

STUDENT HANDBOOK



**CLAYTON PUBLIC SCHOOL
2022-2023**

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WELCOME

This student handbook is written to help answer questions about Clayton Public School. Parents and students are encouraged to study this handbook carefully and keep it for reference throughout the year.

TO THE STUDENTS OF CLAYTON PUBLIC SCHOOL

This handbook is provided as a guide through the school days at Clayton to lessen problems and facilitate a smooth running school. This handbook should answer most questions about school policies, rules, regulations and activities.

Many of the policies are governed by state law and are directives of the State Board of Education; others are local policy, custom, or traditions that may be amended as the need arises.

SCHOOL HOURS

Students should not arrive before 7:30 a.m. The dismissal bell rings at 3:05.

PHONE NUMBERS

SUPERINTENDENT OFFICE 918-569-4492/4494

HIGH SCHOOL 918-569-4689

MIDDLE SCHOOL 918-569-4345

ELEMENTARY 918-569-4158

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

i. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

ii. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

i. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

ii. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

iii. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Copies of the School District's Student Records Policy and Procedures are available through the superintendent's office. Translation will be provided to non-English speaking parents in their native language, if needed.

All rights and protections given parents under FERPA transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA) require that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing;
- The student's electronic mail address;
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area 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 published, 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 superintendent of schools' office) of any or all of the items they refuse to permit the School 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 School 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.

SEARCH AND SEIZURE LAW

State law allows school officials to have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search. School officials also have the authority to detain and search any student or property in the possession of the student when he/she is on school property, on the bus, or at school functions. This authority is given to school officials if they have reason to believe the student is in possession of any item that is illegal or prohibited by school rules or property believed to have been stolen from another student, an employee or the school.

PHILOSOPHY OF CLAYTON PUBLIC SCHOOL

Each student should have an opportunity for maximum growth in self-knowledge, in personal discipline, in citizenship, and in diversified academic experiences.

To implement these basic concepts we shall endeavor to:

1. Be knowledgeable of the needs and motivation of each student.
2. Provide for a continued program of skill development begun in the elementary grades and initiate programs which will be extended in secondary grades.
3. Provide instructional experiences and materials at the level of each student and encourage each to look upon education as a continuing process.
4. Provide firsthand experiences which will create curiosity and inspire the student to seek further knowledge.
5. Provide an appropriate setting for intellectual development and exploration.
6. Help students develop a sense of responsibility for their own progress and safety and for the progress and safety of others.
7. Teach the basic American ideals.
8. Encourage each student to develop worthwhile leisure time experiences by providing aesthetic and creative opportunities for his/her personal enrichment.

EXIT OUTCOMES FOR CHS STUDENTS

Clayton students will demonstrate that they are:

SELF DIRECTED LEARNERS who research, evaluate, and communicate information to prioritize personal goals, develop and monitor a long-range plan, and analyze community, national, and global issues.

COOPERATIVE CITIZENS who interact effectively within a diverse culture or organization to solve collective problems.

PRODUCTIVE INDIVIDUALS, who innovate, assimilate, create, and implement products that reflect originality, merit, and use of advanced technology.

RESPONSIBLE CONTRIBUTORS who analyze, compare, and evaluate components of complex problems to make decisions to solve those problems in varied settings.

CORPORAL PUNISHMENT

The Board of Education of Clayton Public Schools has authorized the use of corporal punishment as one of the disciplinary tools available to teachers. Corporal punishment will be administered in the presence of the principal or designee, in the principal's office or another private area.

GRADUATION REQUIREMENTS

1. 2022-2023 seniors 23 credits.
Seventeen of these shall be earned in the 10th, 11th, and 12th grades. These units shall include:
 - 4 units of English
 - 3 units of Math
 - 3 units of Science (with two units of Lab science)

1 unit US History
 ½ unit of US Government
 1 unit of World History
 ½ unit of Oklahoma History
 1 unit of Citizenship Skills
 1 units of Fine Arts
 2 units World or Non-English Language or Computer Technology
 Personal Financial Literacy Requirement
 CPR/AED Requirement

1. A total not to exceed 4 units may be submitted from P.E. or athletics to meet the 23 units required for graduation.
2. Not more than 4 units of performance music classes may be applied toward the 23 required for graduation.
3. Students who need more than one unit for graduation will not be permitted to participate in graduation exercises.
4. At least 2 of the last 3 units completed for graduation shall be completed in attendance at CHS.

CLASSIFICATION

The appropriate classification is as follows:

Senior – 17 credits
 Junior – 11 credits
 Sophomore – 6 credits

A student must meet these required credits to be classified as a Sophomore, Junior, or Senior.

COLLEGE ADMISSION REQUIREMENTS

Students who plan to enter college must have completed the following courses in high school:

English.....4 years
 Mathematics.....3 years
 (Algebra I, Algebra II, Geometry)
 Lab Science.....2 years
 (Biology, Chemistry, any two lab science)
 History.....2 years
 (American History)
 Citizenship Skills.....1 year
 (Economics, Geog., Government, Democracy, Non-Western Culture)

COLLEGE ADMISSION STANDARDS

Curriculum and performance requirements for admission to colleges and universities are increasing. **YOU MUST CHECK THE COLLEGES YOU ARE CONSIDERING TO CONFIRM THEIR REQUIREMENTS.** The counseling office has college handbooks and research materials. These materials are for you to use, and the counselor will assist you in gathering this information.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports will be mailed at the end of each nine weeks' period, and report cards mailed at the end of each semester. They will not be issued to students who have not paid fees and other financial obligations. The semester grade is recorded on the permanent record.

The school is not pleased with failing work on the part of any student, and school officials will gladly cooperate with the student and the parents in an effort to determine the cause of failing work and to encourage passing work. Parents should not hesitate to phone or visit the school in case of unsatisfactory grades on the part of any student

Special reports are made at periodic intervals to notify the parents when a student is not making satisfactory progress. This report may be sent at other times when a teacher feels a parent should be notified of a child's failure to do acceptable work. Teachers will notify students in their classes each Monday who are failing or have dropped one letter grade.

GRADING SCALE

| | | |
|---|---------------|----------|
| A | Excellent | 90-100 |
| B | Above Average | 80-89 |
| C | Average | 70-79 |
| D | Below Average | 60-69 |
| F | Failure | 59-below |

No pluses (+) or minuses (-) are used.

