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion as set forth in HB1017, Section 6, allows students to progress in their educational endeavors by subject, source and/or grade level based upon mastery of the current state academic standards not upon time spent in classes, completion of assignments, or pre-requisites. All legally enrolled Coweta Public School students in grades K-12 are eligible for proficiency-based promotion. Students who demonstrate content knowledge in lieu of instruction can progress under proficiency based promotion. Students shall have the opportunity to demonstrate proficiency in the following areas:

Social Studies	Science	Mathematics
Language Arts/Reading	Arts	

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

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

Grades 7-12 - If proficiency is demonstrated in a 7-12 curriculum area, a notation of the numerical percentage will be placed on the student's transcript. Students who enroll in a course from the 9-12

high school curriculum area will have the earned grade placed on the high school transcript. The high school unit earned at any grade level will count toward meeting the requirements for the high school diploma. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma. Coweta High School will note transferred credit with a numerical percentage on the high school transcript. The unit will count toward meeting the requirements for the high school diploma.

Coweta Public Schools shall provide students with the opportunity for proficiency assessment twice per school year: the third Saturday following the first day of school and the first Saturday in May.

Students are required to move through a curriculum area in a sequential manner but may register for multiple assessments. Exceptions to standard assessment may be approved by the district test administrator for students with disabling conditions. To ensure proper testing conditions, students are required to register two weeks prior to the testing session.

### **PROGRESS REPORTS**

Progress reports are sent home with all students. Dates that parents can expect to see progress reports are:

September 9	October 14	November 18
February 3	March 3	April 13

Coweta Junior High School encourages all parents to take advantage of viewing their child's academic performance through the parental portal of Powerschool. This can be accessed at: [powerschool.cowetaps.org/public/](http://powerschool.cowetaps.org/public/)

Parent IDs and passwords will be mailed home within the first two weeks of the school year. IDs and password will also be located on the student's schedule.

### **RETENTION POLICY**

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

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

### **RELIGIOUS HOLIDAYS**

Students will be excused from attending school for the purpose of observing religious holy days, if the parent, guardian or person having custody of the student submits a written request for an excused absence in advance.

### **RESTROOMS**

Students should make every effort possible to use the restroom and take care of personal needs between classes. **Restrooms are not a place for socializing or horseplay.** Students are expected to use the restrooms appropriately and not cause damage or write on the walls or stalls. This type of action will result in at least discipline action, refer to sub-section "damage to school property".

### **SATURDAY SCHOOL**

Saturday School is a disciplinary consequence used for more serious offenses and repeated misbehaviors. Saturday School is held at Coweta High School on Saturday mornings from 8:00 to noon. Transportation is the responsibility of the parent. The following rules apply to students assigned to Saturday School:

1. Students report to the High School by 8:00 a.m. Time is by school clocks, so students should be a few minutes early to avoid being tardy. Tardies will not be tolerated. Front doors lock precisely at 8:00 a.m.
2. Failure to report to an assigned Saturday School will result in an assignment of an additional Saturday School. Two misses during the school year will result in suspension from school.
3. Students will be required to work on academic related assignments from their instructors. If necessary, an assignment will be made by Saturday School personnel.
4. Students will be allowed breaks during the four hours.
5. Coweta Junior High School student handbook policies will be in effect.
6. Students must come to Saturday School prepared to work. They will be asked to leave if they do not come with assignments, if they sleep or are in violation of the dress code. Students will not be allowed to eat or drink (except for breaks) while serving Saturday School.
7. Students may be assigned more than one Saturday School for more serious infractions.
8. Students will be released at 12:00 noon. Someone must be at the High School to pick up students that do not drive. Students need to be picked up by 12:15.

### **SCHEDULE CHANGES**

Any student entering class must have a schedule, which he/she obtains from the principal's or counselor's office. Schedule change requests must be made within the first two weeks of the semester in the fall and within the first week of the second semester. The school will require a written request of parents before consideration of a schedule change. Final changes are at the discretion of the principal. Changes will be made if a student is lacking a required course, has been assigned to a course that is too difficult for his/her ability level, and/or to balance class sizes. Changes cannot be made based on teacher preference. Athletic participation for team sports is subject to the approval of the coaching staff. **It will not be possible to grant every request.**

### **SCHOOL CLOSINGS & SEVERE WEATHER**

Radio and TV stations will be notified IF SCHOOL IS TO BE DISMISSED. They are not notified if school is to be in session. If at all possible, you should avoid calling the school or school personnel at their homes. Listening to the broadcasts will be sufficient. Bus schedules will vary more than normal when severe road conditions exist, and students will be notified by their bus driver where to meet the bus when minor adjustments are necessary due to road conditions. **School days missed due to bad weather, etc., must be made up and will be added to the tentative closing date.**

### **SEMESTER TEST EXEMPTION POLICY**

Students meeting 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.

### **SELLING ITEMS AT SCHOOL**

Students are not permitted to sell any items at Coweta Junior High School without permission of the principal.

### **SEXUAL HARASSMENT**

Coweta School Board Policy, section 11, page 2

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 full-time 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.

#### **A. Sexual Harassment of an Employee of the School District**

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

1. is made an explicit or implicit term or condition of an employee’s employment; or
2. is used as a basis for employment decisions affecting that employee; or
3. has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile, or offensive working environment.

#### **B. Sexual Harassment of a Student of School District**

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

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

In order to constitute sexual harassment, the conduct at issue must be unwelcome.

