

COYLE PUBLIC SCHOOLS

2022-2023

Elementary Handbook



Home of the Bluejackets

1. OUR MISSION

Believing that all students can learn, we encourage excellence in an academic environment, which provides all students with the opportunities to become responsible, literate, successful and productive citizens.

2. PRINCIPALS' OFFICES

The principals are the directors of the school. The policies and philosophy under which the school operates are interpreted through the principals' offices. These offices are designed to help students, parents and teachers who want further information regarding the general policies of the school.

3. AUTHORITY OF SCHOOL PERSONNEL

A teacher or school employee has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other function authorized by the school district. Classroom rules and control are left to the discretion of each classroom teacher. Parents interested in learning more about your child's classroom activities, class rules, and discipline procedures are encouraged to schedule a conference with the teacher(s).

4. VIDEO SURVEILLANCE SECURITY CONCERN

The school district has video and sound surveillance security camera placed in various locations throughout, the campus, classrooms, and building. Touching or intentional blocking of the camera view may result in disciplinary action.

5. SCHOOL PROPERTY

All school property is protected by school policy as well as state law. If damages occur to school property whether it be by accident or intentional the persons responsible will be responsible for payment to the district for full damages to school property are initial the district may file charges with the proper authorities.

6. SCHOOL DAY - OPENING

(Flag Salute - Pledge of Allegiance)

It shall be the policy of Coyle Public Schools that each day school is in session with students that the students and staff recite the Pledge of Allegiance to the flag of the United States. No student will be required to recite the Pledge of Allegiance or to stand during such recitation. However, all students declining to recite the pledge are expected to remain quiet and respect the rights of others. The Pledge will be followed by a Moment of Silence to be observed by all students and staff.

Each building administrator will determine the best way to meet these requirements at their site.
Oklahoma Statutes 70-11-101.2 & 70-1210.229-6

7. HOMEWORK

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system.

8. REGULAR SCHOOL PROGRAM

a. School Dismissal

The superintendent will make the decision as to whether school will be dismissed because of bad weather after consultation with administrators responsible for transportation services. The announcement of school dismissal will be made via radio and/or TV, and will be posted on our website

WKY Radio 930 AM OKC KFOR-TV Channel 4 OKC
KSPI Radio 93.7 FM Stillwater

b. Library

Coyle Public Schools is very proud of its fine library. The books and video collection, as well as computer access, in the library is there for the student's educational growth. All books, magazines, or reference books are not allowed to be taken outside of the library unless the student has properly checked them out. Students will check books out with the librarian.

If a book is lost or damaged beyond normal wear, the student will be required to pay for the book. A student who has a fine or a book overdue may not check out library materials.

The library will be open at the discretion of the principals and teachers can schedule class library times with the principals.

c. Lunchroom

i. FOOD, SOFT DRINKS AND NON-ALCOHOLIC BEVERAGES

PK-7 students may not consume food, soft drinks or non-alcoholic beverages anywhere on the school grounds during the school day, other than those students who bring a lunch from home. In this case, the student may consume the food and drink from home in the cafeteria only. With Teachers permission students may have bottle water in the classroom.

d. Use of Telephone

The school phones are business phones and are to be used only with the permission of a school official. Use of the school phone is a privilege, not a right. Students must have a hall pass issued by a teacher in order to use a phone during class time. The hall pass must state that the student has been given permission to use the phone. School phones are to be used only in case of emergency. A student must tell the school official the reason for needing to use the phone before it is used. If the student does not state the reason, he or she will not be allowed to use the phone.

Elementary and Middle school students who bring cell phones to school will be required to check them in to their teacher when they get to school. They will receive it back at the end of the day. If a student is caught with their phone or other electronic devices will have to turn them in to the office and a parent will have to pick it up.

e. ELECTRONIC DEVICES

No student shall possess any electronic music device, electronic game, or any electronic communication device or pagers while attending Coyle Public School, with the exception of cell phones. This shall include but is not limited to; radios, cassette players, compact disc players, electronic games, such as Game-Boys, paging devices, etc. All cell phones will be registered in the principal's office and shall only be turned on during the lunch hour. Violation of any of these rules will result in the following disciplinary actions.

1st offense – Device will be held in the principals'; office until parent/guardian retrieves it personally.

2nd offense – Device will be held in the principal's office for the remainder of the current semester. A parent/guardian retrieves it personally at the end of the semester.

3rd offense and any thereafter – 3 days out-of-school suspension.

f. Student Lockers

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The principal has the authority to inspect or initiate periodical locker inspections.

g. Visitors

All visitors (which include parents) shall check in at the principal's office when they enter the school premises. No friends, visiting cousins, etc. will be allowed to attend school with students of Coyle Public Schools. Any exceptions to this rule must be approved by the principal.

h. Parent Conference

Parents are always welcome to Coyle Public Schools and we encourage them to come at their convenience to visit us. However, if a parent needs to talk with their child's teacher, we ask that the parent call and schedule a time for a conference or come before or after school. This is done in order to ensure that students are not deprived of instructional time.

TITLE IX - NON-DISCRIMINATION / CIVIL RIGHTS

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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Coyle Public Schools is committed to providing all students, employees and members of the public with a safe and respectful school and workplace environment. The district prohibits discrimination, harassment, or retaliation based on real or perceived race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable laws. This prohibition applies to students, employees, vendors and board members in any aspect of the district's programs, including during school hours, extracurricular activities, district sponsored events, or outside of school hours if the conduct affects the education or working environment.