CLARIFICATION FOR VALEDICTORIAN AND SALUTATORIAN

To be eligible for valedictorian or salutatorian honors as a senior or eighth grade student, students must have been enrolled as a student in Clayton School for their last four semesters of work not including the final semester of their senior or eighth grade year. Senior valedictorian and salutatorian will be the graduating student who has the highest and second highest seven semester grade point average in class. Eighth grade valedictorian and salutatorian will be the graduating student who has the highest five semester grade point average.

GRADE POINT AVERAGE WILL BE CARRIED TO FOUR DECIMAL PLACES. In case of a tie for valedictorian or salutatorian, all students tying will be named co-valedictorian or co-salutatorians and will be ranked the same.

TO BE ELIGIBLE FOR VALEDICTORIAN AND SALUTATORIAN A STUDENT IS NOT REQUIRED TO TAKE HONOR CLASSES.

CLASS RANKING---Use point average scale carried to four decimal places.

SUPERINTENDENT'S HONOR ROLL---Students having all A's for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

PRINCIPAL'S HONOR ROLL--- Students having no grade below a B for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

OKLAHOMA HONOR SOCIETY---Is limited to students who have grade averages in the top 10% of the student body.

NATIONAL HONOR SOCIETY---Candidates eligible for election to the National Honor Society must be members of the junior or senior class. To be eligible for membership consideration, students must have a cumulative unweighted grade point average of 3.70, and meet established standards of leadership, service, and character. Leadership is based on a student's participation in school activities. To meet the service requirements the student must actively participate in school and/or community service. Four (4) hours of service to the community will be required for election to the National Honor Society. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Any student who has been convicted of a felony shall not be eligible of membership in the chapter.

HONOR BANQUET---Students who maintain a 3.0 GPA with no grade lower than a B from the 2nd semester of the previous year and 1st semester of the current year will be eligible to attend the honors banquet in the spring.

CHANGING SCHEDULES

Schedules may be changed during the first week of each semester through the principal or counselor only if there is just cause.

STUDENT DRESS CODE

The dress code is designed for all students with emphasis on good grooming, cleanliness, and proper dress. This code is an integral part of the student's educational process, which tends to enhance ones appearance and personal image in the school. **The student's**

dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to students' safety or to the safety of others.

Dress code is to be followed on all school property and at any school function away from school property.

All clothing must cover the body in a modest manner appropriate for school. Compliance with the dress code is a responsibility of every student and parent. The dress code is to be monitored by every staff member of Clayton High School and Crain Elementary.

Conditions of the Dress Code include:

Hoods for hoodie sweatshirts or t-shirts that cover the head are not to be worn inside any school building. First warning, students will remove the hood from head. Second warning, student(s) in violation will not be allowed to wear hooded sweatshirts or t-shirt to school.

No earbuds allowed.

All clothing must cover the body in a modest manner appropriate for school.

All shirts, blouses, and tops must have armholes cut square with the edge of the shoulder. This prohibits the wearing of any top with straps. All shirts and blouses must cover the midriff at all times and in all situations.

Low cut necklines are prohibited even when worn with a sweater/jacket.

All students are required to wear shoes. House shoes/slippers are unacceptable. Cleat shoes are not permissible in the school building, school buses or vans.

Students may not wear any clothing article, or exposed tattoos which depicts or advertises alcohol, tobacco, vape or vaping products, drugs, drug paraphernalia, violence, or behavior perceived as lewd, offensive, vulgar, or obscene. This includes items that are suggestive in nature, or depicts blood, the occult, gangs, etc.

Caps, hats, bandanas, hair rollers, combs, blankets or covers of any type are not to be worn inside the school building or the cafeteria.

All pants and shorts must be worn at the waist level. Sagging pants and pajamas are prohibited. Jeans that have holes above mid-thigh are inappropriate and will be dealt with as a discipline problem.

All shorts, skirts and dresses will not be more than 5" from above the middle of knee. Also, biking shorts, leggings, or other tight fitting knitwear will be covered with a garment no shorter than 5 inches above the knee. The first infraction the student will be allowed to change into something appropriate they have with them or change into what the school provides. The student will not be allowed to call home. The 2nd infraction will be ISS. The 3rd infraction will be 3 days of ISS.

All shorts, skirts and dresses must be at the 5" mark not counting anything under them such as sliders, leggings or any other garment.

Burn-out shirts can be worn only if a tank top with at least 2" straps are worn underneath and no other see through garments are permitted.

Street clothes must cover sleepwear or underwear.

Sunglasses are not to be worn in the building, classroom or cafeteria.

No external piercing of the body with the exception of the earlobe and nose. No hoops or gauges are permitted. e.g. tongue, eyebrow, navel, gauges etc. Earrings at the top of ear are acceptable as long as it is not distracting or could be a danger.

Inappropriate bracelets will be confiscated.

No decorative or distracting contacts.

Metal chains are prohibited e.g. wallet chains, belt chains, etc.

Facial hair shall be cleaned and well-groomed, with no facial hair preferred.

Any students who wear the “low waist” style of pants must keep their waist covered at all times.

The faculty and administrators will be working together to help monitor the dress code. Any student in violation of the dress code that cannot reach a parent to bring them appropriate clothing will spend the remainder of the day in In-School-Detention. **Students will not leave campus to change clothes for violating the dress code.**

FOOD AND BEVERAGES

Food, drinks, and gum are not to be brought into the classrooms and are not to be consumed in the halls. Lunches brought from home will be eaten in the lunchroom. No soft drinks are allowed in the cafeteria.

LICENSED STUDENT CARS & CYCLES

Student parking is restricted to the area north side of the library, and north side of the gym. Students are not to park in front of the library, the vocational agriculture building or the gym. Violations of parking regulations or driving safety rules will result in some form of disciplinary action. Repeated violations may result in suspension out of school. Students must possess a driver's license, proof of insurance and parent signature to drive and park on school grounds. Students will not be allowed to congregate in or around parked cars. Students may not drive vehicles to any school classes or activities without principal permission.

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Clayton Board of Education that the school will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day. When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for the student. Each student should plan to arrive at school before the 7:45 am bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Married students and students 18 years of age or older and living on their own will be considered their own guardian.

Before permission can be granted for a student to leave at any time:

The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).

The principal or office personnel must talk personally with the parent/guardian.

