

Will Rogers Junior High Student Handbook 2019- 2020



TABLE OF CONTENTS

WELCOME AND INTRODUCTION

Mission Statement	page 1
Disclaimer	page 1
Claremore Schools Beliefs	page 1

GENERAL INFORMATION

Calendar	page 2
Daily Period Schedule	page 4
Inclement Weather and School Closings	page 3

STUDENT INFORMATION

Attendance Policy	page 3, 4
Tardy Policy	page 4
Truancy	page 4, 5
Withdrawal from School	page 5
Leaving School and Special Excuses	page 5
Grading Policy	page 5
Reassessment Practice	page 5, 6
Eligibility	page 6
Semester Tests and Exemptions	page 6
Progress Reports and Report Cards	page 6
Online Grade Check	page 7
Cheating	page 7
Closed Campus Lunch Policy	page 7
Child Nutrition Program	page 7, 8

GENERAL SCHOOL POLICIES

Entry to Building	page 9
Visitor Check-In	page 9
Counseling	page 9
Emergency Drills	page 9
Flower Deliveries	page 9
Student Insurance	page 9
Privacy of Lockers, Desks and Other Property	page 10
Lockers	page 10

Backpacks, Book Bags and Large Purses	page 10
Textbooks	page 10
Bicycles, Motorcycles and Automobiles	page 10
Cleanliness	page 10
School Phone Usage	page 11
Internet Discipline Policy	page 11
Student Identification	page 11
Dress Code	page 11, 12

DISCIPLINE

General Expectations	page 12
Discipline Code / Regulations	page 12-14
Discipline Philosophy	page 14-16
Disciplinary Actions, Grid	page 17
Bullying Policy	page 18
Disciplinary Options for Student Misconduct	page 18-26

STUDENT CODE OF ETHICS

Class Disruptions	page 26
Disrespect to School Employees	page 26
Profanity and Inappropriate Gestures	page 27
Vandalism	page 27
Wireless Telecommunications Device Policy	page 27
Nuisance Items	page 28
Gaming	page 28
Fighting	page 28
Tobacco Policy	page 28, 29
Inhalant Policy	page 29
Medication for Students	page 29
Alcohol and Drug Policy	page 29, 30
Fireworks	page 30
Weapons	page 31
After-School and Bus Safety Rules	page 31

Parent Notices

page 32-36

WELCOME and INTRODUCTION

The upcoming year promises to be exciting as you make new friends and accept new academic challenges. At Will Rogers Junior High, we are confident that students, parents, and staff working as a team, will make this a successful year. This Student Handbook presents much of the information you will need to understand procedures and policies at Will Rogers Junior High.

Welcome to Will Rogers Junior High! GO ZEBRAS!

Mission Statement

As WRJH Zebras, we will foster an environment where all students will excel academically and socially through real world problem solving and academic rigor. All students will learn at high levels and become productive citizens in a global society.

CLAREMORE PUBLIC SCHOOLS BELIEFS

We believe...

- Mutual respect enhances learning opportunities.
- Parents and teachers are partners.
- All children can learn at high levels.
- Trial and error is a valuable tool in the learning process.
- Learning is not a job, but an experience.
- Teachers are not merely “instructors”; they are guides, guiding children into learning on their own.
- Motivation is internal for all persons and is influenced by experiences, beliefs, and expectations.
- All individuals are responsible for their own actions.
- Education does not begin or end at school.
- Higher expectations yield higher results.
- The issues of education are the responsibility of everyone.
- All children deserve equal opportunity for success.
- All people have a desire to succeed.
- The family is the primary influence in the development of the individual.
- Teachers are role models.
- All aspects of a community aid in the education of its children.
- All individuals have worth!

GENERAL INFORMATION

2019-20 SCHOOL CALENDAR

Open House	August 13th
First Day of School	August 15th
Labor Day	August 30th - September 2nd
WRJH Parent/Teacher Conferences	September 10th
Professional Day for Teachers	September 30th
WRJH Parent/Teacher Conferences	October 10th
Fall Break	October 17th - 21st
Thanksgiving Break	November 27th- 29th
End of Semester 1	December 20th
Winter Break	December 23rd - January 3rd
Classes Resume	January 6th
MLK Jr. Day*	January 20th
District Parent/Teacher Conferences	February 6th
President's Day*	February 17th
WRJH Parent/Teacher Conferences	February 20th
Spring Break	March 16th - 20nd
Professional Day for Teachers	March 27th
State Testing Begins	April 20th
Good Friday*	April 10th
End of Semester 2	May 21st
Last Day of School	May 21st

*** Days will be used for make-up snow days, if needed**

The school calendar is subject to change at the discretion of the Board of Education

INCLEMENT WEATHER and SCHOOL CLOSINGS

A School Messenger call will be sent for notification of school closing due to inclement weather. Notifications may also be viewed on local news stations . School will not normally be dismissed early due to weather conditions.

DAILY PERIOD SCHEDULE

		Will Rogers Junior High							
Regular, RTI, & PLC Schedules 2019-2020									
Regular Schedule (Monday - Thursday)									
6th Grade				7th Grade				8th Grade	
Period	Time			Period	Time			Period	Time
1st Hour	8:15-9:18			1st Hour	8:15-9:16			1st Hour	8:15-9:16
2nd Hour	9:22-10:27			2nd Hour	9:20-10:26			2nd Hour	9:20-10:24
3rd Hour	10:31-11:33			3rd Hour	10:30-11:31			3rd Hour	10:28-11:29
Lunch 1	11:33-12:03			4th Hour	11:35-12:06			4th Hour	11:33-12:38
4th Hour	12:07-1:09			Lunch 2	12:06-12:36			Lunch 3	12:38-1:08
5th Hour	1:13-2:17			4th Hour	12:40-1:13			5th Hour	1:12-2:16
6th Hour	2:21-3:25			5th Hour	1:17-2:19			6th Hour	2:20-3:25
				6th Hour	2:23-3:25				
RTI Schedule (Monday - Thursday)									
6th Grade				7th Grade				8th Grade	
Period	Time			Period	Time			Period	Time
1st Hour	8:15-9:12			1st Hour	8:15-9:12			1st Hour	8:15-9:12
2nd Hour	9:16-10:14			2nd Hour	9:16-10:14			2nd Hour	9:16-10:14
RTI	10:18-10:48			RTI	10:18-10:48			RTI	10:18-10:48
3rd Hour	10:52-11:20			3rd Hour	10:52-11:52			3rd Hour	10:52-11:49
Lunch 1	11:20-11:50			Lunch 2	11:52-12:22			4th Hour	11:53-12:23
3rd Hour	11:54-12:23			4th Hour	12:26-1:24			Lunch 3	12:23-12:53
4th Hour	12:27-1:23			5th Hour	1:28-2:25			4th Hour	12:57-1:23
5th Hour	1:27-2:23			6th Hour	2:29-3:25			5th Hour	1:27-2:24
6th Hour	2:27-3:25							6th Hour	2:28-3:25
PLC Schedule (Friday)									
6th Grade				7th Grade				8th Grade	
Period	Time			Period	Time			Period	Time
1st Hour	8:15-9:10			1st Hour	8:15-9:08			1st Hour	8:15-9:08
2nd Hour	9:14-10:08			2nd Hour	9:12-10:06			2nd Hour	9:12-10:09
3rd Hour	10:12-11:06			3rd Hour	10:10-11:04			3rd Hour	10:13-11:09
Lunch 1	11:06-11:36			4th Hour	11:08-11:37			4th Hour	11:13-12:08
4th Hour	11:40-12:34			Lunch 2	11:37-12:07			Lunch 3	12:08-12:38
5th Hour	12:38-1:32			4th Hour	12:11-12:36			5th Hour	12:42-1:35
6th Hour	1:36-2:30			5th Hour	12:40-1:33			6th Hour	1:39-2:30
				6th Hour	1:37-2:30				

