

CANADIAN PUBLIC SCHOOLS

Independent School District #002



CODE OF CONDUCT

www.canadian.k12.ok.us

2021 – 2022

Board of Education Approved 8.9.2021

Parents and guardians must fully understand the risks that attend education decisions. Canadian School District, although taking intentional targeted actions to reduce the risks associated with school attendance, cannot assure parents and students full protection from virus exposure, even with our school's adherence to elevated health and safety measures. These actions include extensive education, social distancing, wearing face masks, disinfection of school classrooms, buses and other areas, and emphasis on personal hand-washing and use of hand-sanitizers. Parents and guardians must independently evaluate the risks associated with school attendance and participation in activities with recognition of the possibility of exposure to infection, illness, quarantine and other adverse consequences of COVID-19. We fully respect parent decisions and will always act in the best interest of our students and school community.

ADMINISTRATION

SUPERINTENDENT	Mike Broyles
PRINCIPAL – High School	Jake Box
PRINCIPAL - Elementary School	Laura Gragg

SCHOOL DIRECTORY

Report Student Absences	Contact Person	Phone #
HS/JH Secretary	Catherine Eldridge	339-2705
Elementary Secretary	Paulette Blanks	339-7253
Payroll Secretary	Lisa Effinger	339-7251
Superintendent & Activity Secretary	Deanna Strzelecki	339-7251

Transportation	Bo Bedford	339-7251
-----------------------	------------	----------

Student Information

High School & Jr. High Principal	Jake Box	339-2705
School Counselor	Lana Sanders	339-2705
High School Dean of Students	Larry Tucker	339-2705
Elementary Principal	Laura Gragg	339-7253
Elementary Dean of Students	Jennifer Baker	339-2705

Coaches

Baseball	Larry Tucker	339-2705
Softball	Morgan Pinson	339-2705

Boy's Basketball	Ben Collier	339-2705
Girl's Basketball	Bo Bedford	339-2705
Football	Wesley Jackson	339-2705
Cheerleading	Jessie Surtmiller	339-7251

SUPPORT STAFF

Geri White	Paraprofessional
Lynn Dillman	Paraprofessional
LeeAnn Griffin	Paraprofessional
Candie Kelly	Paraprofessional
Shelia Mulinex	Paraprofessional
Lorrie Dugan	Paraprofessional
Barbie Sims	Paraprofessional
Jane Ann Luna	Paraprofessional
Summar Cook	Bus Driver
Linda Rankin	Bus Driver
Jean McCray	Bus Driver
Bradon Berry	Maintenance
Bill Rea	ES Building
Patricia Bush	HS Building
Wanda Masters	All Buildings

FACULTY

High School & Jr. High

Joseph Baughman	Science
Tracy Cash	Language Arts/Alternative Education
Melinda Dobson	Mathematics
Shana Grubis	Mathematics
Kristen Remaly	JH Science
Ben Collier	Math/ Boys Basketball
Amber Hitchcock	Vocational Agriculture
Rhonda Horne	Special Education
Wesley Jackson	Social Studies/ Football
Sydney Marion	Special Education
Dray Murdaugh	HS Language Arts
Lana Sanders	Counselor
Dondra Ritchey	Language Arts / Yearbook
Lori Wilcox	Library
Morgan Pinson	Special Education/Softball/ Track
Matt Ross	Computers
John Wilcox	7th&8th Grade
Glenn Sizemore	Band/Choir
Natalie Neill	JH Language Arts

Elementary

Sarah Lanham
 Debbie Marshall
 Kierra Warrior
 Leetha Pitts
 Regan Munger
 Dena Shirley
 April Mabray
 Lisa Owen
 Joanna Barton
 Denise Brewster
 Stephanie Oxtoby
 Deann Rea
 Summar Cook

PreSchool
 Kindergarten
 Kindergarten
 1st Grade
 2nd Grade
 2nd Grade
 3th Grade
 3rd Grade
 4th Grade
 4th Grade
 5th Grade
 5th Grade
 Special Education
 Librarian

CLUBS AND ORGANIZATIONS

Canadian schools offer a number of student clubs, organizations and teams.

Club	Sponsor	Purpose
4-H Junior	Amy Richmond	Promote Citizenship
4-H Seniors	Amy Richmond	Promote Citizenship
Academic Team	Lana Sanders	Academic Competition
Baseball	Larry Tucker	
Boys Basketball	Ben Collier	
Cheerleading	Jessie Suttmiller	
Choir/Music	Glenn Sizemore	
FFA	Amber Hitchcock	Students learn about agriculture, participate in competitions, and developed leadership skills.
Football	Wesley Jackson	
Girls Basketball	Bo Bedford	
Softball	Morgan Pinson	
Teens for Christ	Wesley Jackson	HS students meet to discuss their faith.

Policy of Non Discrimination

The Canadian Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Canadian Board of Education does not discriminate on the basis of disability, race,color, religion, national origin, sex, age, or veteran status."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access. Inquiries concerning application of

this policy may be referred to the Superintendent who is the Title IX/504/ADA Compliance Coordinator. The superintendent can be reached at 918-339-2705 or by mail at Canadian Public Schools: Attn Superintendent PO Box 168, Canadian, OK 74425

DIRECTORY INFORMATION

The Canadian School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name, address, phone number.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e. first grade, tenth grade, etc.)
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Canadian School District.

Within the first three weeks of each school year, the Canadian School District will distribute in the student handbook the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is

distributed, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about ; that student. This designation will remain in effect until it is **modified-by** the written direction of the student's parent or the eligible student.

Asbestos Statement:

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763-Asbestos Containing Materials in Schools, Canadian Public School has been inspected and an Asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Superintendent's Office from 8:00am – 3:00pm.

School District Screening Protocol:

To prevent the spread of communicable diseases, especially during a pandemic or public health crisis, the district may implement the following protocol to control and restrict access to school property, activities, and events: The district encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours.

The district will adhere to guidelines set by local, state, and federal health and safety guidelines when feasible.

**REFERENCE: 70 O.S. § 5-117
63 O.S. § 1-507**

District and Site Report Card

We are pleased to make available the Canadian Public School District and Site Report Cards for your review. The Report Cards are on our school website at <https://www.canadian.k12.ok.us>. You can also view a copy of the report card at the administration office or the school sites. We hope this information is valuable to you, as we continue to work hard to educate your child(ren).