Link to Federal Website: <https://www2.ed.gov/about/offices/list/oig/hotline.html>

8. CODE OF BEHAVIOR

a.YOUR MAIN GOAL IN SCHOOL IS EDUCATION

Education is an opportunity worth having just for its own sake. It's also a tool, which helps you learn more, faster. It prepares you for rigorous demands of a job and home life and helps you to become a productive citizen.

ANY PERSON PREVENTING OTHERS FROM REACHING THIS GOAL IS GOING TO BE CORRECTED OR DISCIPLINED.

To learn the most you can in any class requires that you be able to listen, recite, share and concentrate without interference. You'll find that most problems in a classroom center around people disrupting others. This school protects your right to an education without interference from others.

b. MUCH LIKE HOME, THERE ARE AUTHORITIES AT SCHOOL

These authorities have made it their business to study young people as well as their own particular subjects. Their goal is your welfare. Their main interest is you. They care enough about you to encourage and challenge you so that you will succeed. If teachers aren't all alike as far as rewards, punishment, discipline, etc.--you have learned a valuable fact of life. Teachers are not alike and neither are the many people with whom you'll come in contact. In whatever job or profession you choose, you will have to adjust to a variety of different types of demands from a variety of personalities. As you practice respect for others and personal discipline now, it will be much easier later on. Here is a list of three basic guidelines that will help you be a success at Coyle Public Schools:

- 1. DO WHAT'S RIGHT**
- 2. DO THE BEST YOU CAN**
- 3. THE GOLDEN RULE - TREAT OTHERS AS YOU WISH TO BE TREATED**

The average student, that is doing a good day's work and has a pleasant attitude, will rarely have to worry about being disciplined.

c. HALL CONDUCT

At class change time, students are to keep to the right in the halls until they reach their destination. **WALK, DO NOT RUN!** Students are reminded to keep their hands to themselves during class changes and school hours.

d.SCHOOL DRESS CODE

1. Grooming - Hair shall be neatly groomed while the student is under the supervision of the school.

2. Tank tops, sleeveless shirts and dresses, and abbreviated shirts will not be worn. Students will keep their shirts buttoned from the second buttonhole from the top. Appropriate dress excludes the wearing of halters, dress that exposes the midriff, and cutoffs.

3. Walking shorts, skirts, pants, dresses, etc., may be no shorter than 5" above the center of the knee, or shorts must have a minimum of a 7" inseam.

4. All writing and insignias on clothing worn to school will be limited to what is appropriate for school. The principal has the authority to determine what will be appropriate. Examples of inappropriate writing or insignias are: alcohol advertisement, tobacco advertisement, drug promotions, offensive or suggestive language, and flags (except the U.S. and/or the Oklahoma or other State flags).

5. Hats, caps, bandanas and inappropriate headdress are not to be worn inside the school building during the regular school day. Shoes are to be worn at all times while the student is under the jurisdiction of the school. Principals may make exceptions at their discretion.

6. All pants, shorts, etc. will be worn at the waistline. Pants should not bag excessively and no undergarments will be exposed. Any clothing worn under the shirt, pants, or shorts will be considered to be undergarments.

7/Students dressing inappropriately will be required to modify or change their clothes in order to meet the dress code. The second occurrence will include notification of parents. Continual violation may lead to suspension.

8. Sponsors for extra-curricular activities may allow different dress for these activities.

9. The school dress code applies to all school sponsored functions.

10/ The principal shall have the power to make decisions on any type of grooming, clothing or dress not covered in the previous paragraphs.

e. BULLYING

Bullying is the general term applied to a pattern of behavior whereby one person with a lot of internal anger and consequent aggression and lacking interpersonal skills chooses to displace their aggression onto another person, chosen for their vulnerability with respect to the bully, using tactics of constant criticism, nit-picking, exclusion, isolation, teasing etc. with verbal, psychological, and physical violence. Students found to be using bullying tactics towards other students will receive disciplinary actions.

f. HARASSMENT, INTIMIDATION AND BULLYING

Threatening behavior is defined as an activity which portrays that another person(s) or property may or will be harmed or killed. As used in the school Bullying Prevention Act. “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage another student’s property or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation and bullying include, but are not limited to a gesture or written, verbal or physical act. Such behavior is specifically prohibited by Board policy. Any student exhibiting threatening behavior either verbally in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to immediate discipline.

g.SCHOOL GROUNDS RULES – (K-7)

1. Use steps to go up the slide.
2. No football - tackle or touch football.
3. No wrestling or wall ball.
4. Play tag on the grounds, not on the equipment.
5. One (1) student on a swing at a time. Students must swing in a straight manner.
6. Plastic bats only.
7. Skateboards are not allowed at school.
8. At no time will students be allowed to hang on the rims or nets of the basketball goals.
9. Elementary students are not allowed to have food or drink in any area other than the cafeteria.

h.COYLE PUBLIC SCHOOLS INTERNET USE POLICY

Internet access is available to students and teachers in the Coyle Public School District. We are very pleased to bring this access to Coyle and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Coyle Public Schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- A. electronic mail communication with people all over the world;
- B. information and news;
- C. public domain and shareware of all types;
- D. discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics;

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Coyle Public Schools have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Coyle School user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

i. INTERNET- TERMS AND CONDITIONS:

i. ACCEPTABLE USE:

The purpose of Newnet66, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

ii. PRIVILEGES:

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a Coyle School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend user access.

iii. NETIQUETTE:

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Your messages should not be abusive to others.