SIX PERIOD DAY * this schedule is subject to change at the discretion of the Board of Education

STUDENT INFORMATION

ATTENDANCE POLICY

Excused Absence - Absence from school that is an illness confirmed by a doctor's note or a court appearance, funeral of an immediate family member, or jury duty confirmed with documentation

Explained Absence - Absence from school in which a parent or guardian notifies the school to explain the absence, but the reasons do not comply with an excused absence.

Unexplained Absence/Truancy - Absence from school in which no parent or guardian contacts the school or in which the child leaves school grounds without prior parent knowledge or permission through the school.

School Business Absence - Absence from school for any school sponsored event

Claremore Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. In accordance with Oklahoma state law, students must not be absent or tardy 4 days in a 4 week period, or 10 days in a semester without valid excuse. Examples of valid excuses are doctor notes, court appearances, or funerals of an immediate family member. Other absences may be excused at the discretion of the administration. Although the attendance officer monitors the absences of all students, it shall be the parent's and student's responsibility to keep track of the number of absences the student has. Failing to attend school may result in notification from the District Attorney, and it is possible that the parent or guardian could be required to appear in court, fined, or both for his/her child's truancy. Furthermore, it is the parent's/guardian's responsibility to contact the school when their son or daughter is absent. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his assigned place. Home suspension is an excused absence. A student who will experience a lengthy absence (more than two weeks) due to illness or injury should contact his/her counselor. Student participation in school-sponsored events is not considered an absence from school. The Board also recognizes that students may miss class due to attending local civic clubs as student of the month or for an occasion which is an honor for the students selected. These and similar occasions, when approved by the building principal, are to be considered school business and not absences. Absences due to attendance at state or national workshops and conferences which are educational in nature may be excluded at the discretion of the administration. Students with chronic medical problems for which Individual Education Programs (IEP) have been developed will meet the attendance requirements as stated on the IEP. Although it is the parent's responsibility to know the number of absences of their student, the attendance officer will notify the parent or guardian when he/she has accumulated 3 unexplained absences in 3 weeks, period, or 8 unexplained absences in a semester. This notice is to be given as soon as practical after these absences. The address of the student shall be the address on the school records. It is the responsibility of the parent to make certain the address is current. Students exceeding the absence limits expressed in the law will be referred to the Office of the District Attorney to investigate as appropriate. It is possible that the parent or guardian could be required to appear in court, fined or both for their child's truancy.

Make-Up Work Allowed: At least one day will be allowed for each day not in attendance to complete the make-up work. It is the student's responsibility to get assignments following an absence the day he/she returns to school. If a student knows in advance of the absences, it is the student's responsibility to get the work before the absences and have it completed upon his/her return to class. Assignments that are a factor of the student's grade are an important part of the student's education.

Therefore, all such assignments are required to be turned in to the teacher for any and all absences. Students are encouraged to do all assignments for continuity of instruction and because of the state mandated OSTP testing.

TARDY POLICY

There is a four minute period between classes. Students are tardy if they are not in their seat when class is scheduled to begin.

Penalties for tardiness are as follows:

1st Offense - Warning

2nd Offense - Parent Contact

3rd Offense - Lunch Detention

4th Offense - After-School Detention

5th Offense - Saturday School

6th and Subsequent Offenses- Administrative Discretion

*Penalties will start over each semester. **More than 10 minutes late to a class is considered an absence.***

TRUANCY POLICY

Truancy has occurred when a student is absent without proper excuse from his assigned place. When a student is truant or suspended from school, makeup work will be allowed at full credit.

First Truancy will both warrant a Saturday School assignment with a parent conference. If the student does not attend Saturday School, the student will receive a three day In-School Restriction.

Second Truancy- will warrant a Saturday School assignment with a parent conference. If the student does not attend Saturday School, the student will receive three days of out of school suspension (OSS).

Third Truancy - will warrant a suspension from school for the remainder of the current semester and succeeding semester or alternative learning placement for the same duration.

WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from Claremore Schools must first notify the Registrar at the school. He /she will get a Withdrawal Notice and instructions for the completion of the form. When all books and supplies have been returned, the student will be withdrawn. Before a student may officially withdraw, parent permission must be obtained.

LEAVING SCHOOL AND SPECIAL EXCUSES

If it becomes necessary for a student to leave school during the day, they must check out through the attendance office. You are to check-in at the office before going to class if you return on the same day. If a student must leave due to an illness or a doctor's appointment, only a person(s) allowed to pick up the student may check the student out from school. Notes and/or phone calls made to the school by parents/guardians will be permitted only in medical emergencies.

NO STUDENT IS PERMITTED TO LEAVE CAMPUS WITHOUT FIRST SIGNING OUT IN THE OFFICE.

STUDENTS SHALL NOT BRING VISITORS ON CAMPUS.

GRADING POLICY

It shall be standard policy that the following grading scale will be used in the Claremore School System:

A 90 – 100% B 80 - 89% C 70 – 79% D 60 – 69% F 0 – 59%

Junior High level semester grades shall be determined by daily assignments, homework, special assignments, class participation, daily, weekly, unit and a comprehensive semester test. Teachers are required to record at least two grades per week for each student. Junior High level semester grades shall be based on the grades recorded over the 18 week semester. All written work and tests affecting the grade shall be returned to the student within ten school days for review, evaluation and any

remediation deemed necessary by the instructor. Term papers and large scale projects shall be returned but are excluded from this time frame. Standardized or teacher-made tests, the validity of which may be compromised by circulation, will ultimately be retained by the instructor. Incomplete work will result in a score of 50 out of 100 percent.

REASSESSMENT PRACTICE

For all students in the Claremore School District

1. Lesson Planning will be aligned to Current State Standards and State Prescribed Assessments.
2. At the beginning of each unit, students are to be made aware of the outcomes to be taught and how they will be assessed on the material.
3. The teacher will utilize a variety of teaching strategies and alternative assessments so those students with different learning styles and abilities can benefit from the instruction.
4. Completion of required qualifiers must be met before the student is allowed an opportunity for reassessment.
5. The qualifiers and reassessment/re-testing must be completed in a timely manner at the teacher's discretion.
6. Students must be given an opportunity for reassessment when their grade average drops below a 70%.
7. Only one re-tests per test.
8. No re-test on block, term or semester tests.