Student Enrollment Requirements

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide educational services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

For school enrollment, a parent or guardian shall provide one of the following:

1. Current, up-to-date immunization records; or
2. A completed and signed exemption form.

Closed Campus

Canadian Public Schools has a closed campus policy. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless permitted to leave the campus by a school official. Students cannot be excused to leave campus for lunch. Students must have a parent/guardian's permission and must sign out in the office upon their departure.

Attendance

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

The superintendent is directed to develop, for board approval, regulations that support this policy.

ABSENCES

An excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand,
or

petit jury *

4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child has been absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent every year and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

- a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format.

Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They are not physically present at school but are completing work in a virtual online program approved by the school district, or

3. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child misses school for reasons other than those that fall within an excused absence.

1. A student may take up to 10 days of absences by arrangement per semester.

2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days before the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is an absence that does not fall within one of the above categories. Work may be made up. Fifty percent (50%) of the grade will be counted. Ten (10) unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action by the Delaware County District Attorney.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than fifteen (15) minutes late is counted absent for the period.

3. Every 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the four (4) day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize absenteeism.

Disciplinary action related to tardiness:

Each tardy from **2nd period** through 7th period will result in a morning detention.

3 tardies **1st hour** will result in 1 day ISS or Saturday School

2nd offense of 3 tardies **1st hour** will result in Saturday School or 3 days ISS

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child’s medical needs will be considered a significant medical condition. *

LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8

School Visitors/Classroom Visitation and Personal Calls

School Visitors:

It is the policy of the Canadian Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return without the written permission of the administration for six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

Classroom Visitation:

To provide school children with a reasonable opportunity to study and learn, it is the policy of the Canadian Board of Education to restrict classroom visitation to a minimum. Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The principal has authorized discretion in permitting visitation, and the board of education declares its support of any decision made by a principal in denying visitation to any person. Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

Personal Calls:

To keep classroom disruptions to a minimum, phone calls to students from parents/guardians will be put through only on an emergency basis. All other messages will be given to students between classes or at lunch. Students will be allowed to use the office phone for an urgent need at the discretion of the administration.

Gift Delivery

Canadian Public Schools takes no responsibility for gifts delivered to the school. It will be the student's responsibility to pick up their gifts at the end of the school day. Large cumbersome gifts, such as balloons, will not be allowed on the school bus.

Gifted Education

In accordance with its commitment to educate each child to his/her fullest potential, the Canadian Independent School District #1-002 recognizes the values, needs, and abilities of gifted students.

The Gifted Education Program is designed to support, encourage, and challenge the intellectually, academically, and creatively talented students to maximize their potential for social, academic, and creative leadership.

Since gifted children are as different from each other as they are from other children, no single program option can ever meet all of the needs of all gifted children. It is, however, recognized that a differentiated educational program should be offered in an attempt to meet as many of these students' needs and interests as is economically feasible.

PROFICIENCY TEST PROMOTION (P.T.P.)

The P.T.P. (Proficiency Test Promotion) exams began in August of 1993 and each **August** and May thereafter, with test dates being set by the principals. Those students **scoring** a 90% or above will receive credit for the course or courses and may advance the next course work level. Students in grades 1 - 5 must pass an overall average of **80%** or above to advance to the next grade **level**.

Student Behavior

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

1. Arson, including possession of explosives or flammable materials, or abuse of fire alarms or safety equipment
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, pregnancy, gender, gender expression or identity, 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, pregnancy, gender, gender expression or identity, 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. The criminal or delinquent activity of any nature or kind
9. Cutting class or sleeping, eating or refusing to work in class
10. Disruption of the educational process or operation of the school
11. Extortion
12. Failure to attend assigned detention, alternative school or another disciplinary assignment without approval
13. Failure to comply with state immunization records
14. False reports or false calls
15. Fighting
16. Forgery, fraud, or embezzlement
17. Gambling
18. Gang-related activity or action
19. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
20. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
21. Immorality
22. Inappropriate attire, including violation of the dress code
23. Inappropriate behavior or gestures
24. Indecent exposure

25. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, 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)
26. Obscene language
27. Physical or verbal abuse
28. Plagiarism
29. Possession or distribution of a caustic substance
30. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon[1] and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.), including any device capable of discharging or throwing any projectile (BB guns, paint guns, dart guns, blowguns, etc.)
33. 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 according 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.
34. Possession of illegal and/or drug-related paraphernalia
35. Possession of prescription and/or non-prescription medicine while at school and school-related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell

- prescription and non-prescription medicine while at school and school-related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 39. Theft
 40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 41. Truancy, including excessive tardies
 42. 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.
 43. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 44. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 45. Vandalism
 46. 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, school bus misconduct, or conduct that results in school closure, or student/staff removal from a schoolsite
 47. Vulgarity
 48. Willful damage to school property
 49. Willful disobedience of a directive of any school official
 50. Inappropriate public displays of affection.
 51. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.
 52. Laser Pointers

- 53. Rubber bands and/or pins (i.e. safety, straight)
- 54. Skateboards, roller skates, and rollerblades are not permitted on school property during normal school hours.
- 55. Pets are not allowed on school premises at ANY time unless exempted by the administration for health or other compelling reasons. (This includes all school functions held after school hours.)

Also, 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 result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

School Bullying Prevention Act

(Okla. Stat. tit. 70, § 24-100.2) The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, bullying, and threatening behavior. This includes, but is not limited to gestures, written verbal, or physical acts, or electronic communications that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's educational mission or the education of any student.

The board has also adopted a policy prohibiting harassment,

intimidation, bullying and threatening behavior that defines and explains this conduct and the district's plan to address it.

* For more information on this policy, please refer to the Complete Policy Manual on the school's website or contact the school.

Student Discipline

The Canadian Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. Each student shall be treated fairly and equitably. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In considering alternatives to corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an

order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student and/or parent(s)
2. Verbal warning
3. Written warning
4. In-school intervention
5. Detention
6. Referral to counselor
7. Behavioral contract
8. Changing a student's seat assignment or class assignment
9. Requiring a student to make financial restitution
10. Requiring a student to clean facilities damaged by the student's behavior
11. Restriction of privileges
12. Involvement of law enforcement officers
13. Citations/fines/tickets by law enforcement officers for unlawful behavior
14. Referring to the student to appropriate social agency
15. Suspension
16. Corporal punishment
17. Saturday school
18. Other appropriate disciplinary actions as required and as indicated by the circumstances.