2. Use appropriate language; do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
4. Illegal activities are strictly forbidden.
5. Note that electronic mail (e-mail) is not guaranteed to be private.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All communications and information accessible via the network should be assumed to be private property.

iv. LIABILITY:

The Coyle Public Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The Coyle Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Coyle Public Schools is at the user's own risk. The Coyle Public Schools are not responsible for the accuracy or quality of information obtained.

v. SECURITY:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a systems administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

vi. VANDALISM:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Nwnet66 Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

vii. ACCEPTANCE OF TERMS AND CONDITIONS:

All terms and conditions as stated in this document are applicable to the Coyle Public Schools in addition to Newnet66. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

j. INTERNET USE APPLICATION

See attached Form A.

10. STUDENT DISCIPLINE

a. DISCIPLINE PLAN

The following behaviors listed are provided as examples. It is not intended to be a complete list. The principal has the right to determine if any behavior or action warrants the student being placed on any level of the discipline plan judged appropriate.

A. Severe disruption or violation of school policy could result in the student being placed at any level of the discipline plan the principal judges appropriate.

B. If the student is not referred to the principal's office for an extended period of time he/she may move back one step on the plan.

C. Below is an example of some of the behaviors or actions that could lead to a student being referred to the principal's office:

1. Continual non-compliance with classroom rules.
2. Failure to adhere to the dress code.
3. Hallway misconduct.
4. Class disruption.
5. Disrespect or defiance toward any teacher.
6. Cafeteria misconduct.
7. Fighting.
8. Using profanity.
9. Stealing or being in possession of stolen property.
10. Failure to complete detention by the assigned date.

11. Failure to attend noon detention.

12. Truancy.

13. Failure to adhere to bus rider rules.

14. Excessive tardiness.

15. Violation of playground.

Step I: When the student is referred to the principal's office, a student-principal conference will be conducted. The student's parents will be notified of the referral. The student will also be given one or more days of after-school detention or other appropriate discipline.

Step II: The second referral will result in the student being given a longer period of detention or other appropriate discipline. The parents will also be informed of the referral.

Step III: On the third referral, the student will be suspended from school for three days. The student's parents will be notified.

Step IV: On the fourth referral, the student will be suspended for a period of time as determined appropriate by the principal. The student's parents will be notified.

a.IN-SCHOOL INTERVENTION (ISI)

In-School Intervention (ISI) is a highly structured class situation with the emphasis being placed on intensive student intervention. The primary purpose of this program is to allow most student offenders to remain in school and keep with academics while being disciplined.

Students will not participate in any school activity during the time placed in ISI. This includes attending activities with parents. Students may not attend any school activities during this time. Staff may require or permit students to attend after school tutoring, practices, etc.

b.SUSPENSIONS AND EXPULSIONS

The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspension will be reported immediately to the superintendent.

Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school. Some causes for the suspension or expulsion of students are as follows:

- A. Continued willful disobedience**
- B. Deliberate trifling in school**
- C. Damaging or defacing school property**
- D. Profanity or vulgarity**
- E.** Repeated truancy
- F.** Stealing
- G.** Immoral conduct
- H.** Fighting
- I.** Not attending the regularly scheduled classes (playing hooky)
- J.** Gambling or bringing alcoholic beverages, narcotics, drugs, etc., on school premises, or under the influence of alcohol or drugs when in attendance at school
- K.** Failure to do detention time.

c.STUDENT SUSPENSION IN EXCESS OF THREE (3) DAYS

Acts which may cause a suspension in excess of three (3) days:

- 1. Immorality, profanity, or obscenity as defined by the Statutes of Oklahoma
- 2. Consistent violation of written school rules, regulations or policies
- 3. Possession, threat, or use of a dangerous weapon as defined by the State Statutes
- 4. Assault and battery
- 5. Student threats and all types of harassment, and/or other violent behavior
- 6. Possession of any narcotic drug, stimulant, barbiturate, or alcohol
- 7. Conduct calculated to disrupt the operation of the school
- 8. Conduct which jeopardizes the safety of others
- 9. Habitual truancy
- 10. Membership by student in secret clubs, fraternities, sororities or other secret organization
- 11. Not attending their regularly scheduled class (playing hooky)

d.PROCEDURES OF SUSPENSION

The principal of the school shall suspend the student in the following manner:

- 12. Attempt to orally notify the student and his/her parents or guardian, stating the reason for this suspension, the term of his/her suspension and his/her right of a hearing before the principal.

13. In writing, notify the student and his/her parents or guardian, by United States mail stating the reason for his/her suspension, the term of his/her suspension and his/her right of a hearing before the principal.
14. In the event the student and/or his/her parents or guardian are dissatisfied with the outcome of the hearing before the principal, the principal shall notify the parents or guardian and the student in writing, of his/her decision and student's right of appeal to the superintendent.
15. In the event the student and/or his/her parents or guardian are dissatisfied with the outcome of the hearing before the superintendent, the superintendent shall notify the parents or guardian and the student in writing, of his/her decision and the student's right of appeal to the school board. In the event of a short term suspension, that ends prior to the next scheduled school board meeting, a suspension appeal committee may hear the appeal and give their decision. The appeal committee will be made up of 3 certified staff, employed at Coyle Public Schools, appointed by the superintendent. This process may also be used if an administrator's child is being considered for suspension.
16. Arrangements should be made through the principal's office to pick up class work that will be missed during the out-of-school suspension. Class work will be offered and provided at the student's and/or parent/guardian's request to continue education; credit shall be given while on out-of-school suspension. For lengthy suspensions, class work should be picked up and then the completed work must be brought back on days that new work is picked up. If the student needs help on an assignment or has any other questions, he/she can call the school to make arrangements to meet with a teacher for help.