Secondary teachers will state their course re-assessment practice in their syllabi, which will be given to each student at the beginning of each school year or beginning of each course or beginning of each semester. This is a minimum criterion for the reassessment practice. This policy does not limit the teacher to other means of reassessment.

ELIGIBILITY

To be eligible to participate in ANY school activity outside of the regular school schedule, students must be passing all classes in accordance with Claremore Public Schools and OSSAA. Beginning the 3rd week of each semester a weekly grade check will be run and distributed to all teachers. If a student is failing a class, they would be ineligible to participate in any school activity the following week. The eligibility week runs from Monday through Saturday.

DANCES

Additionally, in order for students to be eligible to participate in ANY Will Rogers Junior High coordinated school dances, students must be passing all classes and must **NOT** have served in-school restriction or out-of-school suspension in the current semester.

PROGRESS REPORTS AND REPORT CARDS

Parents can monitor student grades through the parent portal. Semester and end of quarter report cards can be accessed through the parent portal.

ONLINE GRADE CHECK

Grade checks can be made online at www.claremore.k12.ok.us by entering the "Parent Access to Student Info" page. At this page, the parent can access the student's grades by entering their child's

student ID number as the User ID, and the student's assigned PIN as the password. Student pins are given to the students at the beginning of the school year, and can be attained anytime through the main office. If the Internet is not an option for the parent, they may also contact the student's counselor and request that a grade check mailed to them. Parents are encouraged to check their child's grades regularly and communicate with your child's teachers. The more communication between parents and teachers can only help improve a student's academic performance.

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on a test or other classroom work, zeros may be given to the students involved. Parents/Guardians will be notified of the student's cheating.

CLOSED CAMPUS LUNCH POLICY

Will Rogers Junior High has closed campus lunches. The term "closed campus" means that the students cannot leave the campus at any time (including lunch period) without special permission from the office. No student will be allowed to leave for lunch unless they are checked-out by a parent/guardian and whom accompanies them off campus. No exceptions will be made. Any student violating this policy will be considered truant.

If lunch is being provided to a student, the lunch must be checked-in at the school office. The student will be notified. Students are not allowed to pick up food from the school entrance or parking lot. If you would like to eat lunch with your child, you must complete the visitor check-in procedures through the school office. During lunch periods, students will stay in the commons or outside on the south side of the building. Students will not be allowed to roam the outside perimeter of the campus.

CLAREMORE PUBLIC SCHOOLS

Child Nutrition Program

Secondary School Policies

2019-20

The Child Nutrition Department operates the food services provided in the Claremore Public Schools. Breakfast and lunch are served in all of the schools following the guidelines of the National School Lunch and the National School Breakfast Programs.

Secondary Meal Prices

Breakfast: Student Paid \$1.45

Lunch: Student Paid \$3.15

Extra Milk \$0.75

Payment for Meals

A computerized system is used for recording and accounting for meals and money. Each child is individual account and meals purchased are debited (-) out of the same account. Secondary students may use their lunch account to purchase a la carte and snack items in addition to traditional meals. Purchases can be limited to "meals only" upon parental request.

Meal moneys are collected and credited to the accounts by the school cafeteria manager or cashier. The school office staff and secretaries do not handle meal moneys. Please deliver or direct payment to the school cafeteria. Please send checks or money orders when sending payment with elementary students. Misplaced cash is very difficult if not impossible to track. Please make checks payable to

Claremore Public Schools Child Nutrition.

Online Payment

Credit or debit card payments may be made by simply logging on to www.myschoolbucks.com and selecting the Make Payment Button. The Parent/guardian also has the ability to view student sales history. The website can be accessed from the Claremore Public Schools website and/or under the Child Nutrition Link also located on the Claremore Public Schools website.

Payment Reminders

A payment reminder is displayed on the point of sale terminal when an account balance is equal to \$7.05. The payment reminder is displayed and told to the student each time a purchase is made from their account with a balance of less than \$7.05. This will give the child ample opportunity to apply payment to the account.

Charges

Secondary students are not allowed to charge meals or a la carte purchases. The debit card program will not allow negative balances.

Adults are never allowed to charge meals.

Balance Carried Forward

Balances remaining on account and at the end of the school year will be carried forward into the following school year. Upon written request, refunds can be issued during the school year in which the payment was made, but not later than May 1, of the current school year.

Free and Reduced Price Meals

Applications for the Free and Reduced Price Meal Program are distributed to all students at the beginning of the school year. Applications are always available at the Child Nutrition Office, the school offices, and the cafeteria offices. Applications may be submitted at any time during the school year. Applications must be processed, eligibility determined, and approval notification made before students receive free or reduced price meals. This process may take up to ten working days. Students are responsible for paying full price for all meals received prior to application approval. Individual Free and Reduced Price Meal application information remains confidential within the Child Nutrition Office. All families are encouraged to make application as the statistical information pertaining to the number of students qualifying for benefits is a determining factor in the federal and state funding allocated to the District for educational programs.

For additional information about the meal programs and service, contact the:

Child Nutrition Office
101 W. 11th Street
Claremore, OK 74017
918-923-4243

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 or (202)720- 6382

GENERAL SCHOOL POLICIES

ENTRY TO BUILDING

The school doors will be open to students at 7:30 am each morning. Students that arrive at school before 8:05 am will need to stay in their grade designated areas. At 8:05 am students will be released to go to their locker and report to 1st hour. No students will be allowed access to classroom wings without prior approval from school faculty or staff personale.

Visitor Check-In

ALL parents and/or visitors entering the school must come to the main office, located at east entrance. You will be asked to provide identification for student check-out and visitation within the building. This is for the protection of our students, faculty and staff.

COUNSELING

Appropriate decision making and problem solving skills are important for success. It is the mission of the counseling department to help students make effective decisions and accept responsibility for the choices they make. By engaging all students in programs that develop their academics, career awareness, and personal/social skills they will gain the skills needed to enter postsecondary education or employment. School counselors are present on the campus to assist students with difficulties. Parents may call a counselor to schedule an appointment to discuss their child's progress.

EMERGENCY DRILLS

Plans and procedures are posted in each classroom. A series of loud chirps will indicate a fire drill. An announcement over the intercom will indicate an earthquake, tornado or intruder drill. The all clear will be announced by an administrator at the conclusion of each practice drill.

FLOWER DELIVERIES

Deliveries of flowers, balloons or other gifts intended for students or school personnel may be delivered at the school site at the end of the school day. Florists having items for delivery will notify the office between 1:00 and 2:00 p.m. Office personnel will then notify the recipient to pick up the item after the final bell at the end of the school day. Delivery will be set up at a pre- designated location where previously notified recipients can accept the delivery. Flowers and balloons are not allowed on school buses. Claremore schools will not be responsible for any deliveries or lost flowers.