Parents, guardians, and students residing in this school district are also advised using this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such a search. Student property may be searched with reasonable suspicion.

High School students are not permitted in the middle school

hallways and middle school students are not permitted in the high school building except when they have a class in the said building.

Classroom Discipline: The teacher has the authority and is encouraged to take care of discipline problems in the classroom. If a teacher determines the violation is severe enough, the student may be sent to the principal.

Discipline by the Principal- The principal keeps a record of student disciplinary problems throughout the year. Parents are notified by letter if a student commits a serious violation of school rules and each time the office administers corporal punishment. Discipline by the principal may include a reprimand, in-school intervention, out of school suspension, expulsion from school, Saturday school, or other disciplinary measures as determined by the principal.

Discipline For Student Actions Not in the Classroom – All school personnel including teachers, bus drivers, secretaries, custodial personnel, and others have the authority to discipline students. Corporal punishment will not be administered on buses or in classrooms and will be witnessed by a certified teacher or administrator. Corporal punishment is normally performed in the school office.

Trips Away From School- Any student on the OSSAA failing list will not be able to attend any school-sponsored trip or activity. Any student receiving disciplinary action during a school-sponsored trip or activity may be suspended from any other school trip or activity for one calendar year based upon the principal's discretion.

Definitions:

Mutual Fighting: A fight into which both parties enter willingly, or in which two persons, upon a sudden quarrel, and in hot blood, mutually fight upon equal terms.

Aggravated Assault: Any intentional, unlawful threat, by word or act, to do violence to another person, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent. Assault becomes aggravated when great bodily damage is inflicted upon a person assaulted.

Battery: An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual, including child abuse.

Bullying/Harassment: Intentionally intimidating, teasing, or threatening another person. See full policy on Bullying/Harassment.

Student Dress Code

It is impossible to identify and label every variation in student attire as acceptable or unacceptable, therefore school administrators have the right to determine whether any attire or grooming is disruptive or detrimental to the learning process or does not meet community standards. In all cases, the final decision rests with the school administration.

Student Dress Code Guidelines

Under the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the

principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable, the school staff shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents/legal guardian and request that the person makes the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected. The following are specific standards related to the dress code.

Allowable Dress & Grooming:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Indoor wearing of hats or caps is prohibited. (Exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons.)
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Shorts must be mid-thigh or longer.

- No cut-offs, or tank tops except in the gym. All Shirts must have sleeves. (Excludes elementary ages)
- Writing/pictures on clothing items that suggest obscenity or vulgarity or that promotes any type of illegal behavior are prohibited.
- Holes are not permitted in clothing above the mid-thigh.
- Overalls must have straps up and be secured at all times.

CONSEQUENCES FOR DRESS CODE VIOLATIONS:

1st offense: Warning

2nd offense: Detention.

3rd offense: 2 Detentions.

4th offense: 1 day ISS.

5th offense and following: 3 days ISS.

Cancellation of classes

If it becomes necessary to cancel classes, the school will contact the following TV and stations: Tulsa channels 6, 8, and 23.

Information may also be found on the school's Facebook page, website www.canadian.k12.ok.us and/or the school's free mobile app.

Class Schedules

It is the policy of the Canadian Board of Education that any changes to class schedules for students must be made during the first week of school. The office will make changes during the first week of classes to balance our classes as deemed necessary to meet state guidelines. Class changes will be made with priority given to graduating seniors. There will be no class changes after the third week of class unless deemed necessary by the principal. Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. If the change will eliminate a mandatory core curriculum class from the student's schedule, the student and the parents of the student will be provided with a statement informing the student and parent that the class may not be offered

again at a time that is convenient for the student. If the student takes the class via concurrent enrollment after dropping the class at the local site, the student and the student's parents shall be responsible for all costs associated with the class. The request must then be submitted to the appropriate counselor for consideration. The student will be informed if the change can be made but must adhere to the original schedule until notified.

Assignment of Grades

Grades on daily assignments, examinations, nine weeks exams, and semester exams will be assigned according to this rule: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below F. Grades will be given out on a semester basis only. In addition to mid-term progress reports.

Regular Class Grade Assignment-The standard high school 4 point grading scale will be used in all work undertaken in grades 6-12, except for those courses designated as

Advanced Placement: classes. The following scale will be used to compute grade point average in the regular classes in grades 6-12: A=4.0, B=3.0, C=2.0, D=1.0, F=0.0.

AP Class Grade Assignment-To challenge all students in the school, certain classes are designated as "Advanced Placement" classes. Most of these classes will be taken by college-bound students. Students who participate in these classes will have a "weighted" grade point average. This Weighted grade point average is used in determining class rank. Grades will be assigned and recorded according to the following 5 point scale: A=5.0, B=4.0, C=3.0, D=2.0, F=0.0

Concurrent Enrollment-Seniors who have met graduation requirements and would like to begin college coursework may do so. Eastern Oklahoma State College offers concurrent enrollment classes for Seniors. You must have taken the ACT to be eligible for

concurrent enrollment. See the counselor for more specific details.

Parents/Guardians may contact the school office to set up an account that enables them access to student's grades, attendance, and discipline through the internet.

Head Lice Policy

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

The school district will prohibit a child with head lice from attending school until such time as the child no longer has been identified as having head lice.

School Bus Program

Riding the bus is a privilege, not a right. Please help your child understand that compliance with bus rules is necessary for the safety of our students. In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and travel on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.

3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be disciplined at the discretion of the building principal.
6. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.
7. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
8. Elementary school students waiting at the high school until school dismissal must remain in the bus.
9. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

Canadian Schools Cell Phone PED Policy

Due to the potential disruption a cell phone or PED (Personal

Electronic Device) may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.

The use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, school assemblies, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices may be kept in a student vehicle or placed in a school designated area. This prohibition includes all emergency situations unless the student is directed to use a cell phone or PED by a school employee or other official.

Specifically:

- This policy is in effect from the time a student arrives at school until the completion of the instructional day or school sponsored activity.
- Students are never permitted to use cell phones in the restrooms and locker rooms.
- Students are not allowed to use cell phones in the common areas, lunchrooms, gyms, or hallways during the regular instructional day or during a school-sponsored activity.
- Students in grades 6-12 will be allowed to use a cell phone or PED to pre-order lunch from the cafeteria during FLEX PERIOD ONLY.