11. SAFE SCHOOLS

a. PUPILS - RELEASED TO LAW OFFICERS

Various police, attorneys and/ or insurance investigators may interrogate school children only with the consent of the parent, guardian, or upon the written order of the court, and with permission of the principal.

No child will be released into the custody of an officer of the law without the parent's or guardian's consent or upon the written order of the court. If a law officer directly requests a student through a teacher, the teacher will not release said student without permission from the principal personally.

b. SAFE-CALL

SAFE-CALL is a confidential, toll-free school safety hot line that can be used by anyone in Oklahoma. It is available 24 hours a day, 365 days a year. SAFE-CALL allows Oklahoma citizens to anonymously report circumstances they feel may put themselves or others at risk in school. The SAFE-CALL number is **1-877-SAFE-CAL(L) ext. OK1**, 1- 877-723-3225 ext. 651.

c. SEARCH AND SEIZURE POLICY

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search without a warrant.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the

authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (glue, paint, etc.) or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property, (70 O.S.A. 24-120).

1. TOBACCO PRODUCTS OF ANY KIND

The Board of Education understands the concern expressed by parents, educators, students and other community members regarding the adverse effects of tobacco on the

individual. Further, the Board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, the Board establishes the following policy:

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, or tobacco products of any kind, will not be used by students while on school premises. Tobacco should not be possessed or used by students attending any school-sponsored event outside school premises, or while in transport to or from such an event in school authorized vehicles.

The Oklahoma law, enacted as Title 21, Oklahoma Statutes, Section 1241, provides essentially that any person who furnishes, by whatever means, tobacco or tobacco products to a minor will have committed a misdemeanor punishable by "a fine of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$200.00) and confinement in the county jail of not less than ten (10) days nor more than ninety (90) days for each offense."

The bill further provides that any minor being in possession of "cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product" who refuses to divulge his or her source is also guilty of a misdemeanor and may be punished by fine, jail term or both.

12. STUDENT ATTENDANCE

a. RESIDENCY

1. The residence of a student for school purposes is defined by 70 O.S. Supp. 1992, Sections 1-113.
2. The school district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that school district for any other reason authorized by law.
3. Coyle School district's policy, which provides for the procedures and criteria to determine if a student is a resident of the school district or is otherwise, entitled to attend school in that school district is as follows: Coyle Board of Education policy shall include, but not limited to, documented evidence provided by the parent, guardian or person having care and custody of the student. Such documentation may include proof of provisions of utilities, payment of ad valorem taxes, local agreements or contract for purchasing/leasing housing. The criterion for residency adopted in this policy shall not be in conflict with statutory provisions relating to the residence of students. This policy shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.
4. Pursuant to 70 O.S. 18-111, a pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. (70 O.S., Section 18-111)
5. Coyle school district may, as a part of its procedures for determining student residency, require reverification of student residency at the beginning of each school term.

6. Procedures for resolving residency disputes are specified in this subsection. Coyle school district designates the superintendent of Coyle Public Schools as its residency officer. The residency officer pursuant to the following procedures shall determine any question or dispute as to the residence of a student.
 1. If Coyle school district initially denies admittance of a student who claims to be a resident of the school district, the parent, guardian or person having care and custody (hereafter parent) of the student shall be informed that they may request a review of the decision of the local residency officer. A review of the decision will be made by writing the residency officer and asking for a review of the initial decision.
 2. If, during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.
 3. The parent of the student must notify the residency officer, in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.
 4. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
 5. In the event the parent disagrees with the decision, the parent shall notify the residency officer, within three (3) school days of the receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local Board of Education. The local Board of Education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next regularly scheduled Board meeting. The local Board's decision shall be the final administrative decision.
 6. In an effort to place students in school as quickly as possible, timelines shall be followed, unless due to emergency circumstances both parties agree to an extension of timelines.

b. ATTENDANCE

The Coyle Board of Education firmly believes that a student in the Coyle Public Schools must attend school on a regular and punctual basis in order to benefit appropriately from the educational opportunities available. Based on this premise, it is the decision of the Coyle Board of Education that all students must be absent no more than ten (10) days a semester in order to earn a passing grade in any subject. Any exceptions to this regulation must be resolved by an administrative review Board on an individual basis following careful study of the circumstances involved. The administrative review Board shall consist of the superintendent and the principal. Any student, parent, teacher, counselor, or principal may make an official request of the principal

for consideration by the administrative review Board for special study of circumstances wherein the limit of ten absences is exceeded.

c. EXCUSED ABSENCES

Excused absences are absences for any reason that a parent or guardian may see fit for the student to miss school. Students are allowed one (1) day, plus the number of days absent, to make up class work. It is the responsibility of the student to contact the teacher about make-up work.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (i.e.: nine weeks test, semester test), which is missed because of an excused absence, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he or she shall be obligated to take the test on that day.

Should the student be absent at the time the test is announced and if it is not regularly scheduled, then the test shall be administered to him or her one day following his or her return to class. Any exceptions to this rule shall be the discretion of the principal.