STUDENT INSURANCE

The school contracts with an insurance agent to make insurance available for students' parents to purchase. The contract is with:

Midwest National Life Insurance Company
1-800-767-0700

Agent-K&K Insurance Agency
PO Box 1242
Muskogee, Oklahoma 74402
1-800-722-9775

PRIVACY OF LOCKERS, DESKS & OTHER SCHOOL PROPERTY

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the content of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas may be searched by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they

have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

LOCKERS

Each student is furnished a locker. 6th grade students must provide their own combination lock. Keep the lock combination to yourself. Students are held responsible for the contents of their lockers. Use only the locker assigned to you. If you are unable to operate your lock report it to the office. PE students and athletes will have access to a locker during the PE hour and sporting season and MUST provide their own combination lock. Will Rogers Junior High is not responsible for items missing from lockers.

BACKPACKS, BOOK BAGS and LARGE PURSES

Backpacks, book bags and large purses can only be used to transport your books and personal items to and from school. Students will need to place these bags in their lockers and hand- carry their books to and from classes. Students may carry a hand- sized wallet or pencil bag to classes to transport personal items. Failure to adhere to this policy will result in disciplinary action.

TEXTBOOKS

All basic textbooks are furnished free of charge, but students are responsible for proper care and must pay for books if lost or damaged. FULL REPLACEMENT fee will be charged for books lost or damaged beyond use. There should be no writing in the textbooks except as directed by the teacher.

BICYCLES, MOTORCYCLES AND AUTOMOBILES

Students who ride bicycles to school should park them in the bicycle rack. Motorcycles should be parked in the parking lot. Students who ride bicycles to school must conform to the regular traffic rules. They are not to be ridden on the school grounds. Students are not to ride any bicycle other than their own without permission of the owner. A special motorcycle permit must be obtained from the Principal before a motorcycle can be ridden to school. Cycles are not to be ridden around the building before classes.

WILL ROGERS JUNIOR HIGH STUDENTS ARE NOT ALLOWED TO DRIVE AUTOMOBILES TO SCHOOL.

CLEANLINESS

Students are encouraged to take pride in their school. One way this can be expressed is by not throwing trash in the hallways, gym, or commons area. They should also help pick up what trash that is on school property. Defacing any school property is unacceptable and will result in disciplinary action. No sunflower seeds or glass containers are allowed on campus. Students may bring clear plastic containers with screw top lids only.

SCHOOL PHONE USAGE

The school telephones are for BUSINESS USE ONLY. Students wishing to use the Student Telephone in the office should obtain permission. Students will not be called from a class to the phone except in emergencies. However, messages will be taken to students.

INTERNET DISCIPLINE POLICY

Any student found to be in violation of the terms and conditions for use of the Internet will result in the following disciplinary action:

STEP 1: Day of In-School Restriction

STEP 2: Saturday School and removal from the Internet for 45 school days

STEP 3: 3 to 5 days of Out of School Suspension (OSS) and removal from the Internet for 90 school days

All Internet violations are subject to disciplinary action at the discretion of the administration. The administration has the authority to go directly to Step 3 if they deem appropriate.

STUDENT IDENTIFICATION

Students are to identify themselves when asked by a school employee. Failure to do so may result in disciplinary action. This is necessary so those who do not belong on the campus can be removed.

DRESS CODE

The appearance of our student body is important and reflects, to some extent, the quality and kind of students enrolled in our schools. It is the responsibility of each individual student, therefore, to do everything possible, not only in the area of academics and extracurricular activities to upgrade our school, but to dress in a style and manner that will bring credit to enhance the reputation of its student body. The school dress for all students should be neat, appropriate, and acceptable for school wear. Any dress or style that is provocative, disruptive, or extreme is not considered acceptable. To further clarify this statement, the following guidelines are given:

1. Clothing Above the Waist:
 - a. Shirts that are see-through, or with inappropriate or vulgar illustrations, or words that are sexual in nature, or that make reference to illegal drugs, or advertise tobacco or alcohol products or illustrate weapons shall not be worn.
 - b. Shirts should cover the body in a manner that shows no visible cleavage, torso, or underwear. No racerback shirts will be allowed. Tops & dresses with visible shoulder straps less than 1 ½" in width are prohibited. Boy's shirts shall have sleeves that cover the underarms.
2. Clothing Below the Waist:
 - a. The article of clothing worn below the waist must be appropriate as determined by counselors and administration. Sagging is not allowed.
 - b. Shorts, dresses and skirts can not be shorter than 2" above the knee.
 - c. Under garments must not be worn as outer garments. (i.e. men's boxer shorts cannot be worn as outer dress.) No visible undergarments are allowed.
 - d. Holes, rips or tears in jeans, pants, shorts, leggings, dresses or skirts must be fingertip length or below. NO temporary patching to cover holes is allowed.
3. State law requires students to wear shoes during the hours that school is in session and when they are participating in or on the school grounds. House shoes/slippers or shoes with rollers are allowed.
4. Hats and Caps, and Other Head Coverings: Hats, caps and other head coverings will not be worn by either sex in the school building. Exceptions for religious headdress may be approved by the administration. If a student chooses to wear a hat, cap, or other head covering in the building, it will be confiscated by school personnel and returned only to that student at the end of the day.
5. Chains: No chains are allowed. This includes chains attached to wallets or those of heavy

weight worn around the neck for a necklace.

Dress Code Violations

Failure to follow dress code policy will result in consequences valued at 1 Total Point per the Discipline Grid in the section below. (Removed Leveled Consequences because of Discipline Grid)

DISCIPLINE

Student Behavior

The Board of Education of the Claremore School District adopts the following policy and procedures dealing with student conduct and behavior

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Claremore Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code / Regulations

The following behaviors/acts at school, while in school vehicles, going to or from or attending school events are not acceptable and will result in disciplinary action (may include In-School Restriction options or out-of-school suspension). Following is a listing of behaviors/acts and is not to be considered all inclusive:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Extortion
8. Failure to attend assigned encore period, detention, alternative school or other disciplinary assignment without approval
9. Failure to comply with state immunization records
10. False reports or false calls
11. Fighting
12. Forgery
13. Gambling
14. Harassment, intimidation, and bullying
15. Hazing (initiations) in connection with any school activity
16. Immorality

17. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations).
18. Inappropriate behavior or gestures
19. Inappropriate public behavior
20. Indecent exposure
21. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
22. Obscene language
23. Physical or verbal abuse
24. Plagiarism
25. Possession of a caustic substance
26. Possession of obscene materials
27. Use of a wireless telecommunication device in the school during the student day without prior authorization
28. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
30. Possession of illegal and/or drug related paraphernalia
31. Profanity

32. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
33. Theft
34. Threatening behavior (whether involving written, verbal or physical actions)
35. Truancy
36. Use or possession of tobacco in any form
37. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets
39. Vandalism
40. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
41. Vulgarity
42. Willful damage to school property
43. Willful disobedience of a directive of any school official
44. Violation of district's acceptable use of technology regulation
45. Violation of rules/regulations specified in respective student's planner or school handbook
46. Disruption of the educational process or operation of the school

In addition, conduct occurring outside of the normal school day or off school property that has a direct

and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include In-School Restriction options or out-of-school suspension.

DISCIPLINE PHILOSOPHY

The role of education is too important to our society to allow disruptive influences to hinder it. This is especially true for those students who are so vitally interested in obtaining an opportunity for an education and not being able to receive this opportunity because of undue influences of those who disrupt. In general, students who have reached this age level are mature enough to realize that with all privileges come certain responsibilities. They also know that self-discipline is the best discipline.