Disciplinary Consequences and Actions

1. Staff members have the right to confiscate cell phones when in violation of policy. Students who refuse to relinquish a phone or other PED may be referred to the principal or designee.
2. Phones and PEDs will be released back to the student only after a parent notification of confiscated device. Parents/guardians are encouraged to pick up devices if possible but we understand this will not be possible in some circumstances.
3. Canadian Public Schools assumes no liability for the theft, loss, or damage of cell phones and other PEDs possessed by students

who violate the school policy.

4. Disciplinary actions for students who violate this policy are as follows:

First violation: The student will serve THREE (3) days In-School-Intervention (ISS).

Second violation: The student will serve FIVE (5) days ISS.

Third and Subsequent violation: The student will serve TEN (10) days ISS. In addition, the student will receive 5 hours of community service.

Students with Serious Medical Conditions or Other Unusual

1. Students with life-threatening medical conditions may be allowed to possess/use a cell phone or other PED that is determined by a licensed physician to be essential for the health of the student. A signed letter from the physician will be required in such cases. Use of the device during the school day shall be restricted to the immediate health concerns of the student. Violation will be subject to the above stated disciplinary actions.

2. Principals are authorized to give permission for a student to possess and use a cell phone or other PED under highly unusual circumstances. Use of the device during the school day shall be restricted to the specific circumstances. Violation will be subject to the above stated disciplinary actions.

Off-Campus and After-School Activities Cell phone or PED possession/use during off-campus or after-school activities will be determined at the discretion of the sponsor or coach.

Student Health Services

Medications given at School: It is the policy of the Canadian Board of Education and in accordance with Oklahoma law, that our

school nurse, administrator, or a designated school employee may administer prescription and non-prescription medication to students. Students may keep asthma inhalers with them as long as the appropriate paperwork is on file in the office. A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse or administrator in the original container with the written authorization of the student's parent or guardian for the administration of the medication. New authorization forms must be completed for each change of medication. School staff will only administer nonprescription medication with written authorization from a legal guardian.

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

- A. student's name,
- B. name and strength of the medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

2. **Self-administration of inhaled asthma medication** by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self administration of medication.

Opening Exercises

The school day will begin with a flag salute. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other students not wishing to recite The Pledge will not be required

to do so. As per SB 815, a moment of silence is observed every morning prior to morning announcements.

Safety Drills

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills.

Steps to Resolutions for Parents

Canadian Public Schools strive to maintain a harmonious relationship between parents, teachers, staff, and administration. Occasionally, misunderstandings occur and resolutions need to be made. Situations of concern are best resolved on the level at which they occur. By following these steps resolutions can usually be achieved in a quick and fair manner. Below is the process parents or guardians should take to resolve a given situation;

1. Contact the Staff Member-The most direct route to resolving a situation is to speak directly with the person involved, whether it is a teacher, coach, bus driver, etc. More than 95% of concerns can be resolved through communication with those involved. Teachers may be contacted during their planning hour.
2. Contact the Principal-The principal is in charge of each site and is responsible for the school's operation, explanations of procedures and various clarifications.
3. Contact the Superintendent-If your concern has not been resolved by Steps 1 and 2, then it is appropriate to call the superintendent.

Lunch Policy

All students at Canadian Public Schools will be served 1 breakfast and 1 lunch free of charge for the 2021-2022 school year.

Interference with the Peaceful Conduct of School District Activities

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;
2. Interferes with the peaceful conduct of school activities off school property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school district property;
4. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;
5. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;
6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

For more information on this policy and for information regarding the appeals process, please refer to The

Complete Policy Book on the school's website or contact the school.

Drug-Free Schools: Student Drug Abuse

Students are prohibited from being under the influence of or having in their possession or using or selling any of the following mood-altering chemicals in school or at school-sponsored activities:

1. Alcoholic beverages
2. Marijuana, hashish, or any cannabis derivative
3. Amphetamines (speed, white cross, cocaine, etc.)
4. Phencyclidines (PCP, angel dust, etc.)
5. All hallucinatory chemicals (LSD, mescaline, and others)
6. Barbiturates
7. Opiates
8. Other mood-altering chemicals that can hinder the student's ability to learn or participate and could cause damage to the student's health.
9. Any other controlled dangerous substance prohibited by the laws of the State of Oklahoma.

For more information on Drug-Free Schools, please refer to The Complete Policy Book on the school's website or contact the school.

Tobacco Free School

The Canadian Schools Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (second-hand smoke) have been shown to be linked to illnesses and disabilities, and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve

the health and safety of all individuals using the schools.

Therefore effective beginning the 2013-2014 school term, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property 24 hours a day, 7 days a week, including nonschool hours. This policy applies to all school-sponsored events held on or off campus.

“School property” is defined as all property owned, leased, rented or otherwise used by any school in the district including but not limited to the following:

A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This also includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.

B. All school grounds and buildings over which the school exercises control, including areas surrounding any buildings, playgrounds, athletic fields, recreation areas and parking areas.

C. All vehicles used by the district for transporting students, staff visitors or other purposes.

2. “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

3. "Use" is defined as lighting, chewing, dipping, inhaling, smoking any tobacco as defined within this policy. "Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or another lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

All students, faculty, and staff are responsible for adhering to this policy. Employees are warned that the violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to guidelines established by the board.

Code of conduct for Internet and other Computer Network Access

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor the use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These

include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. 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 excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. 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 other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Responsibility for School Property

It is the policy of the Canadian Board of Education that teachers and principals must emphasize the importance of caring for school property. Students who lose or damage school property, including textbooks or library books, shall be required to pay the amount necessary to replace or restore the property. Lockers are issued each year for the convenience of students. The school shall exercise its right to search any locker at any time.

CANADIAN PUBLIC SCHOOLS VOLUNTEERS

The Board recognizes that school volunteers provide a valuable service to the District and authorizes the Superintendent or designee to develop and deploy an effective volunteer program that includes the recruitment and selection of school volunteers. To protect the students and their families and to achieve a program of high quality, Canadian Public Schools has adopted the following regulations and standards for those who participate in the Volunteer Program. Principals receive completed application, confidentiality form, volunteer contract, and determine the need for a background check at volunteer expense.

District Regulations

1. Upon arrival at the school volunteers must check-in at the main office, sign-in, and pick up a badge authorizing them to be in the

building.