Note: Students need to remember they must not exceed ten (10) absences per semester in order to pass. Students with good attendance habits usually do better than students with poor attendance habits.

d. TRUANCY

A student is considered truant when he leaves school without permission from the office or if he remains away from school without the knowledge and consent of his parents or guardian. Cutting class for just one hour will be considered truancy, even though the student did not leave the school grounds.

e. HOMEBOUND PROCEDURE POLICY

Each student and/or parent will be responsible for picking up assignments on the agreed upon time and day of the week. They will have one week from that day to return and pick-up more work. If no work is returned within this timeframe zeroes will be given for those assignments that are missing. It will be at the discretion of the individual teachers to accept late work. The district will also provide an instructor to make home contact when the need arises. The parent/guardian will need to meet with the administration to develop an agreement.

f. FIRST HOUR TARDIES

Any student who is not in the classroom ready to assume classroom attitude when the tardy bell rings, must get an admit from the office before he is admitted to class. The principal shall decide if the tardy is excused or unexcused. **ANY STUDENT WHO ARRIVES TO CLASS LATE BY 15 MINUTES OR MORE SHALL BE COUNTED AS ABSENT FOR THAT PERIOD.**

If a student is late arriving at school, that student should report to the principal for a tardy slip. Students will obtain admits from building site office.

g.EXCUSED TARDY

Any student may receive a written note from either a teacher or office secretary to excuse a tardy if he/she has been on an errand, sent to the office, etc. It is the student's responsibility to ask for the note. If a student does not have a note, then his/her tardiness will not be excused.

h.UNEXCUSED TARDY

Teachers will keep all unexcused tardies in their grade book. It shall be the teacher's decision as to whether or not a tardy is excused or unexcused. The following is a list of penalties for unexcused tardies: (each student will have zero tardies at the beginning of each semester).

1st Tardy Warning

2nd Tardy Warning

3rd Lunch Detention

Each additional tardy following the 3rd tardy in a semester will result in a lunch detention.

All requests for early dismissal of a student must go through the principal's or superintendent's office. Students will only be allowed to leave if they have brought a note from their parent/guardian stating the time that the student needs to check out, or if the parent/guardian calls giving permission for the student to leave, or if the parent/guardian requests early dismissal in person. The student must be signed out by the parent/guardian, through the superintendent, principal, or one of the school secretaries. The parent/guardian will not be able to simply pick their child up in front of the school. The parent/guardian must come in to the principal's office and sign them out. **Students will not be dismissed from class until parents have come into the office.**

13. STUDENT PROMOTION

a. REPORT CARDS

Each nine weeks, report cards are issued in order to keep the parents in touch with the work the students are doing in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher or the principal or both is highly desired and will be appreciated.

Each 4 1/2 weeks, progress reports are sent to parents. Each week a student is on the F or D list a report will be mailed to parents along with a reason for the unsatisfactory work. This is to

acquaint the parents with the student's problems so they can help solve them satisfactorily and perhaps prevent that student from failing the course.

It is hoped that with parents, students, and teachers working together, the number of failures and dropouts will be cut to the absolute minimum and scholastic achievement will be greatly improved.

Grading Scale

A Excellent (90-125)

B Good (80-89)

C Average (70-79)

D Low (60-69)

F Failure (59-below)

b. HONOR ROLLS

i. SUPERINTENDENT'S HONOR ROLL

Requires all "A's"

ii. PRINCIPAL'S "A" HONOR ROLL

Requires five (5) or more scholarship marks of "A" with no mark below a "B"

c. PROMOTION POLICY

Grade placement in the elementary school (K-7) will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, mastery of current grade standards, and marks achieved. Standardized test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year.

d. RETENTION POLICY

It is the policy of Coyle Public Schools that no student shall be advanced to a higher grade level after a recommendation of a teacher that a child should be retained in the child's present grade level. A recommendation for retention in a grade is a decision made carefully on an individual basis. This decision will firmly focus on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal

process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board. 70 O.S. 1991, Section 24- 114.1

e.APPEALPROCESS FOR A STUDENT NOT BEING PROMOTED

Whenever a teacher recommends that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendations, may appeal the decision by notifying the superintendent in writing, requesting a hearing before the Coyle Board of Education at the next regular meeting of the Board.

An appeal in writing from the parent or guardian giving reason(s) to promote over the school's recommendation of retention must be provided to the Board at the hearing for their consideration. The Board will consider both the school's and the parent's reasons for their recommendations. The decision of the Board of Education is final

14. STUDENT ACTIVITIES

a. STUDENT PARTICIPATION IN NON-CURRICULAR EVENTS IS CONTINGENT UPON FULFILLMENT OF OBLIGATIONS OWED TO THE DISTRICT

Part of the educational mission of the district is the teaching of character education, the requirements for being a responsible member of society, and the fact there are negative consequences for failure to accept basic responsibilities owed to others and to society.

Participation in extracurricular and non-curricular school events is a privilege and not a right of a student. Participation is conditioned not only upon any academic eligibility requirements and compliance with disciplinary rules, but the display of good citizenship, including payment of all financial and property obligations owed to the district, which is providing these opportunities and events for students.

Students who participate in competitive extracurricular activities represent the district to the student body, patrons, and the other school districts participating in the event, and students may not be afforded the opportunity to participate or continue to participate in those activities for lack of display of good citizenship, including failure to pay all financial and property obligations owed to the district.

Participation in noncompetitive extracurricular and non-curricular events provided students by the district is also a privilege which may be denied to a student for failure to display good citizenship, including failure to pay all financial and property obligations owed to the district. These events require the use of district facilities and other district resources, the time of district employees, and the efforts and time of students who display good citizenship, including payment of all financial and property obligations owed to the district. In brief, to enjoy the benefits of activities provided students by the district, students must honor their commitments to the district,

which includes the payment of money owed the district and the return in good condition of district property. Accordingly, students who do not honor their financial and property obligations to the district may not be permitted to enjoy privileges provided by the district for students, including participation noncompetitive extracurricular and noncurricular events. Such privileges include, but are not limited to participation in field trips outside the classroom, service as class officers, or recognition for any award or honor given a student by the district.