“The teacher of a student attending a public school shall have the same right of the parent to control and discipline such a student during the time a child is in attendance or in transit to the school or classroom presided over by the teachers.” (Article VI Section 114, School Laws of Oklahoma)

It is granted that there are some students who do not want to attend school. These students quite often become problems to themselves and the school. A proper educational atmosphere is too important to allow the attendance of those who do not obey the rules. If they choose to attend but do not comply with the rules, they must be removed from the setting to ensure a proper educational atmosphere. Students may be suspended when the administration deems it necessary. When a student is suspended for improper behavior, the parent will be notified and/or a conference will be arranged with the teacher, parent, student, and the assistant principal before the student is reinstated in school. As in any community or organization the size of Claremore Schools, rules are necessary to ensure a smooth-running program. Each student should acquaint himself with those rules and offer his whole-hearted cooperation. Failure to do so carries a penalty commensurate with the infraction. After a student has repeatedly demonstrated that he is unwilling to cooperate with other students his teachers and the administration, he will have left no alternative other than suspension from school. It is the philosophy of the Claremore Schools that no student should be permanently suspended from school until every available means has been exhausted in trying to teach the student compliance with the rules and regulations of the school and society. However, when it is evident that a student has no interest in education, is a trouble maker or a chronic truant, then the administration should take action in expelling said student for the best interest of the student body as a whole. It is not fair to the student body or faculty to force upon them anyone whose purpose is to disrupt the normal learning sequence in our educational program. The goal of the Claremore School District discipline policy is to make available to all students a productive educational environment in which they may learn the academic and social skills necessary to develop into mature, responsible adults. Parents should be the first to foster self-discipline within the child at home; and even though the ultimate aim for each child is self-discipline, the Board of Education feels that enforcement and support of the authority of our teachers and principals are essential as children are led to the point of disciplining themselves. Each student has a responsibility to try to achieve the tasks necessary for academic enrichment and, correspondingly, to refrain from any disruptive behavior in the classroom or other areas under school control. Students not willing to conform in these areas shall be subject to disciplinary procedures. Principals shall see that proper control is maintained in accordance with the Oklahoma School Law and policies of the Board of Education. The following sequence of procedures shall be used in dealing with student control.

1. The teacher shall assume primary responsibility for the maintenance of classroom discipline according to regulations established by the school administration as set forth in this discipline policy. A teacher may impose reasonable physical restraint on a student who is engaged in disruptive behavior or who willfully refuses to obey the teacher's command

related to such disruptive behavior.

2. The principal shall become involved in disciplinary matters when it is necessary to the maintenance of classroom discipline or when the teacher believes all remedies available have been exhausted.

Student responsibilities shall be to:

1. Take advantage of the academic opportunities offered at school
2. Support and participate in school activities
3. Attend school regularly and punctually
4. Remain on the school campus during the school day. Permission to leave must be in writing by an administrator, or his/her designee
5. Be self-controlled, reasonably quiet and non-disruptive in classrooms, hallways, study areas, school buses, on school property and at school activities
6. Dress in a fashion that will not disrupt classroom procedures
7. Be reasonable, self-controlled, non-suggestive and considerate in your relationships with other students
8. Strive for mutually respectful relationships with others
9. Keep your language and gestures respectful and free of profanity or obscenities
10. Respect private, public and school property
11. Know and obey the rules of the school you attend
12. Identify yourself when asked by a school employee
13. Be informed regarding subject rights and responsibilities

Parent responsibilities shall be to:

1. Suggest remedies for the discipline problem
2. Obey the Oklahoma School Law which holds the parent responsible for making their child(ren), (1) attend school and (2) comply by the rules. Oklahoma School Law, Section 192(70- 10-105):
“A. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session”
3. Keep the school informed of all physical and psychological conditions that may affect the student while in school.

Teacher responsibilities shall be to:

1. Have primary responsibility for discipline
2. Utilize remedies available to them via their educational training. In that regard the following steps are suggested:
 - a. Identify the specific problem
 - b. Assess the causes of the deviant behavior
 - c. Plan strategy for adjusting behavior
 - d. Implement a plan for adjusting behavior
 - e. Evaluate the results
3. In the event Step 2 is unsuccessful, the teacher should consult one or more of the following:
 - a. Counselor

- b. Parent
 - c. Principal
4. Whenever it appears to a teacher that a student may be under the influence of any alcoholic beverage or controlled dangerous substance, that teacher shall report the matter to the suspected child’s principal or the designee of said principal for such purposes.

Principal responsibilities include the following:

1. Disciplinary cases may be resolved by the principal
2. When a teacher reports that a student may be under the influence of an alcoholic beverage or controlled dangerous substance, the principal shall immediately notify the Superintendent of Schools or his designee as well as a parent or legal guardian of the suspected student
3. The principal’s primary responsibility is to insure that every child’s right to learn in an effective, orderly environment is protected.

Disciplinary Actions, Primary

The Board of Education recognizes the instructional staff has a repertoire of effective disciplinary techniques and will use various methods to help re- establish the student’s good citizenship. Methods used include but are not limited to the following: Positive reinforcement techniques – counseling – seating change – verbal reprimand – loss of privileges – isolation (within room, outside room) – lunch period detention – after school detention – parent teacher conference. Whatever type used, discipline is always more effective when parents react with support for teacher’s action.

Consequences Grid (This is NOT an all-inclusive list)

Office Referrals could result in a Lunch Detention and the student will remain in the office for the rest of the hour unless their point total falls within the list below:

Infraction	Value	Infraction	Value
Dress Code Violation	1-3	Truancy from School	8
Disruptive Behavior	1-3	Tobacco Possession	8
Inappropriate Use Technology	1-3	Theft	8-30
Inappropriate Behavior (Physical or Verbal)	2-10	Bullying	10-30
Disrespect towards Staff	2-4	Fighting	10-30
Leaving Assigned Area	2-4	Threats upon Staff	15-30
Defiance/Non-Compliance	2-4	Sexual Harassment	25-30
Inappropriate Use of Social Media	4-8	Alcohol Possession	30
Cheating	4-8	Weapons on School Grounds	30
Vandalism	4-8	Illegal Drugs	30

When a student reaches the following totals, they will be assigned the following consequences:

Total Points (TP)	Consequences
2 TP	After School Detention
4 TP	1 day of Saturday School (7:00 am until 11:00 am)

8 TP	1 day of In School Restriction (ISR) or (OSS)
10 TP	3 days of Out of School Suspension (OSS) or (ISR)
12 TP	4 days of In School Restriction (ISR) or (OSS)
15 TP	3 days of Out of School Suspension (OSS) or (ISR)
20 TP	5 days of In School Restriction (ISR) or (OSS)
25 TP	10 days of Out of School Suspension (OSS)
30 TP	Long Term Suspension (More than 10 days)

Note that Total Points (TP) will reset to 0 at the beginning of each semester. However, students must complete assigned consequences from previous semester

The administration may suspend any student from school or exercise other remedies that they deem appropriate.