2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes, volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of the students and are authorized to take care of discipline issues that arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates, or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary the volunteer must seek assistance from the site staff.

Standards & Guideline

1. Canadian Public Schools expects a learning and working environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Canadian community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus volunteers work under the direction and supervision of school staff members.
3. The teacher is responsible for the content and the learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for the preparation of student learning, volunteers need to be dependable and on time.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the school site.
6. Because Canadian Public Schools value the commitment and

time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the form designated at the school site. This is so the hours in totality can be reported to the district administration.

7. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the site administrator.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against or harassment of any student on the basis of sex. The Canadian Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the school district conditioning the provision of aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
- c. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law. For this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings,

and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. The use of e-mail, the internet, or technology may constitute sexual harassment as much as the use of in-person, postal mail, handwritten, or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The "off-duty" conducts of school personnel that has or will have a negative impact on the educational process of

the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of maturity (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment.

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The

Title IX should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (the alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility.

H. Privileged Information. The school district will not require, allow, or use evidence or questions that constitute or seek legally privileged information unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, a notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant nor the respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose, and location of any investigation interview, hearing, or another meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided before the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider before completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX Coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants to be asked of another party or witness. Both parties will be provided with the answer.

and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decisionmaker, who is not

the Title IX Coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and a permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator, or decision-maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision-maker who is not the Title IX coordinator, the investigator, or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and non-appealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX Coordinators, investigators, and decision-makers on the district website at www.canadian.k12.ok.us. These materials will also be available to the public. 12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person to interfere with Title IX rights or because the person has participated or refused to participate in

any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process. Sharing a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

*** Policies of Middle School/High School Only ***

Graduation Requirements

The "college preparatory/work ready curriculum" will include the following:

- 4 units of English to include Grammar, Composition, Literature, or an English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;
- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same foreign or non-English language or two units of computer technology approved for college admission

requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

- 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and

- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

To graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition and

3 units which may include:

American Literature

English Literature

World Literature

Advanced English

Courses Other English courses with content and/or rigor equal to or above grammar and composition

Mathematics

3 units or sets of competencies

1 unit of Algebra I 1 and

2 units which may include:

Algebra II

Geometry 1

Trigonometry

Math Analysis or Pre-calculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a

(1) comprehensive high school, or

(2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education. Other mathematics courses with content and/or rigor equal to or above Algebra I.

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

Science

3 units or sets of competencies

1 unit of Biology I

1 unit of Physical Science and 1 unit which may include:

Chemistry I

Physics
Biology II
Chemistry II
Physical Science
Earth Science
Botany
Zoology
Physiology
Astronomy
Applied Biology/Chemistry
Applied Physics
Principles of Technology
Qualified agricultural education courses
Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.
Other science courses with content and/or rigor equal to or above Biology I

The Arts

1 unit or set of competencies

Electives

10 units or sets of competencies

Canadian All-School Homecoming 2021

Canadian All-School Homecoming The sponsor/coach for each school group will provide a King and/or Queen candidate, plus 2 runners-up, for the school's Homecoming. Runners-up will only be used as a candidate in the case of multiple king/queen nominations.

Your candidate selection process must be fair and accomplished with a vote by High School Students Only. It is recommended that you keep your ballots.

Below are the required groups to be involved. Any other groups need to speak with Mr. Box for approval.

Football will provide a king candidate ONLY from within the team

Cheer will provide a queen candidate ONLY from within the team

Baseball will provide a king candidate ONLY from within the team

Softball will provide a queen candidate ONLY from within the team

Boy's Basketball provide a king candidate ONLY from within the team

Girl's Basketball provide a queen candidate ONLY from within the team

Band and FFA will provide both a king AND a queen candidate from within their team/class/membership. If a

king or queen candidate receives multiple nominations, he/she will choose which group he/she wants to represent. The next in line

during voting will replace the candidate for that group. King and

queen candidates MUST be able to attend Homecoming. All

candidates, except football's king candidate, need to be in dress

wear at homecoming. Sponsors/Coaches need to have their

Homecoming candidates selected by Thursday, three weeks before

homecoming and submitted to Mr. Box. An all-school vote will

take place during high school lunch on Thursday, before

homecoming. The king and queen will not be announced until

Friday, during Homecoming Ceremonies

Student Vehicle Use and Parking

The Canadian Board of Education will permit student use and parking of motor vehicles on the high school campus only.

Students driving a motor vehicle to the high school campus may

park the vehicle only in the parking lot designated for student

parking as a matter of privilege, not of right. Students will not park

vehicles in the parking lot(s) designated for staff and visitors. The

vehicle will not be used during the school day. In the event of an

emergency, permission may be granted for a student's use of a vehicle. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Junior/Senior Prom

Members of the Junior and Senior classes are eligible to attend the banquet and invite a date. A date is defined as an escort of the opposite sex and must be a high school freshman or above. Children (anyone younger than 9th grade) are not permitted. Formal or semi-formal dress will be required. To be eligible to attend the prom, students of the junior class must meet all of the class participation requirements concerning fundraising activities. In the event a student does not participate in fundraising activities, the student will be required to pay \$25 for their prom ticket. The cost for a date who is not a member of the junior or senior class to attend the prom if any will be set by the Junior Class. Any date who is not a member of the junior or senior class must be signed up and 1) date must be under the age of 21, 2) date must not be a convicted felon, and 3) if a date is attending another school, the date is a student in good standing at that school district. Junior sponsors should plan on attending the prom from beginning to end.

Student Drug Testing Program-Extracurricular Activities

The Canadian Board of Education, to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students. Canadian Public School District has adopted the following policy for drug testing of students participating in extracurricular activities.

All extracurricular activities participants shall be required to

provide a urine sample for drug testing for illegal drugs and/ or performance-enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. This policy has been adopted for use by all participant students in grades 7-12.

All students participating in an extracurricular activity will be subject to selection from a monthly random selection process for drug screening.

For a more detailed description of the drug testing policy, contact the principal for the full and complete policy related to drug screening.

Confidentiality - If the drug use test for any student has a positive result, the laboratory will contact the principal, coach, athletic director, or designee with the results. Procedures for maintaining confidentiality will be practiced. The principal, coach, athletic director, or designee will contact the student, the head coach/ sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be allowed to submit additional information to the principal, coach, athletic director, or the lab. Under no circumstance will results from a drug test under this policy be turned over to any law officer or agency.