(Example of financial obligation: A family lunch bill that exceeds \$100. In this event all family members in school would not be able to participate in the extra activities unless the previous month's bill had been paid in full starting the new month with a zero balance for the family.)

d.FUND-RAISING ACTIVITIES

All organizations, which wish to have fund-raising projects, must get it cleared through their sponsors first. After sponsors have agreed to the project, it must be cleared through the principal by the sponsor. This procedure must always be used, if the activity is to be approved.

e..PARTIES

All parties must be cleared through the principal's office.

f.ACTIVITIES/ATTENDANCE POLICY

Student participation in school programs is encouraged at Coyle Public Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, to build self-confidence, and to promote a sense of accomplishment.

In compliance with the State Board of Education to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Coyle Public Schools.

15. TRANSPORTATION

a.TRANSPORTATION POLICIES

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

The bus driver is the "pilot" in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision-maker. The driver of the bus is a school official and has the same control over the pupil as the teacher in the classroom. Misconduct will be reported immediately to the principal. Students and other school bus passengers shall conduct

themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses.

The bus driver will bring misconduct to the attention of the principal. The parents will be notified by the principal through a school bus incident report.

Coyle Public Schools Transportation Policies

School Bus Rider Guidelines

(Please keep these guidelines for future reference. Your signature on the following page acknowledges your receipt and compliance.)

Coyle Public Schools realizes that the school bus transportation has become an integral part of the modern educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (OK State Statute 70-9-101). Because of these two facts, and because the Board chooses to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians; rather, they are to be used to provide for the safe transportation of all students who are transported.

We carry the most precious cargo in the world: your children. We ask that you cooperate with the efforts put forth to care for your children and to cooperate with school personnel in their pursuit of safe transportation.

NOTE: These procedures will not supersede, but are in addition to all Board adopted policies.

b.TRANSPORTATION TRANSFERS

In order to provide the safest possible care for your students while they ride the bus and in order to control the number of students riding any given bus, it is necessary that students ride only the bus they are assigned to. Furthermore, it is necessary that students get on and off the bus only at the stop closest to their residence.

If a student needs to get on or off at a stop different than his/her own, **ON A ONETIME BASIS**, the student must have this approved by the principal by presenting a signed letter or verbal request from the parent/guardian.

c.CAMERA USE

Some buses are equipped with cameras, and individuals other than transportation personnel may view videotapes taken by these cameras.

d.DESIGNATED BUS STOP

Students are required to be at designated bus stop, on time, ready to board. Be aware that inclement weather may vary the time of pickup.

e. DISCIPLINE POLICY

Student behavior is expected to be like that in the classroom. Students will be expected to board the bus quietly, take their seats, and converse quietly, take their seats, and converse quietly with their nearest neighbor. Violations of this policy may include, but will not be restricted to, the following:

Failure to remain seated, facing forward, feet out of the aisle Aisles clear of personal possessions Pushing, tripping, hitting, or slapping loud, profane, or unacceptable language, not obeying the driver, throwing objects or littering, spitting, eating, drinking, chewing gum, use of electronic devices, violation of safety procedures, and hanging out of the window.

f. STANDARD PROCEDURE

For these first-time offenses which might be categorized as “minor”, such as failure to remain seated, eating/drinking, etc., the bus driver may assign the student to a specific seat and/or have a conference with the student.

Please note: Any of the following steps may be skipped if the offense is deemed to be severe. This category could include, but is not restricted to, the following:

Severe Clause: Weapons (including toys and facsimiles), Fighting/Terrorism, Vandalism (could include restitution as well as disciplinary action), Gross violation of safety procedures, Verbal (includes cursing) or physical assault of the bus driver, defiance of school personnel, Drugs/Alcohol/Tobacco, Sexual misconduct.

First reported offense: Principal may contact parent by letter or phone

Second reported offense: Bus suspension of 3 days, in-house suspension, etc. Parent to be notified by the principal.

Third reported offense: Mandatory bus suspension of five days. Parent to be notified by the principal.

Fourth reported offense: Mandatory bus suspension of 86 days or equal to one semester. Parent to be notified by the principal.

g.BUS RIDER RULES

A. Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. (Bus riders conduct themselves in a safe manner while waiting.)
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Horseplay is not permitted.
5. Be careful in approaching bus stops.
6. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

B. While on the Bus –

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. The use of any form of tobacco, vapor device or alcohol is prohibited.
3. Assist in keeping the bus safe and sanitary at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
6. Riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Riders are not permitted to leave their seats while the bus is in motion.
12. Horseplay is not permitted.
13. Riders are expected to be courteous to fellow pupils.
14. Keep absolute quiet when approaching a railroad crossing.
15. In case of a road emergency, children are to remain in the bus unless otherwise instructed.

C. After Leaving the Bus -

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

D. The driver will not discharge riders at places other than the regular buss top, except by proper authorization from the parent and school official.

E. Extra Curricular Trips -

1. All the bus rider rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of any school chaperone appointed by the school officials.
3. No student will travel in any vehicle not owned and insured by the District while on a school trip unless prior permission has been secured from the parent and such travel has been authorized by the principal and sponsor of the activity in which the student is engaged.
4. **STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED TO THE PARENT.**
Parents must sign their child out in order for the child to be released to the parent.