Bullying Policy

THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)

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:

“Harassment, Intimidation, and Bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will:

- a. Harm another student
- b. Damage another student’s property
- c. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property
- d. Insult or demean any student or group of students

The aforementioned conduct constitutes harassment, intimidation and bullying if conducted in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This includes, but is not limited to gestures, written, verbal, or physical acts, or electronic communications.

“Electronic Communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone a cellular telephone or other wireless telecommunication device, or computer.

“Threatening Behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

Scope. Threatening behavior, harassment, intimidation, and bullying is prohibited on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school- sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communication is

prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the School District’s response to the legislative mandate.

DISCIPLINARY OPTIONS for STUDENT MISCONDUCT

Upon conducting an investigation of the student conduct in question the following options may be assigned:

Detention – Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied.

Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

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

Student Suspensions – The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. IN-SCHOOL RESTRICTION, LUNCH DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF- SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school Principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

LUNCH AND AFTER- SCHOOL DETENTION

Lunch and/or After-school Detention will be used as a method of discipline for students who break school rules.

Lunch detention will be held in a designated place for the duration of a student’s lunch after they get their meal. Students serving lunch detention will not be able to receive food provided to them from off campus venues. Student will be able to pick up their food delivery at the end of the school day.

After- school detention will be held on Tuesdays and Thursdays from 3:30 pm - 4:30 pm in a designated classroom. Any student reporting late will not be admitted.

If the student misses his/her assigned time for detention, he/she will receive an additional consequence at the discretion of an administrator, to include but not limited to, Saturday School. Sports practice, band practice, work, etc. will not be accepted as an excuse for missing detention. If a student breaks any of the detention rules, attendance will not count and the student will be asked to leave and will be assigned a Saturday School. If the student is given detention on one day, he/she will serve the detention no earlier than the next day.

TRANSPORTATION FOR AFTER-SCHOOL DETENTION WILL BE THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENT/GUARDIAN

SATURDAY SCHOOL

Saturday School is from 7:00 am to 11:00 am at Claremore High School. It will be staffed by certified/salaried personnel.

RULES:

1. Students are to report before 7:00 am for Saturday School. No one will be admitted after 7:00 am for Saturday School.
2. Bring school materials to keep you occupied for four (4) hours.
3. No food drinks, or gum will be allowed during Saturday School.
4. Dress Code policy will apply.
5. Failure to follow the teacher's directions, misbehavior, or difficult attitude will result in the student being asked to leave and no credit for attendance will be given.
6. Students failing to attend the full four (4) hours of Saturday School will be referred back to the building administrator for assignment of 3 days of in- house detention. Failure to attend Saturday School assigned for Truancy will result in a 3 day suspension.
7. Students/parents are responsible for their own transportation to and from campus.

IN-SCHOOL RESTRICTION

RULES AND STUDENT RESPONSIBILITIES:

1. Students report to the ISR classroom, located south of the main offices, no later than 8:05 am and will be dismissed for the day at 3:25 p.m. Students **MUST** leave all school campuses immediately.
2. Students will arrive at ISR with pencils, appropriate materials and contract signed by student.
3. All assigned work must be completed and turned in order to return to your classes.
4. If a student shows up without their work or wastes time, the ISR Supervisor will assign additional assignments.
5. An extra day will be given for not bringing work/supplies or failure to follow ISR rules.
6. Students are **not** allowed to:
 - Chew gum
 - Get out of their seat
 - Have visitors or phone calls
 - Eat except during lunch break
 - Possess Cell Phone
 - Write on or deface any school property
 - Look around the room. He/she will
 - Look at their work or straight ahead.
 - Talking without permission.
 - Lean on the desk or back in chair.
 - Sleeping in ISR

(must be turned in at beginning of each day of ISR)
7. Lunch is at 11:10 am in the ISR room. Students may bring a sack lunch or order from the cafeteria each day.
8. Students will pay no attention to regular school bells. There will be a morning restroom break from 9:30 am - 9:35 am and an afternoon restroom break from 1:25 pm - 1:30 pm.
9. Tardiness is absolutely not permitted. Each tardy is one additional day in ISR.
10. If a student is absent during ISR., an Administrator must be contacted by phone by the student's parents. (absolutely no notes or student phone calls will be accepted.)
11. Students who comply with ISR rules and responsibilities will not be counted absent from their regular classes and will receive full credit for assignments during ISR.
12. **Students who violate the rules of the ISR program can be suspended.**

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulations/rules
2. immorality
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts, which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts, which fall within part "e," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

SCHOOL DISTRICT'S OBLIGATION APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

Before the School District's designated representatives, recommend out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. *STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.*

Pre-Conference Applicable to Out-of- School Suspensions:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the Principal shall conduct an informal conference with the student.
2. At the conference with the student the Principal shall read the policy, rule or regulation which the student is accused with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised

that he/she is being suspended and the length of the out-of-school suspension.

5. The Principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The Principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the Principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the Principal will read the policy, rule or regulation which the student is accused with having violated and will briefly outline the conduct or behavior on the part of the student. The Principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the Principal if he/she understands the rule and the accusations against the student.
3. At the conclusion of the conference the Principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the Principal's decision, he/she will be requested to sign a waiver of review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct

and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension:

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the Principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the Principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG TERM OUT-OF-SCHOOL SUSPENSIONS FOR MORE THAN TEN (10) SCHOOL DAYS

A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and, following the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the Principal's decision is received by the parent or student, the Principal's out-of-school suspension decision will be final and unappealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of the parental right to have the out-of-school suspension reviewed as determined by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or the Superintendent's designee, the parent shall be requested to

sign a Waiver of Final Review by the Board.

Method of Appeal to the Board of Education or the Board's Hearing Officer:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and unappealable.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and unappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President or the appointed Hearing Officer should
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/child
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise the Hearing Officer will have the same obligations as the Board with respect to rendering a decision.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right

to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a) the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- b) the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the School District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to the Committee:

1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to

accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing.

3. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
4. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
5. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
6. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of being on school property and of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

STUDENT CODE OF ETHICS

Individual accountability and responsibility is expected to be exercised by every student at Will Rogers Junior High. Students are expected to know and display proper conduct on all school campuses. Students shall refrain from shouting, whistling, making loud noises, scuffling, running or bothering other students. Hand holding, arms around each other, kissing, etc. is considered public display of affection and such behavior is not acceptable. Students violating these policies may be assigned a consequence.

CLASS DISRUPTIONS

Class disruptions may be considered a major offense and are subject to disciplinary action.

DISRESPECT TO SCHOOL EMPLOYEES

Teachers and school administrators have the legal authority to control students the same as do the parents. Disrespect to school employees will result in disciplinary action which may include suspension or expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, rude or obscene gestures directed toward school personnel, or physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to a school employee.

PROFANITY AND INAPPROPRIATE GESTURES

PROFANITY, rudeness and inappropriate behavior, language or gestures will be considered disruptive to the learning environment and are subject to disciplinary action at the discretion of the principal/teaching staff/school employees/substitute teachers.