The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Before permission can be granted for a student to leave the campus during the lunch period:

The student's parent/guardian must notify the principal's office that the student will be leaving.

Only the parent/guardian may notify the principal's office that the student will be leaving.

The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.

The student must be picked up and returned at the front sidewalk only.

The student must sign back in upon returning to campus.

ATTENDANCE

No single factor does more to aid a student's progress in school than regular attendance. Oklahoma school law demands that a student attend school until he/she is eighteen (18) years old or until he or she has completed high school. The taxpayers have provided excellent facilities and resources for local students. It is the responsibility of every student to make the most of the opportunities that have been provided. This can be accomplished only by regular attendance.

A student may not earn credit in any class in which the student has more than nine (9) absences in a semester. This is a total of 9 absences including excused and unexcused days missed. Absences may be excused for the following reasons:

Sickness or family emergencies or other legitimate reasons as determined by the principal.

Parents must promptly provide to the principal or designee proof of the reason for the absence for it to be designated "excused." Failure to promptly provide such proof will result in a determination that the absence is "unexcused".

Parents may request reconsideration of the decision that a student will not earn credit in a class by following the review process and timelines identified in the "Promotion/Retention and Failing Courses" section on page 20 of this handbook.

Absentee reports will be mailed each month for any student with 5 absences or more.

The student will have one day for every day absent to make up work missed, unless additional time is granted by the teacher.

Note: Any test announced during the student's presence in class or which is regularly scheduled (e.g. nine weeks or semester) which is missed by the student due to an "excused" absence shall be made up on the day the student returns to class. The teacher shall administer test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, which would prevent the student from being aware of the scheduled test, then the test shall be administered to him/her on the day following his/her return to class. Only the principal or designee may make exceptions to the test administration rules. Students may not make up tests missed due to unexcused absence.

TARDIES

Three tardies will equal one absence. This will be monitored every class period. For every 3 tardies students will serve 1 day of ISS. The process will start over at the beginning of each month. 3 tardies is counted as an absence. In elementary you will be considered tardy if you arrive after 7:45 am or you leave before 2:30.

TRUANT ABSENCES AND LEAVING SCHOOL-DOCTOR APPOINTMENTS

Students will not be permitted to check out of school without parental permission, either in writing, by telephone, or in person. Once cleared by the principal, a student sign out sheet must be filled out by the student.

Doctor appointments must be verified either by parent/guardian or by a doctor's statement. Truant absences will not be tolerated.

Absentees will be checked and monitored by the principal's office daily.

MEDICATION

If a parent or guardian wishes the school to administer any kind of medication to a student, the parent or guardian must complete and sign a form authorizing its administration. Only prescription medicine in a prescription bottle for that student may be given. The school will provide first aid for minor cuts and scratches.

Teachers should be informed of any health condition a student has so that he/she might be better prepared to handle any situation that might arise.

HEADLICE

Any student with head lice will be sent home. If sent home with head lice, the student must go through the office for a head check before resuming classes. All guidelines from the Oklahoma State Department of Education and Oklahoma State Department of Health will be followed.

IMMUNIZATIONS

The State board of Health currently requires that children attending school in Oklahoma have five (5) DTP or TD shots, four (4) doses of polio vaccine (children who began their polio immunizations after their first birthday are required to have only three (3) doses of polio vaccine), one (1) dose of mumps and rubella, and two (2) doses of measles immunizations. Students must have received the measles and rubella vaccines on or after their first birthday. All students in 7th-8th grades must provide documentation of having received three (3) doses of Hepatitis B vaccine and one (1) dose of Hepatitis A vaccine. All students K-1 are required to have additional vaccinations against Hepatitis A and Chicken Pox.

All students must present acceptable documentation of the required immunizations before they may be allowed to enter or attend classes. There is no grace period for new enrollees or transfer students.

CARE OF SCHOOL PROPERTY

The building and grounds reflect pride in the school. The help of the student body to maintain the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Under no condition should one mark on the walls, desks, or in any way deface school property. The destruction of school property, including buses, will merit disciplinary action.

Care of the property in a school is one of the best ways to judge a student body. Care and respect of public and private property is the responsibility of every student. It is the duty of the school to teach this respect and responsibility and the obligation of the student body to accept this respect and responsibility. Students and faculty are very fortunate to have one of the best school facilities in southeastern Oklahoma. Through everyone's efforts we can keep our school at a high level of appearance and effectiveness. **TAKE PRIDE IN YOUR SCHOOL!!!** Any student damaging school property through carelessness, neglect, or mischievousness will be expected to pay for the damaged property and may be suspended out of school.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is planned, a parent should notify the principal. The student will receive a clearance slip to be presented to each of his/her teachers. If the student has any School District-owned equipment, supplies, or library books, they must be returned. After each teacher has signed the clearance slip, it will be presented to the principal's office, and the student will receive any refund that is due. All textbooks must be returned to the classroom teacher.

VISITORS

No student will be allowed to bring a visitor or children to school. Clayton Public Schools does not have liability for or authority over students from other schools. All adults visiting the buildings must report to the school office.

TELEPHONES

Teachers will not give permission for students to make phone calls during class time. Students will be called to the telephone during class time for emergency calls only. Calls will be allowed only between classes or at noon. Students making long distance phone calls will be required to log each call in the telephone log. **STUDENTS WHO DISPLAY RUDE TELEPHONE MANNERS WILL NOT BE PERMITTED TO USE THE PHONE!!!** The only phone to be used is in the principal's office.

ACTIVITY CALENDAR

To eliminate conflict, an official calendar is maintained by the principal. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities for the year as soon as possible. The principal must approve all scheduling. This calendar is located on the district website.

SCHOOL SPONSORED TRIPS

Students will be expected to conduct themselves according to school policy, rules and regulations in a manner that will bring credit to Clayton Public Schools. Sponsors of special trips that require students to stay overnight shall have on file in the principal's office a set of rules appropriate to the activity and itinerary approved by the administration on the day prior to departure.

All school rules apply to extracurricular trips.

All students participating in activities that require time out of school will be required to have been in attendance at least 90% of the time. In addition, they shall not be under disciplinary action, must be scholastically in good standing (no grade of "F"), and not lacking any tests or make up work.

All groups who occasionally take field trips away from school are expected to adhere to these policies, rules and regulations. Each student is expected to do his or her part in working toward these events and become involved in their group activities.