16.HEALTH ISSUES ACCIDENT - ILLNESS POLICY

The Coyle School District assumes no liability for accident or health insurance. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardian. If the parents or guardian can not be located, the school may transport such student to a doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Coyle Public Schools urges parents to obtain adequate insurance coverage on behalf of their children.

The Coyle Public School is committed to the safety of its students, staff and patrons. Therefore, it will be the policy of the Coyle School district to fill out the attached "Accident Report Form". When an accident occurs at school or on a school activity the form will need to be filled out as soon as possible by the person or persons witnessing the accident. The report will need to be given to the building principal with an oral report concerning the accident.

1. ACCIDENT REPORT FORM

See attached Form C.

2. IMMUNIZATIONS

i. DTP, POLIO, AND MMR

The State Board of Health currently requires that children attending school in Oklahoma have had at least five (5) DTP or DTaP shots (unless the fourth was received after his/her fourth birthday), four (4) doses of Polio vaccine (unless the third dose was received after his/her fourth birthday), and one each of measles, mumps, and rubella (MMR) vaccines received on or after the child's first birthday. A second dose of measles vaccine at least 30 days after the first dose is required for children entering kindergarten (or first grade without attending kindergarten) beginning with the fall 1990 semester.

Every subsequent year the second dose of measles requirement will be extended by one grade level (see table below). It is the intent of the law that all students, regardless of age or circumstances, have received two doses of measles vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades; are also required to have two doses of measles vaccine.

ii. HEPATITIS B

All students entering the seventh grade must provide documentation of having received three (3) doses of hepatitis B vaccine. Beginning in the fall, 1998 semester, all students entering kindergarten or first grade without attending kindergarten, must provide documentation of having received three (3) doses of hepatitis B vaccine.

iii. HEPATITIS A

Students entering kindergarten and seventh-grade will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning in 2004, all children entering school shall be required to have two doses of hepatitis A vaccine.

iv. VARICELLA (CHICKENPOX)

Students entering kindergarten will be required to have had one dose of Varicella (chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning in 2010, all children entering school shall be required to have one dose of Varicella vaccine or a parent's statement of a history of the disease.

d. HEAD LICE AND CONTAGIOUS DISEASE POLICY

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional

as defined by section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194)

17.ADMINISTERING MEDICATION TO STUDENTS

It shall be the policy of the Coyle Board of Education that if a student is required to take prescription medication during school hours and the parent or guardian is unable to be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or his designee, may administer the medication only as follows:

A.PRESCRIPTION MEDICATION

Prescription medication must be in a container that indicates the following:

1. The student's name
2. The name and strength of medication
3. Dosage and directions for administration
4. Name and phone number of physician or dentist
5. Date and name of pharmacy
6. Whether the child has asthma or other disability which may require immediate dispensation of the medication

The prescription medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

1. Purpose of the medication
 1. Time to be administered
 2. Whether the medication must be retained by student for self-administration
 3. Termination date for administering the medication
 4. Other appropriate information requested by the principal or the principal's designee

The administrator or his designee will:

1. Keep an accurate record of the administration of the medication
2. Keep all medication in a locked cabinet except medication retained by a student per physician's order
3. Return unused prescription to the parent or guardian only

The parent, guardian or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

b.NON-PRESCRIPTION MEDICATION

Non-prescription medication may be administered only with the written permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities are inappropriate or ineffective. The medication must be in its original container and will be administered only in accordance with label directions on the medication container. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

c.MEDICATION ADMINISTRATION

No minor child shall be allowed to carry or self-administer any medication, prescription or non-prescription except as approved by the laws of the State of Oklahoma and then only when proper written approval is provided by the child's parent, or guardian.

d.STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

Pursuant to 70 O.S. § 1-116.3, the Board of Education of the Coyle School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission shall include the following:
 - a. Permission statement authorizing the student to self-administer inhaled asthma medication.
 - b. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication.
 - c. Acknowledgment from the student's parent or legal guardian that the district and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma

medication and acknowledgment that the District has provided this information in writing to the parent or legal guardian.

3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the district to self-administer inhaled asthma medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler at all times.

e.PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

See attached Form D.

17.FIRE, TORNADO, & EMERGENCY DRILLS

a. FIRE DRILLS, TORNADO DRILLS, EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers, bus drivers, etc. quickly and in an orderly manner.

EMERGENCY PLANS

Fire Emergency Plan:

At the alert and/or announcement, students will stand and orderly exit their classroom through the closest exterior door. Teachers, please review your classroom charts for designated pathways.

Once arriving at the assigned meeting location, teachers will take roll and confirm all students and staff are accounted for.

An "All Clear" announcement will be made when the disaster (or drill) is over.

Tornado Emergency Plan:

At the alert and/or announcement, students will be escorted to the new gym and into the tornado shelters. If weather permits, everyone will walk to the location. If weather does not permit walking, everyone will be transported by bus. Buses will pick-up at the north cafeteria door and at the front of the high school.

Elementary students (PK-7th Grades) will enter the **west storm (Under Visitor Seating)** shelter from the northwest entrance and assemble by class from youngest to oldest. Pre-

Kindergarten will be the first class at the south end of the shelter followed by Kindergarten, 1st Grade, and so on. Please refer to the signage on the wall of the shelter for proper class location.

Teachers will instruct students to sit on the floor by grade and wait for further instructions.

Once arriving at the assigned meeting location, teachers will take roll and confirm all students and staff are accounted for.

Lock own Plan:

An announcement will be made when a lock down is needed. When a lock down is announced, teachers and staff will lock any entrances and shelter students in place, according to the code announced.