VANDALISM

Vandalism, in any form, on campus grounds and/or school property will result in discipline in the form of graffiti around the school "Sharpies" and "Magic Markers" are restricted at school. If needed for a class, the marker will be brought directly to the teacher who will store it for the student.

WIRELESS TELECOMMUNICATIONS DEVICE POLICY

HB 1092 allows school districts to set their own policy concerning cellular phones, pagers and other wireless devices. This policy is required, but may be adjusted to an individual school district. Will Rogers Junior High will adhere to the following rules:

1. Electronic Devices must be **put away** once the 8:05am bell rings.
2. They should be **kept put away** for the remainder of the day.
3. **Exceptions** are at **Lunch** and **if a teacher** gives students permission during **class**.
4. **Social Media** is **prohibited** from **8:05 am - 3:25 pm**.

<u>Device Infraction</u>	<u>Consequences</u>
1st Infraction	Cell Phone Taken and Parent Contacted
2nd Infraction	Lunch Detention and Parent Contacted
3rd Infraction	After School Detention and Parent Contacted
4th Infraction	Saturday School and Parent Contacted
5th Infraction	2 days of ISR and Parent Contacted
6th Infraction	Loss of Electronic Device Privileges being brought to School for rest of the year. Student will also receive After School Detention and Parent Contacted
7th Infraction	Suspension

NUISANCE ITEMS

Students shall not bring anything to school that may distract from or be disruptive to learning. Bluetooth devices such as external speakers, radios, video games, video/music devices, water guns,

Hacky sacks, laser pointers, cards and other similar items are examples of “nuisance items” and should NOT be brought to school. Any of these items that are brought to school is the sole responsibility of the student. BRING THEM AT YOUR OWN RISK!

Violation of this policy will result in the electronic device being confiscated and returned to the student at the end of the day. Further violations will result in the electronic device being confiscated, plus disciplinary action. All confiscated devices will be locked in the main office pending return to the student.

GAMING

Gaming items are prohibited. These items would include, but are not limited to games, playing cards, dice, dominos, etc.

FIGHTING

Students involved in starting a fight or voluntarily participating in a fight will be home suspended for up to five days for the first offense. Voluntarily participating is defined as not doing everything possible, including coming to the assistant principal or other school officials, for their assistance. A repeated offense of fighting may result in a long-term suspension.

Unprovoked hitting or striking another student may lead to a substantial penalty. The aggressor may receive a more severe penalty. Threats or threatening behavior may carry the same penalty as a fight and is at the discretion of the administration.

Harassment of any kind toward another student or school personnel will not be tolerated and may result in suspension.

Vicarious liability – (indirect responsibility) third parties that initiate, instigate, aggravate, promote or otherwise cause or affect a fight by action or by word may be suspended. Fighting by game participants during an athletic contest will also warrant a suspension for two games (OSSAA rule). Fighting at school events, which are an extension of the school day, or other inappropriate behavior, will result in being banned from all school activities for a period of time. Disciplinary action shall be taken as if the fight occurred during the regular school day.

TOBACCO POLICY

Smoking and use of tobacco products including e-cigarettes is prohibited within district buildings, in district- owned buses, and in any vehicles used to transport students. It is specifically directed that the smoking ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present on school premises, at school events, or in district vehicles. For purposes of this policy, “smoking” will mean all uses of tobacco and tobacco derivatives, for example, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff.

The Board has directed the superintendent of the district to adopt the necessary rules and procedures to ensure the enforcement and implementation of this non smoking policy. It is understood that this policy will be in addition to existing Board policy concerning the prohibition of smoking by students on school property and buses. Students are prohibited from possessing or using tobacco or tobacco products including e-cigarettes or paraphernalia when on school district property during the normal school day or when on school buses or when participating in school sponsored activities. Students who disobey this rule shall be suspended, and all products and paraphernalia will be confiscated and not returned. Any student who is found to be in possession of a lighter or matches will be assigned 1 day of In-House detention for each offense. Section 759 of the School Laws of Oklahoma is made a part of

the policy. Section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Cigarette Papers, Cigars, Snuff, Chewing Tobacco or Other Tobacco Products.

INHALANT POLICY

Possession of household supplies such as, but not limited to: markers, aerosol cans, incense, potpourri, bath salts, model glue, or liquid paper will result in a suspension in accordance with the Alcohol and Drug Policy if it is determined that it is being used as an inhalant.

MEDICATION FOR STUDENTS

It is the policy of the Claremore Public Schools that medications, both prescription and nonprescription, may be administered to a student by designated school employees. All medications (prescription and non-prescription) will be administered only when the school has a written authorization from the parent or the legal guardian. This authorization will be kept on file at the school.

Prescription and non-prescription medication must be supplied by the parent or guardian. Medications must be in the original container with the child's name written on the container and directions for the administration of the medicine listed on the label or as otherwise authorized by the licensed physician. The label on prescription medicine must have the most recent filled date for that particular prescription. Non-prescription medication will not be given for more than five days without a physician's written authorization. Medications must be transported to the school by an adult. Students are not to transport medications. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered. Medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication. If a teacher discovers unauthorized medication on a student, they are authorized to confiscate the medication and turn it into the principal. Students in possession of unauthorized medication shall be subject to discipline up to, and including, suspension from school.

ALCOHOL AND DRUG POLICY

(including Prescription or Non-Prescription items)

The policy of the Claremore Board of Education shall be that all students shall be suspended at least the balance of the current semester or alternately placed in Alternative Learning for the balance of the school year if such student is found to be possessing, selling, purchasing, or who is determined to be under the influence at any level of the following substances on any property and/or activity associated with Rogers County Independent School District No. 1 including Claremore school buses and/or any other vehicles being used to transport pupils to and from school sponsored functions. The substances dealt with in this school policy include but are not limited to the following:

1. Narcotics or dangerous drugs as defined by the Uniform Controlled Substances Act under the law of the State of Oklahoma.
2. Intoxicating beverages containing more than 3.2 percent alcohol by weight.
3. Non-Intoxicating beverages containing more than ½ of 1 percent alcohol by weight (for example, beer).
4. Possessing, selling and purchasing will carry the same penalty. Possession is interpreted as

the prescription being for that individual.

5. Possession of household supplies in aerosol cans, model glue, or liquid paper will result in a suspension if it is determined that it is being as an inhalant.

REPORTING OF STUDENT ALCOHOL, NON-INTOXICATING BEVERAGES AND CONTROLLED DANGEROUS SUBSTANCE ABUSE

Any teacher in the district who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession a non-intoxicating beverage, an alcoholic beverage or a controlled dangerous substance, all as defined by state law, shall upon recognition report the matter to the school principal or his designee. The principal or his designee shall immediately notify the superintendent or his designee and a parent or legal guardian of the student involved. All administrators, counselors, or teachers who make reports as directed by this policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such report.

Legal Reference: Article XXIV, Section 417, School Laws of Oklahoma, O.S. Title 37, Section 163.2 and defines non-intoxicating beverages, Title 37, Section 506, O.S. Title 63, Section 2-101.