For more information on this policy, please refer to the Complete Policy Manual on the school's website or contact the school.

Student Eligibility - Extracurricular Activities

Scholastic eligibility for students will be checked after three weeks

(during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

Letter Jackets

Letter jackets are ordered during the student's sophomore year. Letter jackets are to be in school colors (green and gold). Coaches are responsible for submitting a list verifying each year lettered to the activity fund coordinator

*** Policies for Seniors Only ***

Graduation/Promotion Dress

All students participating in these formal ceremonies will wear a cap and gown. The males are required to wear full-length pants under the gowns. Students who are found to violate the student dress code shall be required to immediately correct the problem. Students who violate the dress code may be subject to disciplinary action.

Valedictorian/Salutatorian Policy

The title valedictorian or salutatorian will be noted on the official transcript. To be eligible for this honor, the student must be enrolled at the start of the second semester of their junior year at Canadian Public Schools and maintain this status without interrupted enrollment status involving another post secondary school enrollment. The student must also have successfully completed the minimum required units of Math, Science, English, and Social Studies as outlined by OSDE/Oklahoma Law for graduation.

Senior Trip

The Canadian Public Schools currently allows graduating seniors the privilege of raising funds for and participating in a senior class trip. The following policy will govern eligibility for and regulation of senior trip activities:

1. The senior class sponsors must submit to the school administration a list of possible senior trip options. The school administration will provide the final approval of the trip from the submitted list. Out of state travel must be approved by the board of education.
2. Only those students who begin a school year classified as seniors may participate in senior class trip activities.
3. Students that move into Canadian during their senior year and want to go on the trip must reimburse the class the full amount owed up to the time the student begins participation.
4. All trip participants must complete all graduation requirements and financial obligations to the senior class and Canadian Public Schools before going on the senior class trip.

5. All class members are expected to participate in fundraising projects. The extent of participation shall be determined by the senior class sponsor.
6. Disciplinary situations that involve individual students that occur during the school year may result in exclusion from the senior class trip. Such exclusion may be made on the recommendation of the high school principal.
7. Senior class sponsors are ultimately responsible for planning and arranging the senior class trip. A completed agenda of planned activities must be presented to the board of education for approval.
8. Trips planned will be limited to adjoining states.
9. All fundraising activities must be approved by the school board if not on the approved fundraiser list.
10. All school rules and policies regarding student conduct shall be in effect during the senior class trip.
11. The school will not assume responsibility for a student who becomes involved with the law or in the case of property destruction, parents will be notified.
12. Luggage will be subject to inspection at the discretion of the sponsors.

Canadian Elementary Specific Rules

Our goal is to provide a positive environment which will enable all students to be life-long learners and responsible, contributing citizens in an ever-changing global society.

Unless outline in the policies and procedures below, Canadian

Public Schools board of education policies, rules and procedures are applicable to Canadian Elementary Students and their families.

Major goals for our students shall be the following:

- Exhibit development of reading, communication, computational, scientific and technological skills commensurate with individual potential;
- Exhibit critical thinking, decision-making, and problem-solving skills;
- Exhibit an active interest in becoming a life-long learner;
- Exhibit a positive self-concept through valuing self and others.

Building Rules

- Students should not arrive earlier than 7:45 a.m. or remain on campus later than 3:20 p.m. unless they are participating in a supervised activity.
- Parents, guardians, and visitors **MUST ENTER THE MAIN ENTRANCE OF THE HIGH SCHOOL.**
- Parents, guardian, and visitors are required to check in with the elementary office once entering the elementary building.
- Parents/Visitors are required to check in with the office before visiting with teacher or class. **NO ONE WILL BE ALLOWED TO ENTER A CLASSROOM WITHOUT A SCHEDULED APPOINTMENT TIME OR PRIOR APPROVAL FROM THE**

BUILDING PRINCIPAL.

- Parents should not be in the hallway and are not allowed to walk their children to their classrooms.
- If you are checking your child out early or need to visit your child, he/she will be called to the office.
- Students will only be allowed to be checked out by individuals listed on the School Enrollment Form
- *The above procedures are designed for the safety and well-being of your child.*

Student Rules

- Toys, game/trading cards, Gameboys, CD players, cell phones, tablets, iPad, chrome books or any other electronic devices brought from home.
- Students are asked not to bring large amounts of money to school.
- Students are asked to keep their own backpacks with them at all times so items are not lost.
- *The school assumes no responsibility for theft, damages or loss of individual items that are not permitted at school.*
- Cigarette lighters, matches, or weapons in student possession are not permitted anytime in the building, on school buses or on school grounds.
- Trading, selling, swapping or borrowing of personal items is not permitted.

Cell Phones- GRADES PK-5

Cell phones have become a way of life, a technological

convenience that has impacted all of our lives in one way or another. We understand that families may want their children to carry cell phones to and from school. However, during the school day, cell phones cause distraction to the learning environment. Therefore, once students arrive at school, cell phones must be turned off and put away. Parents needing to contact their child need to call the school office. Office hours are 7:45am – 3:10pm.

Student cell phones must be turned off and put away during the school hours of 7:45am to 3:10pm. Students will turn off power on the cell phone during the school day and keep the phone put away all day. Students may voluntarily leave cell phone in the elementary school office upon arrival or keep the phone in their bag until after dismissal for the day.

- *The school does not take liability for theft or damage of any personal electronic devices brought from home.*
- *The school will not be responsible for and will not investigate lost or stolen cell phones.*

Violation of these guidelines will result in the following:

- Ø 1st Offense: 3 days ISS and no extracurricular activities
- Ø 2nd Offense: 5 days ISS and no extracurricular activities
- Ø 3rd Offense: 7 days ISS and no extracurricular activities
- Ø 4th Offense: 10 days ISS and no extracurricular activities

Ø Any offense thereafter will result in Out of School Suspension (OSS) for minimum of 3 days.

Cafeteria Rules

- All grades are to be seated and eat quietly.
- Students' lunches are to be eaten in the cafeteria only. Food is not to be taken out of cafeteria.
- Be seated and remain seated until your class is excused.
- Students are excused only after the duty teacher escorts them from the cafeteria.
- After eating, students will clean up the area where they sat to eat, pick up all items they have brought to the table, and form a single-file line to empty their tray. Cuts are not allowed.
- If you spill your tray, you clean up the spill. If you drop food, napkins, milk cartons, etc., at the table, you clean up what you dropped before leaving.