Lock Down Codes:

GREEN - (Lock door and keep teaching. Do not let anyone leave the room.)

YELLOW - (Lock door with caution of the surroundings. Do not let anyone leave the room.)

RED - (Lock door with severe caution and shelter everyone in the room out of sight. Do not let anyone leave the room.)

An “All Clear” announcement will be made when the lock down is over and everyone will return to the normal schedule/routine, or other directions will be given, if necessary.

Continued Emergency Procedures

c. TORNADO SAFETY RULES

1. School buses will continue to run during tornado watches, but will not run during tornado warnings. School buses are easily rolled by tornado winds.
2. During a tornado watch, the school secretary will monitor commercial radio or T.V. for tornado warnings. Weather spotters will also keep an eye on the sky for dark, rolling clouds, hail, driving rain, or a sudden increase in wind, in addition to the tell-tale funnel.
3. One long ring of the bell will be designated to indicate a tornado has been sighted and is approaching.
4. Teachers or staff on duty will be responsible to bring students in from the playground and the outside commons areas during the drills.
5. Students in the classrooms will be escorted to specific areas of the building. (Shown on the Tornado Emergency Plan)
6. If a school bus is caught in the open when a tornado is approaching the children should be escorted to a nearby ditch or ravine and made to lie face down, hands over head. They should be far enough away so the bus cannot topple on them.

d. FIRE DRILL AWARENESS AND EMERGENCY PROCEDURE

1. The principals will plan fire drills during the school year. One fire drill must be held within ten days after the first day of school. At least one other fire drill will be held ten days after the start of the second semester. Fire drills may be held in conjunction with the local fire department and emergency unit's fire drills.
2. Anyone who smells smoke, sees a fire, or suspects that there is a fire should take the following actions:
 - A. All students are to be escorted out of the buildings to safety (high school students to the parking lot north of the high school building, elementary students to the parking lot south of the elementary building.) A fire alarm pull station is to be located as quickly as possible to sound the alarm (short rings of the bell...at least 4 rings...will signal a fire). If a fire alarm pull station cannot be found or pulled, the person reporting should contact a teacher who can ring the fire alarm.
 - B. The Fire department should be contacted as soon as possible.
 - C. Fire Department Phone Number: 466-3933 or 911
 - D. Teachers are to account for all of their students.
 - E. Principals are to account for all teachers during a fire drill.
 - F. Principals will designate someone to check restrooms on exiting the buildings.

Fire exit diagrams are to be posted in all rooms on the bulletin boards.

e. BOMB THREAT

In the event that the school would receive a bomb threat the administration will assess the seriousness of the threat and take appropriate action. After assessing the situation and it is determined that evacuation is necessary the emergency tornado emergency transportation procedure will be implemented. Buses will pick-up at the north cafeteria door and at the front of the high school.

Busses will travel to the bus barn and FFA Show Barn. PK-7 students will locate in the FFA Show Barn in groups by class and teachers or sponsors.

All certified staff should maintain a list of the students that they will be responsible for.

Once students and staff are secured in the buildings they will remain there until safe to leave or are released to a parent or guardian. A parent or guardian must sign for their student at the door of the respective buildings. Staff will be assigned to the doors, telephones and other areas of communications as needed.

20. TRANSFER STUDENTS

It will be at the discretion of the Coyle School District to accept or reject students transfer in or out of the district.

OPEN TRANSFER POLICY

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the student has a history of poor attendance, behavior issues, or we have reached our cap set by the board

DELEGATION OF APPROVAL AUTHORITY TO SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

The Board of Education delegates to the superintendent of the Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

TIME OF RECEIPT OF APPLICATIONS DETERMINES ORDER OF REVIEW

Transfer requests will be numbered as received, the district shall consider requests on a first-come, first-serve basis. All transfer applications received by the district shall be dated and time-stamped.

FORM A INTERNET USE APPLICATION

User's Full Name (please print): _____ Home
Address: _____ Home Phone: _____
_____ Work Phone _____ I am a(n) _____
Administrator _____ Teacher _____
_____ Parent _____ Coyle Student _____

I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature _____ **Date:** ____/____/____

PARENT/GUARDIAN PERMISSION

FORM D

PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

The undersigned, , (“Parent”) is the parent or legal
guardian of , (“Student”) who attends Coyle Public School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer inhaled asthma medication pursuant to the guidelines set forth in District Policy 720.1.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student's permission to self-administer inhaled asthma medication at school.
3. Parent has provided to the District a written statement from Student's physician indicating that Student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication.
4. Parent acknowledges the following statement:

"The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."

5. Parent has read, understands and agrees to the provisions and regulations of District Policy 720, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student's permission to self-administer inhaled asthma medication at school.
6. Parent has been given a copy of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*; a copy of District Policy 720, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

Parent/Guardian (please print) _____
Signature _____ Date: ____/____/____

FORM E

COYLE PUBLIC SCHOOL DISTRICT

ELEMENTARY ELECTRONIC DEVICES

It is the policy of the Coyle School Board that students in **grades 7-12** may possess electronic devices. **Elementary students PK-6th grade will not be allowed to use cell phones or other electronic devices listed** (this includes but is not limited to: cell phones, radios, cassette players, compact disc players, electronic games, such as Game-Boys, paging devices, etc.) **while at school**. The school will not be responsible for any lost or stolen devices brought on school property.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

I HAVE READ AND UNDERSTAND THE ABOVE ELECTRONIC DEVICES POLICY.

Student Signature_____	Date_____
Parent//Guardian Signature_____	Date_____