Sexual conduct between an elementary age student and an adult employee will not be considered welcome. In addition, conduct between a secondary age student and an adult is presumptively unwelcome.

### **Examples of Sexual and Other Harassment**

Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. For example, demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may constitute sexual harassment. Examples of harassment because of race, national origin, religion or disability include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse of a person; intimidation (physical, verbal or psychological); or impeding or blocking movement of a person.

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

### **Penalties**

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any employee engaging in sexual or other harassment will be subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Any student engaging in sexual or other harassment is subject to any and all disciplinary action which may be imposed under the school district's student discipline policy.

### **Reporting to School District**

#### **A. By Students**

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

#### **B. By Employees**

Any employee of Coweta School District who witnesses, overhears, suspects or receives a report of harassment shall immediately report the incident to either the superintendent or any board member of the District. If the report of the incident occurs after normal school hours, an employee should contact the superintendent or any school board member at home.

#### **C. The Report**

If possible, the report should be made in person or in writing, signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents anonymously in writing by mailing the reports to the personal attention of either the superintendent or a board member.

All reports should state:

1. the name of the alleged harassing student, employee, board member, or other person;
2. the person(s) being harassed;
3. the nature, context and extent of the prohibited activity;
4. the dates of the prohibited activity, and;
5. any other information necessary to a full report and investigation of the matter.

### **Reports to Outside Officials**

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Likewise, a concerned employee may report an allegation to both school officials and to the United States Equal Employment Opportunity Commission, or the Oklahoma Human Rights Commission. Good faith reporting of charges of sexual or other harassment will not result in reprisals or retaliation. Reprisals and retaliation, due to a sexual harassment allegation, are prohibited.

## **STUDENT COUNCIL AND CLASS OFFICER REQUIREMENTS**

To be eligible to run for student council or class offices, a student must be in good standing as far as school discipline is concerned and must meet minimum grade point average requirements as stated in the student council constitution.

## **STUDENT INSURANCE**

Student accident insurance is available to all students on either (1) a twenty-four hour basis, which includes coverage for all sports except football; or (2) an “at-school” policy, which covers the student during school hours. Athletic insurance will be made available to all students at student expense. The Coweta Board of Education does not assume responsibility and is not liable for any athletic injuries to students. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school.

## **STUDENT MESSAGES**

At CJH, we understand that keeping your child informed is very important to you. Only emergency communications from parents/guardians can be taken for students during class time. Any other messages will be given to your child between classes.

## **STUDENT SCHOOL EXPENSES**

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

## **TARDIES**

A student is tardy if not in his/her classroom when the bell begins to ring. Where you must be in the classroom will be at the discretion of your teacher. Allow yourself time to arrive at the class without running. Tardies are per semester. Tardy punishment will be as followed.

<b>First tardy-</b>	<b>Warning</b>
<b>Second tardy-</b>	<b>One Detention &amp; parent contact</b>
<b>Third tardy-</b>	<b>Two Detentions &amp; parent contact</b>
<b>Fourth tardy-</b>	<b>Three Detentions &amp; parent contact</b>
<b>Fifth Tardy-</b>	<b>Four Detentions &amp; parent contact</b>
<b>Sixth Tardy-</b>	<b>Referral to the Principal</b>

## **TELEPHONES**

The school telephone is for business purposes only. Students and teachers will not be called out of class to answer calls except in cases of emergency. **Students are allowed to use the phone in the main office with permission.**

## **TEXTBOOK DAMAGE OR LOSS**

Textbooks and other school owned materials becomes the responsibility of the student to whom they are issued. Reasonable wear is expected. However, books and other materials must be returned in good, usable condition. Repair and/or replacement costs will be assessed to the student for damaged, lost or stolen books.

## **TOBACCO**

Students are not allowed to use any type of tobacco product, vapor product, or substitute product on school grounds at any time. This includes any activity such as ball games, stock shows, school dances, school plays and programs. Students are reminded that this is a major offense resulting in possible change of placement for the first offense. Offenses may also result in a citation from the School Resource Officer.

### **TORNADO ALERT**

All students should sit with head on knees facing the interior hall walls. No student should stand in front of or near the windows.

### **TRANSCRIPTS**

Coweta Junior High School shall be prompt in furnishing transcripts and immunization records when requested to do so by school officials in receiving districts. However, the Coweta Board of Education may withhold students' transcripts or other records if a student fails to return textbooks or make payment for the textbook or any other items that may belong to the school district, or any fees that the student may owe.

Grades earned in Algebra I and Spanish I taken during the 8<sup>th</sup> grade will be recorded on the high school transcript.

### **TRUANCY**

Truancy is defined when a student is absent from class or leaves campus without the school's knowledge. Truancy is a serious offense and may result in IP.

### **VISITORS**

Students are not allowed to have visitors at school at any time. Parents visiting the school must check in the principal's office, located near the main entrance and **receive a visitor's badge**. No visitors will be given access to a classroom during instructional time without prior authorization from the administration. Parents requesting to meet with a teacher must make an appointment with the front office for the teacher's planning period or before and after school. Parent may be allowed to shadow their child with prior approval of the teacher and administration as long as it does not interfere with the normal operations of the school day.

### **WITHDRAWAL FROM SCHOOL**

To withdraw from Coweta Junior High School, the following steps must be completed:

1. Parent must sign withdrawal form.
2. Student will be responsible for checking in textbooks, library books, paying all fees, and receiving a withdrawal grade from each teacher.
3. Student must clear through the media center, counseling office, cafeteria, attendance office, and principal's office.