Playground Rules

- Students shall treat everyone with dignity and respect
- Physical contact is not allowed
- Students are to remain in areas visible to duty teacher while on playground
- Students are to stay in areas that are designated by grade

- Throwing rocks, snowballs, dirt, grass, or objects that could cause harm to anyone is prohibited
- Fighting, name-calling, and/or use of abusive language and/or gestures are unacceptable behaviors.
- Climbing in or on fences or trees located on the playgrounds, are not allowed.
- Students shall sit in swings, not stand
- Students will slide one person at a time, feet first down the slide. Please wait until the previous person has moved from in front of the slide before taking your turn.
- Shoes must be worn at all times. Students, please remember to clean your shoes before entering the building.

Dress Code: Guidelines which should be used by parents to assist their student in adhering to school policy are as follows:

- Hair should be clean and well-groomed at all times.
- Shorts (garments with a division for the legs) may be worn provided they are at no shorter than length of student's finger tips when hands are placed at student's side.
- Skirts must not be shorter than the length of student's finger tips when hands are placed at student's side.
- Students are required to wear shoes during school hours and when participating in or attending school functions.

- No "spaghetti" straps will be allowed on dresses or blouses. Straps should be 3" wide (3rd grade – 6th grade)
- Tank tops, muscle shirts, shirts with cut or torn out sleeves, halters, see-through clothing, clothing with bare midriffs and/or backs, or shirts with overly exaggerated arm holes are inappropriate for school wear
- Students may wear school group/sponsored clothing to class. Other items with writings or logos must be fully appropriate and meet the intent of the dress code.
- Items featuring alcohol, tobacco, sexually oriented themes, and/or "double meaning" or "insinuating" remarks are not allowed.
- Rock Group theme shirts and logos, including souvenir tour shirts will be judged on an individual basis. Shirts that will not meet the dress code are those featuring demons, violence, or offensive and disruptive pictures.
- Students shall not wear hats in the buildings; they need to be put up during the school.
- Excessive baggy pants will not be tolerated. Pants must be pulled up above the waistline or the normal belt line.
- All gang type signs and clothing will not be tolerated.
- Visible facial piercing other than in the ears is not permitted.

Dress which does not meet the Dress Code guidelines will not be permitted. Parents will be notified and students will be sent

home to change. Absence and/or tardies as the result of such action will be considered as UNEXCUSED.

Discipline/Behavior Expectations

· Respectful, communication, and cooperation between school and home is vital in developing self-discipline and appropriate behavior in students. Typically, students are expected to behave in a manner that is consistent with societal standards. Please review the discipline plan as a family. Together we can create a safe learning environment for all students.

Student Expectations:

- Accepts consequences for own actions
- Avoids profanity and abusive language
- Creates a determination to do your best work until it is completed well
- Practices good manners
- Displays a sense of cooperation and respect for your classmates, teachers and school property
- Does not try to intimidate others (bullying) either by words or physical confrontation
- Exhibits self-control
- Manages time
- Resolves conflict without physical contact

- Sets and achieves goals
- Learn and obey rules for classrooms, playground, and bus
- Line up immediately when the teacher asks
- Learn to listen when others are speaking
- *Inappropriate behaviors will be addressed by the administration and teachers.*

Students who are unable to follow “Student Expectations” could receive various forms of consequences. Any form of consequence given is intended to help students gain personal boundaries and self-discipline. Students could receive, but are not limited to, the following consequences. Determination of consequence will rest with the teachers and/or principal.

- Email, letter, phone call from teachers
- Conference with parent
- Referral to Dean of Students
- Noon detention (in teacher’s classroom not going to recess)
- In School Suspension – school day separate environment
- Excluded from extracurricular activities and field trips
- Restriction of privileges
- Out of School Suspension
- Involvement of local authorities

- Other disciplinary actions deemed appropriate by the principal

Severe Behavior Problems

CPS considers certain behaviors to be severe disruptions to the teaching/learning process. Our students and teachers MUST feel safe at school. Disruptive behavior, including threats of violence, may be cause for disciplinary actions which will most likely include suspension. Therefore, these offenses will be dealt with at the discretion of the building principal.

- Biting
- Physical assault or fighting (hitting/ roughing)
- Possession of a dangerous weapon
- The use, possession, or sale of alcoholic substances, narcotics, or other drugs
- Stealing
- Destruction of property
- Truancy (leaving school grounds without permission)
- Assault/battery against school personnel
- Continuous disruptive behavior

Bus Regulations

- Be on time at the bus stop, allow 5 minutes before and after the scheduled pick up/drop off times due to possibly having a substitute bus driver.
- Wait for the bus to come to a complete halt before trying to board.
- If you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10-feet in front of the bus. (approximately the length of one car)
- After boarding the bus, you must remain in your seat until the bus reaches your designated stop.
- Any alternate stops must be approved in advance with the bus driver and elementary office.
- When necessary, there could be at least three persons in a seat. The practice of saving seats for other students will not be allowed.
- Students must sit facing the front, backs against the back of the seat and feet touching the floor if possible. Feet are not to be in the bus seat at any time.
- Any damage to bus fixtures or equipment must be paid for by students responsible for the damages.
- Keep the aisles clear of items such as musical instruments, school projects, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat.
- At no time will a student put hands, head, or other parts of his body out the window.

- Students should not talk to others outside the bus.
- Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
- Absolute quiet at all railroad crossings.
- Do not throw any objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to have to stop very suddenly, causing injury to passengers. (*This includes spitting out the window*)
- Food or beverages may not be sold or consumed on the bus. Loose papers or food may cause a slippery hazard, or possible choking. This includes gum or candy.
- Bus driver has the responsibility to correct any student on the bus for riding in a dangerous manner.
- Students must have special permission (in advance) from an elementary principal for alternate transportation for school activities.
- Students can be denied permission to ride a bus to and from school if they choose not to cooperate with the driver.
- Fighting, abusive language/gestures, damaging school equipment, failure to cooperate with school personnel, and possession and/or use of drugs, alcohol, weapons, etc. are major violations that will result in automatic bus suspension. Parents must assume responsibility for the behavior of their children while riding the bus.
- When bus riding privileges are suspended, the parent or legal

guardian is responsible for transporting their child to and from school. Bus suspension must be served in the consecutive days stated.