Sponsors will be appointed by the school officials and shall be required to ride on the van or bus on any extra curricular trip. Sponsors are to check the bus interior before and after each trip. They will also call roll prior to leaving school and after returning. Sponsors will turn in the list of students who fail to attend the trip to the principal's office before leaving, if possible.

Students who need to board the bus for activities in which they do not participate, must have a signed note from the teacher and principal before they can be given permission to board the bus.

Students cannot get off the bus unless an emergency arises and then parents or guardians must be promptly notified. Upon notification, sponsors of activity will wait until the notified parent or guardian picks up the student.

UNDUE FAMILIARITY

It is assumed that all students have sufficient personal pride that they observe standards of ethical behavior in school. The school halls and school grounds are public places; therefore, it is expected that students will use discretion in relationships. Undue familiarity is considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal, and if necessary, the parents will be called in for a conference.

TOBACCO, VAPE OR VAPING PRODUCTS

State law prohibits the use or possession of tobacco, vape or vaping products by students. Therefore, use and possession of tobacco, vape or vaping products and its by-products (cigarettes, vaping devices, cigars, snuff, chewing tobacco, vape or vaping products, or any form of tobacco, vape or vaping products product) is prohibited. Violators may be suspended out of school, and/or fined by local authorities.

MEDICAL MARIJUANA

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

- a. Assist students in obtaining or using medical marijuana;
- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;
- d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

DANGEROUS WEAPONS

The Board of Education prohibits possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon on school property, at school-sponsored activities and on school vehicles. This includes but is not limited to any pistol, revolver, dagger, knife, bowie knife, spring-type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or glass container. Students with firearms will be suspended out of school for one calendar year and students in possession of other types of dangerous weapons, replicas or facsimiles of dangerous weapons will also be subject to out-of-school suspension.

ADVERSE WEATHER CONDITIONS

In the event of adverse weather, the local radio stations will be notified. Students should tune in to 101.3 FM McAlester or 99.9 FM Fort Smith for information concerning school. A decision on school closing will be made as early as possible.

Students can also watch the following TV channels for school cancellations KTEN channel 10, Channel 5 Fort Smith, and Channel 8 Tulsa..

ELECTRONIC PAGERS, CELL PHONES, AUDIO (I-PODS, ETC.), GAMES AND/OR VIDEO GAMES, Smart Watches

Oklahoma State Statutes (70-24-101.1) and Oklahoma School Law (Article XXIV, Section 488) has established rules and regulations which prohibit a pupil from possessing an electronic paging device while said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Deviations from this law will be viewed on an individual basis as deemed necessary by the principal. Portable, mobile, cellular phones and games are not allowed in the classroom or on the campus during the school day. Smart phones, audio and video devices must be approved through the administration before being brought on to the school campus. If the above listed devices are confiscated, the following procedures will be used:

1st Time: The device is taken and the parent must pick it up at the end of the day.

2nd Time: The device is taken and student is given one day of ISS and parent must pick up phone at end of the day.

3rd Time: The device is taken and student is in ISS for 3 days.

If a student is using someone else's phone, and it is taken then both students will face consequences.

Students that bring any of the above devices will turn them in at the office before school and can pick them up from the office after school is dismissed for the day.

Cellular Communication Devices (*cell phones, smart watches and other devices, earbuds, ipods, ipads, and pagers*)

1. A student may possess a cellular communication device while on school premises under the following conditions:
 - a. The device must NOT be used during the school day, unless specified as below for Clayton High School and Middle School students.
 - b. The device must remain turned off at all times and unable to receive or send any communications during the day. This includes and specifically prohibits text messaging, any type of “instant messaging” or posting to social media.
 - c. The device must remain out of sight.
2. A student must follow all guidelines in the **Student Acceptable Use Policy**.
3. Violation of this policy will result in confiscation of the cellular device. Upon confiscation, the device will be turned in to the school office and may be picked up as follows:
 - a. 1st Offense: In School Detention issued and the student may pick up the device at the end of the school day from the office (parent will be notified).
 - b. 2nd Offense: Up to 3 days of In School Detention issued and parent/guardian will be contacted to pick up the device from the office (the student will not be allowed to pick up the device).
 - c. 3rd Offense and any subsequent offenses: Additional days of detention with parent picking up device; cellular device may not be brought to school.

Cellular Communication Devices for Clayton Middle School and High School

Cell phone usage will only be allowed at Clayton Middle School and High School during the following timeframes: before school, after school and during lunch time, unless being used for academic purposes with permission from the teacher.

NO Cellular Communication Devices Allowed for K - 5th Grade without permission from principal.

Other Cellular Device Information

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, or any other type of electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Additionally, police will be contacted if an administrator has reason to believe that a photo or video might be a violation of law. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the direction of the school, may be revoked should circumstances warrant.

1. The school district and its employees are **not** responsible for lost, stolen and/or damaged communication devices or other personal property of a student. Neither are Clayton Public School or its employees liable financially for damages or lost/stolen items. It is the student's responsibility to care for his/her device.
2. Students may not photograph or video other students or teachers.

3. Misuse of the device may result in appropriate administrative disciplinary measures including confiscation and possible search of the device and/or suspension from school.
4. School personnel shall have the authority to detain and search any student on school premises or while in transit to or from school on a school vehicle, or while attending any function sponsored or authorized by the school, upon reasonable suspicion that the student is using a cellular device, according to established policy concerning student searches.
5. In the event of misuse, a school official may confiscate the device and return it to a parent or guardian.
6. The principal shall have the authority to revoke the privilege of having a cellular device on campus for violations of this policy.
7. Students who refuse to give their cell phones to staff members when directed to do so or who remove the sim card will be suspended.

Unacceptable use of Personal Electronic Devices

1. Use of a cellular or other personal device in a manner that inhibits, disrupts or interferes in a classroom, school activity or even.
2. Attempt to "cheat" or otherwise share information regarding coursework or testing.
3. Use of a cellular or other personal device in violation of any of the guidelines of the district Student Acceptable Use Policy.

Privacy

Network and internet access is provided as a tool for the students' education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, email and internet and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. All internet sites visited will be logged and reviewed for suitability of internet use to assure compliance with the Acceptable Use policy and State law. Under the Family Educational and Privacy Act (FERPA), federal law protects student privacy. Confiscated cell phones or devices that have the capacity to take photographs or videos may have photos reviewed in the presence of the student and/or parent/guardian to ensure that no photos or videos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos or videos that were not taken at an event open to the public.