“Non-intoxicating beverages” means and includes beverages containing more than one half of one percent (1/2 of 1%) alcohol by volume, and not more than three and two-tenths percent (3.2%) alcohol by weight.

“Alcoholic beverages” means alcohol spirits, beer and wine as those terms are defined herein and also includes every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed as a beverage by human beings.

“Controlled dangerous substance” means drug, substance, or immediate precursor included in but not limited to:

1. opiates, including their isomers, esters, ethers, salts and salts of isomers, esters and ethers
2. any opium derivatives, their salts, isomers and salts of isomers
3. any material compound, mixture or preparation which contains any quantity of the hallucinogenic substances
4. any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant effect on the central nervous system.

Note: All controlled dangerous substances are listed in Schedules I through V of Article II of OS 63, 2-101.

FIREWORKS

Bringing fireworks to school or possession of fireworks at school, on school transportation or at any school event will result in disciplinary action at the discretion of the administration. The use of fireworks will result in a suspension.

WEAPONS

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be suspended for at least one calendar year. The suspension may, however, be modified by the Superintendent or his designee on a case-by-case basis. A “weapon” means (1) possession, use, control or transfer of any firearm, (2) any other object if possessed, used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs, or (3) look-alikes of any of the weapons defined above. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or

attempted to be used to cause bodily harm. Self protecting devices should not be brought to school.

AFTER- SCHOOL AND BUS SAFETY RULES

For the safety of all students the driver will go over these rules the first part of the school year.

BE AWARE THAT STUDENTS MAY BE MONITORED BY AUDIO AND VIDEO CAMERA WHILE RIDING ON BUSES

Students should follow these safety rules:

1. Students will obey and respect the requests of the driver.
2. Students are to face front and keep all body parts inside bus.
3. Students should conduct themselves properly and never distract the driver, unless it is an emergency.
4. Students shall carry on the bus only those items that can be secured in their laps.
5. Students shall not change from one seat to another while bus is in motion.
6. Students shall not change their pattern of riding the bus to or from school. Students will not ride other buses with friends to or from school. For an emergency call the Transportation Director 341-8582 for any exceptions.
7. The Bus Stop and or walking to and from the bus stop are the same as being on the bus and misconduct will not be allowed.
8. Students shall always cross 10 feet in front of the bus and look both ways, wait for the driver to motion them across.
9. All vandalism will be considered serious and the student will pay for all damages as determined by the Transportation Department
10. All food, drink and candy will not be consumed on the bus and must be in student's book bag, backpack or lunch box.

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

1. Fighting
2. Damage to bus property
3. Profanity
4. Threatening behavior
5. Throwing any object while on the bus

CELL PHONES ARE NOT ALLOWED TO BE USED ON THE BUS AND WILL BE CONFISCATED BY THE DRIVER IF SEEN

If a student is walking home, they should leave campus immediately after school is dismissed. Other students waiting on a ride should leave campus by 3:15 p.m. unless special permission is given to remain. Students must not come back on campus after leaving campus after school unless accompanied by a parent. Bus riders who step off school property will not be allowed to come back on to catch their bus. They become responsible for their own transportation.

CLAREMORE PUBLIC SCHOOLS PARENT NOTICES

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Claremore Public School District. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 through 5 who are suspected of having disabilities which may require special

educational related services should contact the Special Services Department of Claremore Public Schools. For those children enrolled in K-12, referral for screening and evaluation should be initiated through their child's school counselor. The Claremore Public School District coordinates with the Soonerstart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age.

Screening

Screening activities may include vision, hearing, speech/language, health, review of records and educational history, interviews, observations, and specially developed readiness or education screening instruments.

(1) READINESS SCREENING

Personally identifiable information is collected on all personally identifiable information is collected on all Kindergarten and first grade students participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness for evaluated without notice to the child's parent or legal guardian.

(2) EDUCATIONAL SCREENING

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means a procedure used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from their school.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students education records'
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;

- To consent to disclose education records, except where consent is not required to authorize disclosure/
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C., 20202, concerning the alleged violations of the requirements of FERPA (34 CFT 99.1-99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

GRIEVANCE PROCEDURES REGARDING COMPLAINTS OF DISCRIMINATION

(Including sexual harassment)

In accordance with the policy of the board of education, the following regulation governs the processing of employee complaints of discrimination in this school district.

Any employee or student of this school district, who wishes to file a grievance against another employee or student alleging discrimination, including sexual harassment, may file a written complaint with the District Assistant Superintendent of Operations, Title VI, IX and Section 504 Coordinator. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved. The Coordinator shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.

If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the coordinator, the grievant may request a hearing by the grievance committee.

Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

Both the grievant and the person, against whom the complaint was made, may be represented by legal counsel at the hearing.

Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the coordinator or to the superintendent if the complaint is filed against the coordinator.

The coordinator or the superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

Upon receipt of the coordinator's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. The decision of the board shall be final unless overturned by a court of competent jurisdiction.

If the grievance complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures may be obtained from the office of the superintendent.

In the event that the superintendent is the person against whom an employee or student wishes to file a discrimination complaint, the complaint may be filed with the president of the board of education.

The board shall then appoint a special investigator to investigate the allegation. The board shall direct a hearing by the grievance committee as set forth above.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years

of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Claremore Public Schools 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 records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Claremore Public Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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.
 - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
 - c. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202*

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 99.38 (99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37.(§99.31(a)(11))

Section 444(b) of the General Education Provisions Act (20 U.S.C. 1232g (b) (commonly known as the "Family Educational Rights and Privacy Act of 1974") is amended by inserting the following:
'(L) an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25

U.S.C. 450B), who has the right to access a student’s case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student’s education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State of tribal laws applicable to protecting the confidentiality of a student’s education records,”; AND (2) In paragraph (2) (B) by inserting”, except when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101 note)) or dependency matters, and the order is issued in the context of that proceeding, additional notice to the parent by the educational agency or institution is not required” after “educational institution or agency”

Approved January 14, 2013

NON-DISCRIMINATION NOTICE

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

Claremore Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment.

The following people within the District have been designated to handle inquiries regarding the District’s non-discrimination policies, issues and concerns:

For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin Superintendent or designee should be contacted at 918-923-4200 at 102 W 10th St. Claremore, OK 74017.

For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Director of Special Education should be contacted at 918-923-1601 or at 102 W 10th St. Claremore, OK 74017.

For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Athletic Director should be contacted at 918-923-4211 or at 201 E. Stuart Roosa, Claremore, OK 74017.

For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, Director of Special Education should be contacted at 918-923-1601 or at 102 W 10th St. Claremore, OK 74017.

For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, Superintendent or Designee should be contacted at 918-923-4200 or at 102 W 10th St., Claremore, OK 74017.

Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is included below:

Office of Civil Rights, U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

TTY: (877) 521-2172

Facsimile: (816) 823-1404

Email: OCR.KansasCity@ed.gov

HAZARDOUS MATERIAL NOTICE

Claremore Schools have been inspected for asbestos containing building materials. A copy of the inspection and management plan is on file in the Superintendent's office, Director of Maintenance office, and School site office. These documents are available for inspection during the regular working hours of the office.