- Drivers have the authority to enforce all bus rules.
- Any student refusing to obey these rules will be reported to school authorities and may lose his/her riding privilege.

Student Attendance

- Our attendance policy states that parents should notify the elementary office by phone when a student is going to be absent on that day.
- A student must be in attendance 90% of the semester in order to meet the minimum requirements to pass a class.
- Attendance letters will be sent home after a student has missed 5, 7, and 10 excused or unexcused days for the semester.
- When a student misses (10) or more days, excused or unexcused, he/she is at risk of being retained at the end of the year.
- Please be advised that a child who is not in compliance with the Oklahoma Compulsory Education Law is also at risk to having the case turned over to the District Attorney's Office.

- Parents are encouraged to meet with school officials regarding the attendance records of their children anytime during the school year.
- Please turn in any doctor's note to the elementary office so it can be recorded also.

ELEMENTARY SITE COMPREHENSIVE PLAN AND TITLE I PARENT AND FAMILY ENGAGEMENT (PFE) POLICY AND PARENTS RIGHT TO KNOW POLICY

Part I. General Expectations

The Canadian Public School District agrees to implement the following statutory requirements in accordance with Title I,

Part A consistent with the Elementary and Secondary Education Act:

- The district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs. These programs will be in consultation with parents of participating children.
- The district will meet required PFE and will include a school-parent compact.
- The district will incorporate this district wide PFE into its LEA plan.
- The district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. This includes providing information and school reports in an understandable and uniform format and to the extent practicable in a language parents can understand.
- If the LEA plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the SDE.
- The district will involve parents of children served in decisions about how the 1 percent funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The district will be governed by the following statutory definition of parental involvement, and expects that its Title I

schools will carry out programs, activities, and procedures in accordance with this definition:

- Parental involvement means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including ensuring –
 - _ That parents play an integral role in assisting their child’s learning;
 - _ That parents are encouraged to be actively involved in their child’s education at school;
 - _ That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.

Part II. Description of How District Will Implement Required District Wide PFE Components

- 1) The district will convene an annual public meeting, in which all parents shall be invited and encouraged to attend, to involve parents in the joint development of its district PFE and in the process of school review and improvement. This meets section 112 and 1116 of the ESEA.
- 2) The district plan will provide coordination and technical assistance to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The technologist of the LEA provides technical assistance. The district has a parental technology advisory committee and a technology board.
- 3) The district plan will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Headstart and preschool programs.
- 4) The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title, I, Part A schools. At the beginning of the school year, parents and staff will set goals for parental involvement. The success of the school in achieving these goals will be assessed at the end of the school year. Suggested criteria for assessment include:

- a) The number of parents who attend meetings,
- b) The number of parents who volunteer service to the school; and
- c) Parent and staff statements concerning how the results of meetings were used to help improve student achievement as well as parental self improvement.
- d) The following questions will be analyzed:
 - i) Does this policy increase parent participation?
 - ii) What barriers to parent participation still exist and how can they be reduced or removed (including economically disadvantaged, disabled, limited English, limited literacy, or racial and ethnic minority background)?

The school district will use the findings of the evaluation about its PFE and activities to design and revise its PFE Policy.

5) The district will build the schools' parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the following activities specifically described below:

- a) The school district will provide assistance to parents of children served by the school district or school in understanding topics such as: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternative assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators.
 - i) An Explorer meeting is held with the parents of middle school students. This meeting focuses on all the above standards to prepare students for high school enrollment and its impact on college enrollment.
 - ii) The district has an open house and parent teacher conference at the beginning of the school year.
- b) The school district will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement by:
 - i) Parenting books, cassette tapes, videotapes and parental training workshops are provided to parents;
 - ii) Adult Education classes to increase parental literacy rates and to provide students with parenting skills needed to be successful in the education and development of their child and provided by the Lifelong Learning Center; and

- iii) The schools provide an internet based learning program for students to raise their academic achievement in compliance with the state academic assessments. This can be used at home with parents and children working together.
- c) The school district will educate its teachers, personnel and principals in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools, by providing staff development training and workshops.
- d) The school district will coordinate and integrate parental involvement programs and activities with Head Start and public preschool to conduct activities that encourage and support parents in more fully participating in the education of their children.
 - i) Teacher-home interaction is encouraged.
 - ii) An induction program for the transition from Headstart or preschool to the Kindergarten level is provided.
- e) The district will send information related to the school and parent programs, meetings and other activities to the parents of participating children in an understandable and uniform format, including alternative formats upon request.
 - i) The principal of the school site hosting the meetings, programs, or activities will mail notices to each parent informing them of the meeting.
 - ii) The meetings, programs or activities will be published in the newspaper as a public notice.
 - iii) The meetings, programs or activities will be posted at the building site and at the other buildings throughout the district.

Part III. Discretionary District Wide Parental Involvement Policy Components

The school district, in consultation with its parents, chooses to undertake the following to build parents' capacity for involvement in the school and school system to support their children's academic achievement:

- 1) Involving parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training;
- 2) Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- 3) Training parents to enhance the involvement of other parents;
- 4) In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- 5) Adopting and implementing model approaches to improve parental involvement;
- 6) Establishing a district wide parental advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs; and
- 7) Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Part IV. "Parents Right to Know" Policy

The parents' right to know provision requires that two types of communication be provided to parents of students in Title I schools.

Parent notification by district: A district receiving Title I funds must send a notification to parents, informing them of their right to request information on the qualifications of their child's teacher. The information that the district must provide if requested included the following:

- 1) Whether or not the teacher has met the certification requirement of the state;
- 2) Whether or not the teacher is teaching under an emergency or other provisional status;
- 3) The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree; and
- 4) Whether or not the child received service from a paraprofessional, and, if so, his or her qualifications.

Parent notification by school: Additionally, schools receiving federal Title I funds must send parents certain information in a timely manner, in a language that is understandable, to the extent that is feasible. Title I schools must provide the following:

- 1) Information on the child's level of achievement on state assessments and
- 2) Timely notice that the child has been assigned to or been taught by a teacher who does not meet the highly qualified teacher requirements for four or more consecutive weeks

**REFERENCE: P. L. 103-382, Improving America's Schools Act
P. L. 107-110, No Child Left Behind Act of 2001
20 U.S.C. § 6318**

**THIS POLICY REQUIRED BY THE
Every Student Succeeds Act of 2016.**