Failure to Follow Policy

Use of Clayton Public School computers, networks and the Internet are a privilege, not a right. Individuals who refuse to sign and submit the required acceptable use agreement or who violate the district policy shall be subject to loss or restriction of privilege of using equipment, software, the Internet or other technological resources. Loss of privileges may continue for the remainder of the school year and/or other disciplinary actions may be enforced as per the discipline policy. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Responsibility for Damages

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged or vandalized while under their care due to gross negligence or intentional misuse.

BUS RIDING RULES AND REGULATIONS

Students involved in school activities will ride in school provided or school-approved transportation. At the conclusion of the activity, students may be released to their parent/guardian only with sponsor approval.

NOTE TO PARENTS: Please review the following information with students riding Clayton Public Schools buses. If there is a change in the student's transportation, please send a note to his/her teacher.

1. Be at the bus stop on time. It is recommended that students be at the stop five (5) minutes early. Stay back from the roadway.
2. Look both ways before crossing the road. Cross only in front of the bus, not behind it.
3. Watch your step getting on or off the bus. Do not shove or push.
4. Respect and listen to the driver. He/she is in charge of the vehicle and passengers, just as teachers are in charge of the classrooms.
5. Remain seated while the bus is in motion. Horseplay is not permitted.
6. Cost of repair for damage to the bus done by students will be considered the responsibility of the student who caused the damage.
7. Food, drinks, loud talking and shouting will not be permitted on the bus.
8. Students found smoking, using drugs, fighting, or damaging the bus will be suspended from riding any bus in the school system.
9. Never run beside or hang onto the bus. Never throw anything at or from the bus.
10. The driver is not permitted to carry students not living on the route nor are they permitted to let students off at other than the regular stop unless authorized by the principal.
11. Go directly home or to school after getting off the bus.
12. Students who continue to not follow the rules on the bus or who commit serious or dangerous acts may be suspended from riding any bus in the school system. Bus transportation is a service, not a mandate. Please do not lose this privilege.
13. The above rules and regulations will also apply to any extra-curricular trip sponsored by Clayton Public Schools.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that the locker is kept in order at all times. Lockers are property of school and can be legally searched at any time. Please do not place inappropriate material in lockers that are not school related.

HEALTH SERVICES

In case of serious illness or injury to students while at school, we first attempt to contact parents or relative. If we are unable to locate the parents, we take the child to the clinic, where he/she will wait until the parents have been contacted. Therefore, it is imperative we have an emergency phone number where parents or a responsible party can be reached.

In addition, Oklahoma law requires immunization verification on file prior to class attendance. Also, state law does not permit the dispensing of medication by any employees to any student without proper forms on file. Forms may be picked up at the school office.

CAFETERIA

All lunches will be eaten in the cafeteria. Students will be responsible for taking their trays and trash to the proper disposal area. If lunch is brought from home, please send a drink other than a soft drink. **NO SOFT DRINKS IN THE CAFETERIA.**

A grade "A" hot lunch program will be made available to all students. Unless special arrangements are made students are required to stay on the school grounds at lunch time. No food or drinks will be taken from the cafeteria.

FUNDRAISERS

Receipts will be issued for all money received.

ELIGIBILITY-ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. Students must be in attendance 90% to be eligible under OSSAA rules.

A student who fails to meet the minimum scholastic standard will be ineligible for the first six weeks of the next semester. A student may regain eligibility by passing all classes at the end of the six-week period.

Scholastic eligibility for students will be in line with the OSSAA eligibility rules.

If a student fails to meet the minimum scholastic standard at the end of a week he/she will be placed on probation for the next one-week period. If a student fails to meet the minimum scholastic standard at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility periods will begin Monday and end on Sunday.

A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to re-gain eligibility. A student regains eligibility under OSSAA Rule 3 with the first class of the new one-week period. (Monday through Sunday)

A 12th grade student who is concurrently enrolled in high school and college must pass all subjects to maintain eligibility.

Students enrolling in a school for the first time must meet the OSSAA's scholastic requirements in Rule 3, Section 1-a. A student who is not eligible in one Oklahoma school will not be eligible at another Oklahoma school for a minimum period of three (3) weeks (fifteen (15) school days) he/she attends if he/she moves or transfers. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 1-a at the end of a three-week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (OSSAA Rule 3, section 3-c) if the grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster).

One summer school credit earned in an Oklahoma State Department of Education-accredited program may be used to meet the requirements of OSSAA Rule 3, section 1-a for the end of the spring semester. A credit in summer school under this provision must be for the subject failed during the spring semester.

Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

STOCK SHOWS, ETC.

Youth who have been declared ineligible to participate in extra-curricular activities by their local school administration will be declared ineligible to participate in the show.

Youth who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, youth who are ineligible on the first day of the show will be considered ineligible through the duration of the show.

If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary School Activities Association, the animals owned by the exhibitor are also ineligible for the show.

Ineligible youth who participate in the show will forfeit all show and/or sale premiums and awards and will be subject to disciplinary action as provided by school policy, rules and regulations. Guard your eligibility in order to participate in school competition activities and extra-curricular activities. You are NOT eligible if:

1. You are 19 years of age before September 1st.
2. You have not attended classes 90% of the time for the current semester.
3. You have an "F" in any class as stated by the OSSAA regulations.
4. You have been disqualified from a contest for unsportsmanlike conduct or a flagrant foul, or are under school discipline. (Principal may reinstate a student following a conference and after a written report of details and action taken has been filed with the Oklahoma Secondary School Activities Association).

5. You have participated in a contest where professionalism is being practiced, or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
6. You have attended school more than eight semesters in grades 9 through 12.
7. Your parents are not bona fide residents of the high school district where you are attending.
8. You do not file in the principal's office physician and parent certificates for the present year. (This applies to athletics only.)

The grade rule eligibility will not be cumulative from school year to school year.

SCHOOL DANCES

School dances are for currently enrolled students of Clayton High School. Dances will be closed to students not enrolled in the District unless pre-approved by the administration. School dances may not be attended by any student who is ineligible for (academically or attendance) or who has any debts or outstanding obligations to the school. Pre-approval must be given by administrator(s) prior to attending.

CLASS SPONSORED ACTIVITIES AND TRIPS

Any time students are involved in school activities, meetings, trips, etc., they are to be accompanied by their sponsors.

There is a limit of ten (10) days that a student will be allowed to attend school activities that will keep them from attending class. Sponsors will turn in a complete list of students attending well in advance of the day of the trip to the building principals.

Students that will require more than ten (10) days' absence for school activities must have the approval of the Ten-Day Activity Committee.

TEN-DAY ACTIVITY RULE POLICY

IN ACCORDANCE WITH THE POLICY OF THE OKLAHOMA STATE DEPARTMENT OF EDUCATION, THE FOLLOWING SHALL GOVERN STUDENT ATTENDANCE FOR ELEMENTARY, JR. HIGH AND SR. HIGH SCHOOL:

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removes the student from class for more than half of a class period.
2. The total number of student activity absences allowed from any one class period, without permission from the Internal Activity Review Committee, shall be ten.
3. Once a student has had ten activity absences from any one class period, the student must be reported to the principal's office and referred to the Internal Activity Review Committee.

The Internal Activity Review Committee and Attendance Committee consist of the following people:

Principal, Classroom Teacher, Counselor and parent or guardian.

The criteria for continuing beyond the ten-day absence limit shall be as follows:

- A. A student must have a letter grade of "C" or better in the subject he or she is wanting to miss.
- B. Before a student is given permission to be absent beyond the ten-day limit, even though he or she has a "C" or better, the student's record must show that his or her grade was not adversely affected by the previous ten days of absence and he or she has turned in all required work missed on previous days out.

The policy of the Board of Education does not set a maximum number of activity absences to be allowed per student. However, an unreasonable request upon the committee for exceptions will not be considered.

Activities excluded from the ten-day rule are:

Class meetings, assemblies and field trips involving the class period only and others such as State and National levels of school-sponsored contests.

DISCIPLINARY GUIDELINES

Detention –Lunch Period and/or After School 3:05 p.m. – 3:45 p.m. With Parent Pickup

Saturday Detention

ISP – In School Placement 7:50 a.m. – 3:05 p.m. or until they leave the school grounds

Suspension Short Term Suspension (1 day to 10 days), Long Term Suspension (11 days to current semester plus the next semester) **ATD** - Alternative Discipline (corporal punishment)

These are guidelines only, and at the discretion of administration disciplinary action may be revised.

Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to citations, fines and or prosecution.

For more than 3 related violations within 4 weeks subsequent discipline will be administered.

5 days detention within 4 weeks earns 1 day in ISP/5 days of ISP earns 3 days of suspension.

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school suspension: (examples: ballgames, AG events, 4-H events, etc).

In addition, conduct occurring outside of normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Any student that receives ISS, swats or suspension may not be allowed to attend or participate in any extracurricular activities.

| Rule Violation | 1st Violation | 2nd Violation | 3rd Violation |
|--|--|---|---|
| Inappropriate Language | 1-3 days detention | 3-5 days detention | 3-5 days detention/1-2 days ISP |
| Activating an alarm | 1-5 Days ISP | 5 Days suspension | 9 Weeks suspension |
| Arson | 1 day-L.T. suspension | L.T. suspension | |
| Bullying of Student | 3 days detention | 3-5 days suspension | 5-10 days suspension |
| Bus Misconduct | 1-3 days detention or ATD | 1-2 days ISP or ATD | L.T.-S.T. suspension |
| Caps, hats or any headgear may not be worn or carried in the building. | Warning | Cap will be confiscated till the end of the day | Cap will be kept for 5 days. |
| Cheating | 1-5 days Detention | 1-5 days ISP or ATD | 1-5 days suspension |
| De-pantsing a student | 1-5 Days ISP | 1-5 Days suspension | 5-10 Days suspension |
| Disrespect | 1-5 days Detention | 1-5 days ISP or ATD | 1-5 days suspension to L.T. Suspension |
| Disruptive Conduct | 1-3 days detention or ATD | 1-2 days ISP or ATD | 3-5 days ISP |
| Dress Code Violation | Written Warning & Correct the Violation | 1-3 days Detention | 1-5 days ISP or ATD |
| Drug & Alcohol-Under the Influence or possession | L.T. suspension and may be referred to law enforcement | L.T. suspension and may be referred to law enforcement | L.T. suspension to expulsion and may be referred to law enforcement |
| Failure to Attend Detention | Double Detention days | ISP – day for day or ATD | Day for Day Suspension |
| Fighting | 3 days suspension and possible referral to law enforcement | 4-10 days suspension and possible referral to law enforcement | L.T. suspension and possible referral law enforcement |
| Firearm or destructive Device-Possession | 1 Calendar Year suspension | | |
| Gambling | 3 days detention – 5 days suspension | 6-10 days suspension | L.T. suspension |
| Hazardous Items | 3 days detention – 5 days suspension | 5 days suspension – L.T. suspension | L.T. suspension |
| Internet Misconduct (pornography, threats, etc.) | 1 day detention – 3 days suspension and/or loss of privileges or ATD | 1-5 days ISP and loss of privileges | 5 days to L.T. suspension and loss of privileges |
| Not prepared for class/Failure to do homework | 1-3 days detention | 2-5 days detention | 3-5 days detention/1-2 days ISP |
| Refuse to obey rules/Not Following Directions | 1-3 days detention or ATD | 3-5 days ISP or ATD | 1-3 days suspension |
| Possession of another student's phone | Warning | 1-3 Days detention | 1-5 Days detention or ISP |
| Profanity, Pornography, Vulgar Gestures | 1 day detention-3 days suspension or ATD | 1-5 days ISP - 5 days suspension or ATD | 5 days suspension-L.T. suspension |

| | | | |
|---|---|--------------------------------------|--|
| Profanity to Teacher or Staff | 1-3 days detention | 3-5 days suspension | 5 days suspension - L.T. suspension |
| Stealing or Possession of Stolen Property | 1 - 5 days ISP – 5 days suspension | 1-5 days - L.T. suspension | L.T. suspension |
| Tardy | warning | warning | detention |
| Threats to School | 5 days – L.T. suspension | L.T. suspension | |
| Threat to Staff-Verbal or Written | 3 days suspension-L.T. suspension | 6-10 days Suspension-L.T. Suspension | L.T. suspension |
| Threat to Student-Verbal or Written | 3-5 days Suspension-L.T. suspension | 6-10 days Suspension-L.T. Suspension | L.T. Suspension |
| Tobacco,vape or vaping products-Possession /Use | 3 days ISP or ATD | 1-3 day suspension | 3-5 days suspension |
| Unsafe Behavior | 1-3 days detention or ATD | 3-5 days ISP or ATD | 1-3 days suspension |
| Vandalism | 1 day detention-5 days suspension + cost | 3 days - L.T. suspension + cost | |
| Vandalism-Electronic | 5 days-L. T. suspension + Cost | L. T. suspension + cost | |
| Verbal Abuse of Staff | 5 day s- L.T. suspension | L.T. suspension | |
| Videotaping at school | 3-5 days Suspension | 6-10 days Suspension | L.T. Suspension |
| Videotaping or photographing at school and placing it on the internet | 5 days suspension | 10 days suspension | L.T. suspension |
| Weapons Possession | Current Semester or Current Semester and next | | |
| Electronics, Cell Phones and/or ear phones, Smart devices | Confiscation with parent pickup | Parent pickup and 1 day ISP | Device is taken and suspended for 3 days |

COMPUTER POLICY

Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger, or will cause the commission of lawful acts or the violation of school policies, rules or regulations. Users will not solicit or receive any information of service which could result in unauthorized expense to the District.

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 which may be accessed.

A student will not be allowed to access the internet, electronic mail or web-message boards until the student and his or her parent indicate their intent to abide by the terms of the District's Internet/Computer Network Acceptable Use Policy by signing a Student Internet Access Agreement. Violators will be subject to appropriate disciplinary action. Since access and use of the school's computer network system and the internet is a privilege, not a right, violator's privileges will be withdrawn if abused and during the period of any pending investigation.

Students are not to send or receive e-mail or be on any social media sites.

FIRE AND TORNADO INSTRUCTION

The FIRE SIGNAL is a continuous blast of the fire alarm bell. Students are to leave the classroom at a fast walk with the teacher. It is imperative that each room follow the assigned route to their designated area away from the building to insure orderliness of movement, speed in evacuating the building and student safety.

The TORNADO SIGNAL is consecutive short rings of the bell.

Principals and teachers will go over specific fire and tornado drill instructions with students.

HOME SCHOOL STUDENTS

Students who have been receiving home schooling and wish to return to public school will be required to take achievement proficiency testing for placement.

NON-DISCRIMINATION

The Clayton Public Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or veteran status. The District is aware of the provisions of applicable federal and state statutes and regulations prohibiting discrimination and intends to comply with them. Inquiries concerning the application of this policy may be referred to:

504/ADA Coordinator

Diane Erwin: Special Ed Dir
P.O. Box 190
Clayton, OK 74536
Telephone: 918-569-4156 Fax: 918-569-4680
E-mail: derwin@clayton.k12.ok.us

Federal Programs and Title IX Coordinator

Keith Toney: Fed Programs Dir
P.O. Box 190
Clayton, OK 74536
Telephone: 918-569-4158 - Fax: 918-569-7656
E-mail: ktoney@clayton.k12.ok.us

Title VI of the Civil Rights Act Coordinator

Ramonia Davis: Fed Programs Dir.
P.O. Box 190
Clayton, OK 74536
Telephone: 918-569-4158 – Fax: 918-569-7656
E-mail: rhDavis@clayton.k12.ok.us

Age Act Coordinator

Diane Erwin: Special Ed Dir.
P.O. Box 190
Clayton, OK 74536
Telephone: 918-569-4156 – Fax: 918-569-4680
E-mail: derwin@clayton.k12.ok.us

The School District has adopted Grievance Procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent. Contact the persons listed above for further information about the Grievance Procedures.

PROMOTION/RETENTION AND FAILING COURSES

The School District determines promotion and retention through an evaluation of the total growth of the individual child, rather than his or her rate of academic achievement alone. The names of students who do not complete satisfactory work during the school term will be submitted to a retention committee. The retention committee will determine whether it is in the student's and the school's best interest for the student to repeat a grade. After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by requesting review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or, in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable. The principal's decision may be appealed to the superintendent and Board of Education. Consult the building principal for further information concerning the appeal process or for a copy of the School District's policy.

"There will be no social promotion for any grades K-12".

PROFICIENCY-BASED PROMOTION

Upon the request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum

Proficiency will be demonstrated by assessment or evaluation appropriate to curriculum areas of social studies, language arts, the arts, languages, mathematics, and science.

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance.

The opportunity for proficiency assessment will be provided at least twice each school year. Test dates will be June 1-10 and November 1-10.

For a copy of the entire policy, please contact Dr Gore, elementary principal, or Mrs.Davis, school counselor,

Third Grade Retention

We will follow state guidelines on retention of third graders. **Only the scores from the reading comprehension and vocabulary portions of the third grade criterion-referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act.** Oklahoma's current law requires that third grade students who **do not meet RSA criteria** on the reading portion of the third grade criterion-referenced test shall not be promoted to the fourth grade, unless they meet the exemptions set forth in this policy.

1. Beginning with the kindergarten class of 2013-14, the parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level and has been provided a program of reading instruction shall be notified in writing of the following:
 - a. That the student has been identified as having a substantial deficiency in reading;
 - b. A description of the current services that are provided to the student.
 - c. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency.
 - d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section II of this policy.
 - e. Strategies for parents to use in helping their child succeed in reading proficiency.
 - f. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available.
 - g. The specific criteria and policies of the school district for midyear promotion.
2. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through a screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. A student not qualified for automatic promotion may be evaluated for "probationary promotion" by the Student Reading Proficiency Team "SRPT" composed of:
 - a. the parent(s) and/or guardian(s) of the student,
 - b. the teacher assigned to the student who has responsibility for the reading instruction in that academic year,
 - c. a teacher who teaches reading in the subsequent grade level, the school principal, and
 - d. a certified reading specialist if one is available

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the

requirements set forth by the achieving Classroom Excellence Act.

5. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

Good Cause Exemptions A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. **ELL Students**

ELL Students are identified English Language Learners (ELL) on a screening tool approved by OSDE of Bilingual/Migrant Education and have a Language Instructional Educational Plan in place prior to administration of the OSTP and have less than two years of instruction in an ELL program.

2. **OAAP Students**

(IEP Students assessed with OAAP) - Students with disabilities on an Individualized Education Plan (IEP) who are assessed with Oklahoma Alternate Assessment Program (OAAP).

3. **Alternative Assessment**

Students who have demonstrated an acceptable level of performance (minimum of 45th percentile) on a state-approved alternative reading test.

4. **Portfolio**

Students who have demonstrated mastery of at least 70% on all third grade reading objectives in their student portfolio.

5. **Student with Disabilities**

Students with disabilities who take the OSTP and whose IEP states that they have received intensive remediation in reading for more than two years but still show a deficiency in reading.

6. **Regular Education Student Who Has Been Retained Once**

Students who have received intensive remediation in reading for two or more years but still have a deficiency in reading and have already been retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade (or in a transitional grade) for a total of one year.

7. **Exceptional Emergency Circumstances**

Students who have faced exceptional emergency circumstances which prevented the student from being assessed during the testing window.

SPECIAL CLASSES: PLAN FOR SUCCESS

Students in grades 2-8 who score below the 35th national percentile in reading, math or language test(s) may be required to enroll in classes designated to provide additional help in these areas. Students that are achieving at the 90% or above average at the end of each grading period may be excused from the class by the homeroom teacher and the special teacher. Students excused from the class that dropped to below a 70% average in core classes may be returned to the special class by the homeroom teacher and the special teacher. (These classes will be scheduled during the hour the student normally takes an elective class.)

Students who fail the State required criterion referenced test will be required to enroll in classes designated to provide remediation as mandated by the State of Oklahoma.

Crain Elementary 1st grade through 3rd grade students will be screened and/or tested at the beginning of school and at the end of each nine weeks to determine each student's reading level and progress in reading. Students more than three (3) months behind their current grade level will have a reading plan established. The plan may include additional instruction, special classes or after school instruction. A plan will continue until the student is reading on his/her grade reading level.

RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL

Illegal and Illicit Drugs and Alcohol

Unlawful possession and use of illegal and illicit drugs and alcohol is wrong and harmful.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substance at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes pain, glue, aerosol sprays, and similar substances.

Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The student will also be ineligible for participation in all extracurricular activities for a period of one calendar year. Out-of-school suspension for a first offense may be reduced if: the student and family agree to screening of the offender for chemical dependency; where chemical dependency is indicated by the above screening, a full alcohol and drug evaluation is facilitated by the parent; and the parent and offender follow all evaluation recommendations.

Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Necessary Medications

Students may not retain possession of and self-administer any medication at school except as permitted by the School District's policy on the Administration of Medicine to Students.

Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy.

Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include out-of-school suspension.

Distribution of Information

Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

SEXUAL HARASSMENT

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the Clayton Public Schools. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's code of student conduct.

Reporting Sexual Harassment

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his or her principal, counselor or teacher, or to a board member, the superintendent or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parent may contact the superintendent, principal or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the date of the prohibited activity and any other information necessary to a full report and investigation of the matter.

For Further Information

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX coordinator (Dr. Marsha Gore, High School Principal, P.O. Box 190, Clayton, OK 74536, telephone 918-569-4158, fax 918-569-7656 e-mail mgore@clayton.k12.ok.us) for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

DISABILITY HARASSMENT

The Clayton Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statement, or conduct that is physically threatening, harmful or humiliating.

The following are examples of disability harassment:

1. Several student continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.

4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with mental retardation by mocking and intimidating him so he does not participate in class.

Contact the School District's Section 504/ADA Coordinator (Stephen Haddox, High School Principal, P.O. Box 190, Clayton, OK 74536, telephone 918-569-4156 fax 918-569-4680 e-mail shaddox@clayton.k12.ok.us) for further information concerning disability harassment or to initiate a complaint under the School District' Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

THE SCHOOL BULLYING PREVENTION ACT

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of 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 education mission of the student or other students.
5. threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school.

The Board of Education has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the Clayton School District's response to this legislative mandate. Students and their parents can obtain a copy of the policy from their school principal or the superintendent.

Students should report acts of intimidation, harassment or bullying toward them or other students to school personnel.

Parents should:

Encourage their children to report incidents when they occur by notifying school personnel;

Take advantage of opportunities to talk to their children about bullying;

Inform the school immediately if they think their child is being bullied or is bullying other students;

Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

Cooperate fully with school personnel in identifying and resolving incidents.

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental and psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

**CLAYTON SCHOOL DISTRICT POLICY ON
PARKING PERMITS AND EXTRACURRICULAR
ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING**

The Board of Education of the Clayton School District (the “School District”), in order to protect the health and safety of students parking on School District property or participating in extracurricular activities and to educate and direct students parking on School District property or participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students who apply for and are granted a parking permit to park on School District property or who are participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

STATEMENT OF PURPOSE AND INTENT

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

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

3. Parking on the property of the School District is a privilege, not a right. Students who park on School District property operate vehicles in close proximity of other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner which includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

4. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities or park on School District property as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities or who park on School District property who

have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities or parks on School District property and who is found to be in violation of the Policy to participate in extracurricular activities or park on School District property. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

DEFINITIONS

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.

2. "Student participant" means any student participating in any competitive extracurricular activity or who parks on School District property.

3. "Student Athlete" means a 6th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.

4. "School District Property" means any property owned or under the control of the School District.

5. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, to serve as sponsor for any other extracurricular activity.

6. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.

7. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student participants.

8. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

9. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

10. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

11. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance

enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

12. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:

- a. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any student participant selected under the mechanism.

13. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

14. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

15. "Games/competitions" mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

PARTICIPATION AND PROCEDURES

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

2. Each student participant shall be provided with a copy of this Policy and the "Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor/principal before such student shall be eligible to practice or participate in any extracurricular activity or park on School District property. No student shall be allowed to practice or participate in any extracurricular activity or park on School District property unless the student has returned the properly signed Contract.

3. The principal or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student participant has been reported. If a violation of the Policy is determined to have occurred by a student participant other than a student athlete, the principal will contact the student, the sponsor, in any, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or

head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for all other student participants, either (i) prior to the start of the season for the extracurricular activity in which a student participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year or (iii) for those who park on School District property within one week after the start of classes; b) as chosen by the random selection basis; and c) at any time a student participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. All student participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year or (iii) for those who park on School District property within one week after the start of classes. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.

6. Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis every nine (9) weeks from a list of all in-season student participants. The School District will draw ten (10) student names every nine (9) weeks at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

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

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

9. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to